

# **New Directions Beauty Institute - Student Handbook**



***“Strengthening Skills & Encouraging Dreams.”***

4390 Karl Rd.  
Columbus, Ohio 43224  
614.396.7003

**It is our mission to ensure that every student receives the theoretical and practical training needed to successfully pass the state examination, while providing an energetic environment that facilitates the confidence and skills necessary to attain career success. Our priority is to help our students unlock their creativity and imaginations, and ultimately achieve professional success.**

*REVISED: 02/08/2024*

## **5 Phases to Success**

New Directions Beauty Institute has implemented a 5-phase program that will ensure our students success in their chosen careers. This program consists of:

- **Phase 1- Orientation:**  
Breaking the ice with the student, familiarizing the student with the institute, staff, fellow classmates, and the rules and regulations.
- **Phase 2- Theory/Practical:**  
Students will begin in a classroom setting to learn theory and practicality of hair, nails, and skin.
- **Phase 3- Advanced and Business Professional:**  
The student is taught business professional on the first day of class and is expected throughout the course to display such actions. At this point the student is graded on professionalism.
- **Phase 4- Clinic:**  
The student is prepared to advance to the clinic floor, perform services on clients, learn advanced techniques, front desk and dispensary operations and to unlock their creative imaginations!
- **Phase 5- Job Placement Assistance and Salon Relationships:**  
The student is ready for internship, mock interviews, and salon visits.

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New Directions Beauty Institute, furthermore, known in this document as “the school” or “the institute”

## **Student Rules & Regulations**

These are the rules and regulations of *New Directions Beauty Institute*. Please read and understand that these rules will apply while you are enrolled in this school. These are rules and regulations we have incorporated into our program to help us provide better service to you. These rules are set forth to operate effectively, and help you obtain the maximum benefits from your hours of training. **These rules must always be followed. If violations occur, it will result in probation or termination of the student or students involved.**

### **General Facilities**

New Directions Beauty Institute is designed to promote an atmosphere that is conducive to learning and to accommodate at least fifty (50) students comfortably.

### **Admission Policy**

New Directions Beauty Institute only admits students who are 17 1/2 years of age or older with a high school diploma or its equivalent, or a transcript showing high school completion or a college diploma. All applicants must possess and present a valid State ID or Driver's License (cannot be expired) and social security card for admittance. If applicable a valid proof of citizenship or alien status must be presented at the time of enrollment. All students enrolled at New Directions Beauty Institute must be under an enrollment agreement.

\*A foreign student's high school diploma must be translated into English. This evidence of verification must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

All students must maintain a schedule of attendance that will allow them to complete their course in a timely manner as described within the contract. **Students not making satisfactory progress in attendance and academics will receive advice and given limited time to show improvement before being terminated from school.** If the requirements for graduation are not met by the end date of the student's contract, additional pro-rated charges will be applied to meet Ohio State Cosmetology and Barber Board's requirements. New Directions Beauty Institute does not recruit students already attending or admitted to another school offering a similar program of study.

**Re-enrollment:** If a student has been dropped, expelled, or terminated from New Directions Beauty Institute and wishes to return, he/she must contact the Registrar, who will then forward information to the Director of Instruction, Manager or Supervisor for their comments regarding approval for re-entry. If a student is allowed to return within six (6) months, there will be a re-enrollment fee of \$100.00, \$10.00 fee for the Ohio State Cosmetology and Barber Board and any additional charges that are due. No registration fee will be charged. However, if a student re-enrolls after six (6) months, the student will be required to pay an additional \$150.00 registration fee, and the re-enrollment fee of \$100.00 and the \$10.00 State Board Fee.

### **Previous Hours**

New Directions Beauty Institute will accept hours from previous training or from another institution, including military credits, if the Ohio State Cosmetology and Barber Board recognizes the hours. Ohio State Cosmetology and Barber Board will send a letter to New Directions Beauty Institute informing the school of what hours are recognized by the Board in a particular area of study.

### **New Enrollment**

Open enrollment class schedules, for all courses, are planned for every Tuesday of every month. **NOTE: All new students MUST attend scheduled orientation before acceptance into school.**

## Graduation Requirements

Each student must complete the required hours for the enrolled course of study. The student must also pass tests, written and practical, with a cumulative score of at least 75% at New Directions Beauty Institute. All tuition and fees must be paid by the completion of the course hours or satisfactory payment arrangements must be approved by the administrative office to release hours to the Ohio State Cosmetology and Barber Board.

## Changes and Revisions

**New Directions Beauty Institute reserves the right to change and/or revise the rules and regulations when deemed necessary and/or the law dictates the need for said changes to be made.** Updates and/or notices may require the student's signature and will be posted on the Student Bulletin Board two (2) weeks prior to effective date. Our Educational and Administrative Staff are available to assist students with personal problems pertaining to their education. However, they are not professional counselors. A list of agencies is available for assistance with drug, alcohol, emotional, and other problems that an individual may experience.

## Cancellation and Refund Policy

New Directions Beauty Institute's refund policy applies to terminations for any specific reason, by either party, including the school's decision, student's decision, course cancellation and school closure.

New Directions Beauty Institute complies with the mandated policy. Any monies due to the applicant or student will be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school and is entitled to a refund of all monies paid except a non-refundable application fee.
2. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has started training. All monies will be refunded whether the student has or has not started training. All monies collected by the school are refundable except a non-refundable application fee.
3. A student cancels the contract after three business days of signing, but prior to entering classes. In this case, the student is entitled to a refund of all monies paid to the school less an application fee, if applicable, and registration fee of \$150.00.
4. A student notifies the institution of his/her withdrawal from school.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that he/she will not be returning.
6. A student is expelled by the school.
7. In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
8. **All funds owed to New Directions Beauty Institute at the time of drop, termination or withdrawal are due immediately. Any exceptions are at the discretion of the Director.**

Any monies due a student who withdraws or if a student unofficially withdraws from school will be refunded within 45 days of determination that the student has withdrawn with or without informing the school. The determination of unofficial withdrawal will depend on the school's monitoring of the student's participation every fourteen days. If the student does not inform the school of cancellation, the official cancellation date will be 14 days after the last day of attendance, or the expiration

of an approved leave of absence and student refunds will be based on this last day of attendance. New Directions Beauty Institute will consider mitigating circumstances on a case-by-case basis.

### **Course and/or Program Cancellation Policy**

If New Directions Beauty Institute cancels a course and/or program and ceases to offer instruction after a student's enrollment, and/or before instruction of the course has begun, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course and/or program.

If New Directions Beauty Institute cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction of the course has begun, the school shall at its option:

1. Participate in a teach out agreement, or
2. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or
3. Provide completion of the course and/or program or
4. Provide a full refund of all monies paid.

### **Collection Policy**

In the event a student fails to pay the fees for their course of study, New Directions Beauty Institute will seek representation to collect monies owed to the school. New Directions Beauty Institute's Collection Policy procedures will reflect ethical business practices. Our collection correspondence regarding cancellation and settlement from New Directions Beauty Institute itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy.

### **School Closure Policy**

If New Directions Beauty Institute closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for the students. The school has as its options:

1. Participate in a Teach-Out agreement, or
2. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.

### **Non-Refundable**

Once the student attends class and more than three business days have elapsed since signing the enrollment agreement, the following fees are non-refundable: the registration fee of \$150.00 per course, application fee of \$25.00, and the Ohio Law Book Summary of \$10.00; totaling \$185.00. The re-enrollment fee of \$100.00 is non-refundable, if applicable.



## Refund Calculation\*

Amount of time completed  
(Based on Scheduled Hours)

Amount due to school.

0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

**\*THE FOLLOWING REFUND POLICY IS APPLICABLE TO STUDENTS RECEIVING TUITION ASSISTANCE FROM THE VETERAN’S ADMINISTRATION**

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254(c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges. A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.

### **Title 38 United States Code Section 3679(e) School Compliance Form**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institutions will be required to sign this compliance form to confirm your compliance with the requirements as outlined. **Effective August 1, 2019, the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:**

**Note:** A *Covered Individual* is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill ® benefits.

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 (A “Statement of Benefits” obtained from the Department of Veteran’s Affairs (VA) website – [ebenifts.va.gov](http://ebenifts.va.gov) or a VA from 28-1095 from for chapter 31 authorization purposes can substitute a Certificate of Eligibility) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution,
  2. 90 days after the date the institution certified tuition and fees following receipt of the certificate of eligibility.
- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from VA under chapter 31 or 33.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679 (e) or will comply by the effective date of August 1, 2019. Please ensure that policies in the next publication of your catalog, bulletin, or addendum align with the above requirements.

Nicole Perrin-Hill, Financial Aid Advisor  
Print Name and Title of Official

*Nicole Perrin-Hill*  
Signature and Date

New Directions Beauty Institute  
Name of School

In addition, statute allows your policy to require the covered individual to take the following additional actions:

**Title 38 United States Code Section 3679(e) School Compliance Form**

1. Students must submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of the course of education.
2. Students must submit a written request to use such entitlement.
3. Students must provide additional information necessary for the proper certification of enrollment by the educational institution.
4. Institution may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the anticipated or actual VA educational benefit disbursement.

If your educational institution will be requiring any of these additional actions by students, please submit your policy update to the Ohio SAA by July 15, 2019. You should also ensure that these policies are part of the next publication of your catalog, bulletin, or addendum.

Waivers\* of this requirement may be granted by VA. VA will send communication about obtaining waivers at a later date.

## **Restart Procedures**

If a student has withdrawn from New Directions Beauty Institute and wishes to return, he/she must contact the Registrar, who will then forward information to the Director of Instruction, Manager or Supervisor for their comments regarding approval for re-entry. Rescheduling of classes and a new starting date will be provided by the Admissions Office.

If a student is allowed to return within six (6) months, there will be a re-enrollment fee of \$100.00, \$10.00 fee for the Ohio State Cosmetology and Barber Board and any additional charges that are due. No registration fee will be charged. However, if a student re-enrolls after six (6) months, the student will be required to pay an additional \$150.00 registration fee, and the re-enrollment fee of \$100.00 and the \$10.00 Ohio State Cosmetology and Barber Board Fee.

## **Kit Authorization Fees**

Advanced Natural Hairstyling Kit - \$600.00  
Esthetics Kit - \$650.00  
Manicuring Kit - \$500.00

Natural Hairstyling Kit - \$600.00  
Cosmetology Kit - \$800.00

The kit must be purchased by the student and the cost is non-refundable. The cost of the Cosmetology Kit, Hair Design Kit, Nail Kit, Esthetics Kit, includes class instruction books (not listed on student enrollment agreement). Please note, the **student is responsible for examination licensure fees.**

## **Make-up Policy**

A student who is absent on the date the last or most recent test was given will be required to complete the most recent test on the first day upon returning to school. It's the responsibility of the student to ask the instructor to take "that particular test", which they missed, **on their first day back**. Students may clock make-up hours upon authorization from the Lead Instructor.

## Course and Tuition Fees

### Cosmetology

Tuition	\$ 16,025.00
Application Fee	25.00
Registration Fee	150.00
	<u>\$ 16,200.00</u>

### Advanced Natural Hair

Tuition	\$ 6,725.00
Application Fee	25.00
Registration Fee	150.00
	<u>\$6,900.00</u>

### Natural Hair

Tuition	\$ 6,725.00
Application Fee	25.00
Registration Fee	150.00
	<u>\$ 6,900.00</u>

### Manicuring

Tuition	\$ 2,325.00
Application Fee	25.00
Registration Fee	150.00
	<u>\$ 2,500.00</u>

### Esthetics

Tuition	\$ 8,675.00
Application Fee	25.00
Registration Fee	150.00
	<u>\$ 8,850.00</u>

## Cosmetology (1500 Hours)

The course objective is to prepare students for licensure and employment in cosmetology related careers. This course requires instruction in combined theory and practical application and provides the state required 1500 hours in the study of theory, practice, and clinical training. The Milady curriculum provides theory instruction in general science, hair beautification, hair cutting, chemical application, hair removal, manicuring, massage, facials, skin care, salon readiness and is taught using multiple teaching methods for various learning styles including lecture, games and activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience.

At the completion of each Milady chapter, a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instructors. All recorded grades are accumulated and used to calculate the student's GPA. Completion within forty-three (43) weeks based on full-time attendance.

<b>Subject Area</b>	<b>Core Hours 1500</b>	<b>Clinic Minimum 50%</b>	<b>Theory Minimum 25%</b>
<b>SOC &amp; O'NET CODE: 39-5012.00</b>			
<b>General Sciences</b>	<b>80</b>	<b>40</b>	<b>20</b>
Infection Control Principles/Practices			
Universal Precautions			
Anatomy			
Electricity Basics & Chemistry Basics			
<b>Properties of the Hair &amp; Scalp/Trichology</b>	<b>80</b>	<b>40</b>	<b>20</b>
Diseases & Disorders			
Hair Texture/Wave Patterns			
Chemistry			
<b>Hair Procedures/Practices/Styling</b>	<b>140</b>	<b>70</b>	<b>35</b>
Client Protection			
Shampoos/Rinses/Treatments			
Wet/Finish/Formal Hair Styling			
Thermal Styling Techniques			
Braiding			
Wigs & Hair Additions			
<b>Haircutting</b>	<b>230</b>	<b>115</b>	<b>57.5</b>
Haircutting Basics			
Haircutting Techniques			
Tools (Shears/Razor/Texturizing/Clippers/Trimmers)			
<b>Chemical Procedures/Practices/Products</b>	<b>390</b>	<b>195</b>	<b>97.5</b>
Chemical Texturizing			
Permanent Wave			
Chemical Relaxers			
Curl Re-forming/Corrections			
Hair Color			
Single Process			
Lightening			
Toner/Special Effects			
<b>Nail Procedures &amp; Practices</b>	<b>120</b>	<b>60</b>	<b>30</b>
Nail Anatomy			
Diseases/Disorders/Conditions			
Tools/Equipment			
Basic Manicure & Pedicure			
Nail Enhancements/Maintenance			
Massage			

<b>Skin Care Procedures &amp; Practices</b>	<b>370</b>	<b>185</b>	<b>92.5</b>
Skin Anatomy			
Diseases/Disorders/Conditions			
Basic Facial Procedures/Skin Type/Products			
Hair Removal			
Tools/Equipment			
Makeup			
<b>Artificial Lashes/Extensions</b>	<b>10</b>	<b>5</b>	<b>2.5</b>
<b>Salon Operations &amp; Communication Skills</b>	<b>80</b>	<b>40</b>	<b>20</b>
Salon Operations & Management			
Career Dev/Professional Image/Communication/Life Skills			
Ohio Administrative Code & Ohio Revised Code			
Inspection/Enforcement/Policies/Procedures			
Continuing Education			
Human Trafficking – One (1) Hour Required			
<b>TOTAL</b>	<b>1500</b>	<b>750</b>	<b>375</b>
<b>Flexible Learning Hours</b>		<b>375</b>	

### **Measure Performance Objectives**

1. The student has gained a solid informational background in all areas of Cosmetology.
2. The student has learned the importance of all areas of practical application.
3. The student has learned the correct procedures for performing all practical operations to accomplish the proper result while ensuring the safety of the patron.
4. The student passes the State Board licensing exam and obtains a license.
5. The student is salon ready and employable for an entry level position.

### **Instructional Techniques**

1. Theory classes utilizing lectures, visual aids, white boards, and student labs with DVD's.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

### **Evaluation Procedures**

1. Written test and practical assessments at the completion of each module.
2. Evaluation of practical performance, academic progress, and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

### **Required Level of Achievement**

Written test grades and practical assessments must be at least 75%.

### **Grading System and Evaluations**

The following will be measured to determine academic progress:

**Theory:** Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

#### **Grading Scale**

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

**Natural Hair (450 Hours):**

The objective of this course is to prepare students for licensure and employment in natural hair care related professions. This course requires instruction in combined theory and practical application and provides the state required 450 hours in the study of theory, practice, and clinical training. Students will gain knowledge of the structure and chemistry of the hair and scalp as well as proper use of products and techniques in providing natural hairstyling services. The Milady curriculum provides theory instruction in sanitation, shampooing, braiding with and without extensions, introduction to locking; several different techniques to weave placement, styling and proper weave removal. Each student will have the knowledge of state laws, salon operations, salon ownership and communication skills to own and manage a natural hair styling salon. Multiple teaching methods for various learning styles are used including lectures, games, activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience.

At the completion of each Milady chapter, a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instructors. All recorded grades are accumulated and used to calculate student GPA. Completion within thirteen (13) weeks based on full-time attendance.

<b>Subject Area</b>	<b>Core Hours</b>	<b>Clinic Minimum</b>	<b>Theory Minimum</b>
<b>SOC &amp; O'NET CODE: 39-5012.00</b>	<b>450</b>	<b>50%</b>	<b>25%</b>
<b>General Sciences</b>	<b>40</b>	<b>20</b>	<b>10</b>
Infection Control Principles/Practices			
Universal Precautions			
Anatomy			
Chemistry Basics			
Electricity Basics			
<b>Properties of the Hair &amp; Scalp/Trichology</b>	<b>70</b>	<b>35</b>	<b>17.5</b>
Diseases & Disorders			
Hair Texture/Wave Patterns			
Shampoo/Treatments			
<b>Hair Procedures/Practices/Styling</b>	<b>300</b>	<b>150</b>	<b>75</b>
Client Protection			
Combing/Brushing/Detangling			
Shampooing/Scalp Massage			
Types & Patterns of Braids			
Braiding			
Care of Wigs & Hair Additions			
Artificial Hair Removal			
Hair Addition Methods/Additions			
Trimming Artificial Hair/Cutting Perimeter/Braid Ends			
Tools/Simple Devices			
<b>Salon Operations &amp; Communication Skills</b>	<b>40</b>	<b>20</b>	<b>10</b>
Salon Operations & Management			
Career Development/Professional Image			
Communication/Life Skills			
Ohio Administrative Code & Ohio Revised Code			
Inspection/Enforcement/Policies/Procedures			
Continuing Education			
Human Trafficking – One (1) Hour Required			
<b>TOTAL</b>	<b>450</b>	<b>225</b>	<b>112.5</b>
<b>Flexible Learning Hours</b>		<b>112.5</b>	



### **Measure Performance Objectives**

1. The student has gained a solid informational background in all areas of Cosmetology.
2. The student has learned the importance of all areas of practical application.
3. The student has learned the correct procedures for performing all practical operations to accomplish the proper result while ensuring the safety of the patron.
4. The student passes the State Board licensing exam and obtains a license.
5. The student is salon ready and employable for an entry level position.

### **Instructional Techniques**

1. Theory classes utilizing lectures, visual aids, white boards, and student labs with DVD's.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

### **Evaluation Procedures**

1. Written test and practical assessments at the completion of each module.
2. Evaluation of practical performance, academic progress, and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

### **Required Level of Achievement**

Written test grades and practical assessments must be at least 75%.

### **Grading System and Evaluations**

The following will be measured to determine academic progress:

**Theory:** Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

#### **Grading Scale**

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

**Advanced Natural Hair (600 Hours):**

The objective of this course is to prepare students for licensure and employment in natural hair care related professions. This course requires instruction in combined theory and practical application and provides the state required 450 hours in the study of theory, practice, and clinical training, and 150 hours in the instruction of job readiness, salon advanced, and Ohio state law. Students will gain knowledge of the structure and chemistry of the hair and scalp as well as proper use of products and techniques in providing natural hairstyling services. The Milady curriculum provides theory instruction in sanitation, shampooing, braiding with and without extensions, introduction to locking; several different techniques to weave placement, styling, and proper weave removal. Each student will have the knowledge of state laws, salon operations, salon ownership and communication skills to own and manage a natural hair styling salon. Multiple teaching methods for various learning styles are used including lectures, games, activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience.

At the completion of each Milady chapter, a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instructors. The advanced component provides training in Ohio law, Advanced techniques, sanitation and public safety, and salon supervision and advanced. All recorded grades are accumulated and used to calculate student GPA. Completion within seventeen (17) weeks based on full-time attendance.

<b>Subject Area</b>	<b><u>Non-Clinic</u></b>	<b><u>Clinic</u></b>	<b><u>Core</u></b>
<b>SOC &amp; O'NET CODE: 39-5012.00</b>			
<b>Infection Control &amp; Principles/Practices</b>	<b>20</b>	<b>60</b>	<b>80</b>
Bacteriology			
Dispensary Requirements & Operations			
<b>Properties of the Hair &amp; Scalp</b>	<b>20</b>	<b>40</b>	<b>60</b>
Trichology including growth patterns and textures			
Diseases and Disorders			
Draping Techniques/Client Protection			
Shampoos/Rinses/Treatments			
Chemistry			
Scalp Treatments, Oils, Creams, & Conditioners			
Massage			
Electricity			
Moisturizing, Conditioners, Scalp Creams and Oils			
<b>Hair Procedures &amp; Practices</b>	<b>50</b>	<b>140</b>	<b>190</b>
Combing, Brushing, & Detangling			
Shampoos, Rinses, & Conditioners			
Scalp Treatments, Oils, Creams, Massage, & Electricity			
Hair Dressings			
Artificial Hair Removal, Braids, Weaves, & Extensions			
Product Chemistry- Types of Products & Uses			
Moisturizing, Conditioners, Scalp Creams, & Oils			
Sanitary & Safety Precautions & Ingredients			
Basic Styling Knowledge – History			
Growth Patterns, Styles, Textures, Sectioning, Parting			
Tools & Equipment (Types of Combs, Brushes, Hooks, Yarn Loops, Hook Needles, Thread, & Coils)			
Preparation for Braiding & Dryer Equipment			
Decorations, Beads, & Ribbons			
Types & Patterns of Braids, Twists, Knots, Multiple Strands, Corn Rows, & Hair locking			
Care of Wigs, Hair Additions, Artificial Hair, Ponytails, Switches, Strands, & Wiglets			
Methods of Hair Additions: Glued, Bonded, Woven, Sewn-In			
Artificial Hair Design Special Effects			

Trimming of Artificial Hair, Cutting of Perimeter Lines, Braid Ends, Braid Removal, & Scalp Care			
<b>Anatomy &amp; Facial Shapes</b>	<b>20</b>	<b>40</b>	<b>60</b>
Anatomy of the Head, Bones, Muscles, Nerves, and Circulatory System			
Structure of the Skin			
Facial Structures			
<b>Salon Operations &amp; Communication Skills</b>	<b>10</b>	<b>20</b>	<b>30</b>
Client Consultations, Texture & Type of Extension or Style			
Client Education (Pre/Post Care, Home Care)			
Human Relations & People Skills			
Retailing, Salesmanship, Follow-Up Services			
<b>Cosmetology Laws &amp; Rules</b>	<b>10</b>	<b>20</b>	<b>30</b>
Ohio Revised Code Statutes			
Ohio Administrative Rules/ Inspection & Enforcement			
License & Permit Policy & Procedures			
Continuing Education			
Policies & Procedures			
Human Trafficking (1 hour)			
<b>Cosmetology Laws and Rules</b>	<b>10</b>	<b>0</b>	<b>10</b>
Ohio Revised Code Statutes			
Ohio Administrative Rules			
License & Permit Policy & Procedures			
Continuing Education			
Policies & Procedures			
Inspection & Enforcement			
<b>Public Health &amp; Safety</b>	<b>12.5</b>	<b>25</b>	<b>50</b>
Sanitation Practices & Procedure			
Sterilization Practices & Procedures			
Dispensary Operations & Procedures			
Bacteriology, Contagious & Communicable Disease Control			
Salon Operations & Procedures			
Consumer & Product Safety			
<b>Advanced Techniques</b>	<b>22.5</b>	<b>45</b>	<b>90</b>
Advanced Anatomy of the Hair & Scalp			
Advanced Hair Braiding & Styling			
Salon Supervision & Advanced			
Specialized Equipment Use and Control			
Product and Service Sales Training			
Communication Skills			
<b>TOTAL HOURS</b>			<b>600</b>

### **Measure Performance Objectives**

1. The student has gained a solid informational background in all areas of Cosmetology.
2. The student has learned the importance of all areas of practical application.
3. The student has learned the correct procedures for performing all practical operations to accomplish the proper result while ensuring the safety of the patron.
4. The student passes the State Board licensing exam and obtains a license.
5. The student is salon ready and employable for an entry level position.

### **Instructional Techniques**

1. Theory classes utilizing lectures, visual aids, white boards, and student labs with DVD's.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

### **Evaluation Procedures**

1. Written test and practical assessments at the completion of each module.
2. Evaluation of practical performance, academic progress, and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

### **Required Level of Achievement**

Written test grades and practical assessments must be at least 75%.

### **Grading System and Evaluations**

The following will be measured to determine academic progress:

**Theory:** Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

#### **Grading Scale**

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

**Manicuring (200 Hours):**

The course objective is to prepare students for licensure and employment in the field of Manicuring. This course requires instruction in combined theory and practical application for 200 hours. The Milady curriculum provides theory instruction general science, the care of fingernails, toenails, beautification of nails, nail extensions, techniques of massage of hands, forearms, feet and lower legs, and salon readiness and is taught using multiple teaching methods for various learning styles including lecture, games and activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience. The grading system is as follows:

**Grading Scale**

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

At the completion of each Milady chapter a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and hand mannequins with all work supervised and graded by licensed instructors.

<b>Subject Area</b>	<b>Core Hours</b>	<b>Clinic Minimum</b>	<b>Theory Minimum</b>
<b>SOC &amp; O'NET CODE: 39-5092.00</b>	<b>200</b>	<b>50%</b>	<b>25%</b>
<b>General Sciences</b>	<b>40</b>	<b>20</b>	<b>10</b>
Infection Control Principles/Practices			
Universal Precautions			
General Anatomy			
Nail Structure & Growth			
Nail Disease & Disorders			
Electricity Basics			
Chemistry Basics			
<b>Nail Care</b>	<b>70</b>	<b>35</b>	<b>17.50</b>
Client Protection			
Client Consultation			
Basic Manicure			
Basic Pedicure			
Massage			
Tools & Equipment			
Color Theory			
Polish			
<b>Nail Enhancements</b>	<b>70</b>	<b>35</b>	<b>17.50</b>
Application/procedures/Maintenance/Repair			
Wraps			
Tips			
Monomer and Polymer Nail Enhancements			
UV Gel			
Electric Filing			
Product Chemistry			
Embellishments			
<b>Salon Operations &amp; Communication Skills</b>	<b>20</b>	<b>10</b>	<b>5</b>
Salon Operation & Management			
Career Development/Professional Image			
Communication/Life Skills			
Ohio Administrative Code & Ohio Revised Code			

Inspection/Enforcement/Policies/Procedures			
Continuing Education			
Human Trafficking – One (1) Hour Required			
<b>Total</b>	<b>200</b>	<b>100</b>	<b>50</b>
<b>Flexible Learning Hours</b>		<b>50</b>	

**Measure Performance Objectives**

1. The student has gained a solid informational background in all areas of Cosmetology.
2. The student has learned the importance of all areas of practical application.
3. The student has learned the correct procedures for performing all practical operations to accomplish the proper result while ensuring the safety of the patron.
4. The student passes the State Board licensing exam and obtains a license.
5. The student is salon ready and employable for an entry level position.

**Instructional Techniques**

1. Theory classes utilizing lectures, visual aids, white boards, and student labs with DVD's.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

**Evaluation Procedures**

1. Written test and practical assessments at the completion of each module.
2. Evaluation of practical performance, academic progress, and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

**Required Level of Achievement**

Written test grades and practical assessments must be at least 75%.

**Grading System and Evaluations**

The following will be measured to determine academic progress:

**Theory:** Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

**Grading Scale**

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

**Esthetics (600 Hours):**

The course objective is to prepare students for licensure and employment in skin care and beautification related careers. This course requires instruction in combined theory and practical application and provides the state required 600 hours in the study of theory, practice, and clinical training. The Milady curriculum provides theory instruction in general science, beautification, massaging, cleansing and/or stimulating the skin of the human body, except the scalp, using cosmetic preparations, antiseptics, eyebrows, and removing hair from the body, except the scalp, by the use of cosmetic preparations, antiseptics, tonic lotions, creams, or electrical device for the care of the skin. The application of cosmetics, eyelashes, eyebrow waxing, and removing hair from the body of any person using depilatories, waxing or tweezers is taught. Salon readiness is taught using multiple teaching methods for various learning styles including lectures, games, and activities, video presentations, and guest speakers.

At the completion of each Milady chapter, a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instruction in combined theory and practical application. All recorded grades are accumulated and used to calculate student GPA. This course requires instruction in combined theory and practical application. Completion within seventeen (17) weeks based on full-time attendance.

<b>Subject Area</b>	<b>Core Hours</b>	<b>Clinic Minimum</b>	<b>Theory Minimum</b>
<b>SOC &amp; O'NET CODE: 39-5094.00</b>	<b>600</b>	<b>50%</b>	<b>25%</b>
<b>General Sciences</b>	<b>50</b>	<b>25</b>	<b>12.5</b>
Infection Control Principles/Practices			
Universal Precautions			
Anatomy			
Electricity Basics			
Chemistry Basics			
<b>Skin Sciences</b>	<b>60</b>	<b>30</b>	<b>15</b>
Diseases and Disorders			
Skin Analysis			
Physiology and Histology of the Skin			
Skin Care Products/Chemistry/Ingredients			
<b>Skin Care Practices &amp; Procedures</b>	<b>320</b>	<b>160</b>	<b>80</b>
Basic Facials			
Massage			
Mask			
Chemical Peels			
Chemistry			
Products			
<b>Hair Removal</b>	<b>40</b>	<b>20</b>	<b>10</b>
<b>Makeup</b>	<b>30</b>	<b>15</b>	<b>7.5</b>
Products			
Application			
Color Theory			
Brow Tinting			
<b>Facial Machines &amp; Equipment</b>	<b>40</b>	<b>20</b>	<b>10</b>
<b>Artificial Lashes/Extensions</b>	<b>10</b>	<b>5</b>	<b>2.5</b>
<b>Salon Operations &amp; Communication Skills</b>	<b>50</b>	<b>25</b>	<b>12.5</b>
Salon Operations & Management			
Career Development/Professional Image			
Communication/Life Skills			
Ohio Administrative Code & Ohio Revised Code			
Inspection/Enforcement/Policies/Procedures			
Continuing Education			
Human Trafficking – One (1 Hour) Required			
<b>TOTAL</b>	<b>600</b>	<b>300</b>	<b>150</b>
<b>Flexible Learning Hours</b>		<b>150</b>	

### **Measure Performance Objectives**

1. The student has gained a solid informational background in all areas of Cosmetology.
2. The student has learned the importance of all areas of practical application.
3. The student has learned the correct procedures for performing all practical operations to accomplish the proper result while ensuring the safety of the patron.
4. The student passes the State Board licensing exam and obtains a license.
5. The student is salon ready and employable for an entry level position.

### **Instructional Techniques**

1. Theory classes utilizing lectures, visual aids, white boards, and student labs with DVD's.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

### **Evaluation Procedures**

1. Written test and practical assessments at the completion of each module.
2. Evaluation of practical performance, academic progress, and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

### **Required Level of Achievement**

Written test grades and practical assessments must be at least 75%.

### **Grading System and Evaluations**

The following will be measured to determine academic progress:

**Theory:** Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

#### **Grading Scale**

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure



## Course Fees

**Reminder:** Once the student attends class more than three business days and more than three business days have elapsed since signing the enrollment agreement, the following fees are non-refundable. The registration fee of \$150.00 per course; application fee of \$25.00, and the Ohio Law Book cost of \$10.00; totaling \$185.00. Re-enrollment fee of \$100.00.

### Course and Tuition Fees

#### Cosmetology

Tuition	\$ 16,025.00
Application Fee	25.00
Registration Fee	150.00
	<u>\$ 16,200.00</u>

#### Advanced Natural Hair

Tuition	\$ 6,725.00
Application Fee	25.00
Registration Fee	150.00
	<u>\$6,900.00</u>

#### Natural Hair

Tuition	\$ 6,725.00
Application Fee	25.00
Registration Fee	150.00
	<u>\$ 6,900.00</u>

#### Manicuring

Tuition	\$ 2,325.00
Application Fee	25.00
Registration Fee	150.00
	<u>\$ 2,500.00</u>

#### Esthetics

Tuition	\$ 8,675.00
Application Fee	25.00
Registration Fee	150.00
	<u>\$ 8,850.00</u>

## **Additional Charges May Be Incurred**

1. When a student's contractual agreement period expires, but hours are not complete, the student MUST pay for the extra instructional hours at the rate of \$10.50 per hour or their hours will NOT be released to the Ohio State Cosmetology and Barber Board.
2. Students who have extra instructional charges MUST start making payments on or before their contracted end date. Students who fail to pay or make a payment arrangement with the Registrar will be prevented from clocking-in daily.
3. An institution may charge a student for extra instruction needed to complete his/her program under the following conditions:
  - a) The absences allowed within the contract period have been exhausted; and
  - b) The amount charged per unit of instruction (i.e., clock hour, week, credit or competency) is clearly stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment.

Schools charging a fee prior to the completion date appearing on the enrollment agreement have secured from the student an acknowledgment of credit to their account. All monies received for extra instruction prior to completion of the student contract, are refunded if the student terminates.

4. When, due to unforeseen changes in their scheduled work hours, a student may request and sign an amendment or change to their contract. This however may alter the original ending date of the contract agreement. Request for any change of schedule must be made in writing and may or may not be approved. A \$50.00 fee will be charged for all contractual changes.
5. When a student requests in writing that their hours and/or transcripts be transferred to another school, all monies due to New Directions Beauty Institute must be paid in full.

## **Payment**

New Directions Beauty Institute accepts cash, approved debit cards, credit cards and money orders.

## **Attendance Policy**

All students are required to remain in good attendance status while enrolled in New Directions Beauty Institute. Good attendance is crucial so that a student will complete his/her course of study in a timely manner according to the contractual agreement. To verify a student's attendance, it is required that all students clock in and out when entering or leaving school.

### **Student Completion Hour Schedule**

Scheduled hours	Weeks to complete schedule
35	51.43
20	90.00

Students whose cumulative attendance drops below 75% for any evaluation period will be given a warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met the attendance requirements he/she will be placed on probation.

If a student will be absent from school, it is recommended that the student inform the school of his/her intended absence by telephone or in writing. A record of absence is recorded. The hours of operation at New Directions Beauty Institute are

Tuesday – Saturday, 8:00am - 4:00 pm; part-time day classes are held Tuesday – Friday, 8:00am – 12:00pm and Saturday from 8:00am – 4:00pm. **The school is closed on Sundays and Mondays. Saturday attendance is mandatory for all students.**

New Directions Beauty Institute will not deduct hours from a student as a penalty. A student will receive credit for all hours “clocked”. Therefore, it is crucial that a student clocks in and out. The hours of attendance are calculated by rounding up to the nearest quarter hour.

## **Student Absenteeism**

A student may be dropped for excessive absenteeism. It is the discretion of New Directions Beauty Institute to determine excessive absenteeism since extenuating circumstances may occur. However, after fourteen (14) consecutive days of absences a student will be dropped for nonattendance (“drop date”). A refund (if due) will be given within forty-five (45) days of the drop date.

## **Leave of Absence Policy**

An authorized Leave of Absence (LOA) is a temporary interruption in a student’s program of study. A Leave of Absence refers to the specific time period during a program when a student is not in attendance. A Leave of Absence is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a Leave of Absence.

A Leave of Absence must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. A Leave of Absence may only be granted if there is a reasonable expectation that the student will return from the LOA. A student must follow the institution’s policy requesting an LOA. A student granted a Leave of Absence is considered to be in accordance with the institution’s policy and is not considered to have withdrawn. Therefore, no refund calculation is required at that time.

The student must apply in advance for the LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student was involved in a car accident and sustained injuries and needed a few weeks to recover before returning to class, the student would not have been able to apply for the LOA in advance. The request must be in writing. The student must state the reason for the request such as job adjustments, illness, COVID-19, financial issues, religious, etc. and the request must include the student’s signature. If New Directions Beauty Institute grants a Leave of Absence to a student who did not provide a request prior to the LOA due to unforeseen circumstances, the institution must document the reason for its decision. The institution must collect the LOA request from the student at a later date. In this example, the beginning date of the approved LOA will be determined by the school to be the first day the student was unable to attend the school because of the accident. If a need occurs that will not allow the student to come back to school on the agreed upon expected date, written documentation must be submitted to the school by the student. A student will not be granted a Leave of Absence if the LOA together with any additional Leaves of Absence previously granted exceed a total of 180 calendar days in any twelve-month period. The student will be withdrawn if the student has taken an unapproved LOA or does not return by the expiration of an approved LOA. The student’s withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance.

New Directions Beauty Institute establishes the start date of the approved Leave of Absence as the first date the student is unable to attend. The student’s contract period will be extended by the same number of calendar days taken in the LOA and such changes to the contract period must be recorded in the addendum to the enrollment agreement and must be signed by all parties. The student will not be assessed charges due to the LOA.

## **Funeral Leave**

Students may use their allotted days for a death or funeral. Once the allotted hours or days are used up, students will be over their contract. Students will then be charged \$10.50 per hour.

## Late

**Classes start at 8:00am. Students are considered late at 8:07am. If students are tardy at least three (3) times within the same month, they will be suspended.** The students must notify the school Registrar if they are going to be late, should an emergency or unforeseen circumstances occur, so that they may clock in later. Remember, students **will** incur extra instructional charges if they go over their contractual hours.

## Theory

Students are tested at the end of each Theory chapter. A cumulative theory grade of 75% or above must be maintained. Practical work is assessed at different levels and is approved by an instructor when it meets the average grade scale. Any grade below 75% is unacceptable. Any student caught cheating on an exam will be suspended or terminated. First (1<sup>st</sup>) offense students will receive a five (5) day suspension; the second offense could result in expulsion from school.

**If a student is unable to attend theory, he /she will not be allowed to practice on the clinic floor for that day. A student is not allowed to leave the theory class once class has begun without the instructor's approval.**

Extenuating circumstances may occur and in lieu of a student attending theory, a student may participate in an academic assignment (i.e., essay, vocabulary words or worksheet) to receive credit for theory for that day with the approval of the instructor.

It is important that students arrive at school on time to participate in scheduled theory class. New Directions Beauty Institute will cooperate with our students as much as possible to ensure timely completion of the cosmetology course. If a student is suspended from school due to excessive tardiness, he/she may go over the contract period and incur additional costs. Excessive absences and tardiness will result in students not completing scheduled curriculum and especially important chapters of study. New Directions Beauty Institute will not repeat those chapters which means students must do independent study on their own.

## Distance Learning

Distance learning will be available, when applicable, with a licensed Instructor utilizing the CIMA platform.

Any hours or equivalent credit hours attained through distance learning may not be recognized by other states or schools.

## Red Saturday

**Saturdays are mandatory!** Students are eligible for one approved Red Saturday off every sixty days with permission. If a student is absent on Saturday without prior permission or a doctor's excuse, the student will be suspended for three (3) days. Students can return on Friday of the following week. If a student notifies the school of illness or emergency as their reason for not attending on Saturday, the student is required to bring in verification or doctor's excuse on Tuesday in order to clock in. When a student is suspended, the student is charged for days missed. However, if a student leaves early on Saturday, not abiding by contractual agreement, this could count as one approved Saturday, but the student must get prior approval. If students leave without permission, it is still considered a red Saturday.

## Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Cosmetology, Natural Hair, Advanced Natural Hair, Manicuring, and Esthetics programs scheduled for a particular category of attendance (part-time, full-time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. SAP evaluation periods are based on scheduled hours at the institution.

The following examples demonstrate the correct evaluation periods for programs of various lengths in which each program utilizes an academic year of 900 clock hours to be completed in 30 academic weeks:

**a) Program Advanced Natural Hair (600 Clock Hours) – Full Time**

1st Evaluation Period Ends: 300 Clock Hours and 9 weeks  
2nd Evaluation Period Ends: 600 Clock Hours and 18 weeks

**b) Program Advanced Natural Hair (600 Clock Hours) – Part Time**

1st Evaluation Period Ends: 300 Clock Hours and 15 weeks  
2nd Evaluation Period Ends: 600 Clock Hours and 30 weeks

**c) Program Natural Hair (450 Clock Hours) – Full Time**

1st Evaluation Period Ends: 225 Clock Hours and 6 weeks  
2nd Evaluation Period Ends: 450 Clock Hours and 13 weeks

**d) Program Natural Hair (450 Clock Hours) – Part Time**

1st Evaluation Period Ends: 225 Clock Hours and 11 weeks  
2nd Evaluation Period Ends: 450 Clock Hours and 23 weeks

**e) Program Manicuring (200 Clock Hours) – Full Time**

1st Evaluation Period Ends: 100 Clock Hours and 3 weeks  
2nd Evaluation Period Ends: 200 Clock Hours and 6 weeks

**f) Program Manicuring (200 Clock Hours) – Part Time**

1st Evaluation Period Ends: 100 Clock Hours and 5 weeks  
2nd Evaluation Period Ends: 200 Clock Hours and 10 weeks

**g) Program Esthetics (600 Clock Hours) – Full Time**

1st Evaluation Period Ends: 300 Clock Hours and 8.5 weeks  
2nd Evaluation Period Ends: 600 Clock Hours and 17 weeks

**h) Program Esthetics (600 Clock Hours) – Part Time**

1st Evaluation Period Ends: 300 Clock Hours and 15 weeks  
2nd Evaluation Period Ends: 600 Clock Hours and 30 weeks

**i) Program Cosmetology (1500 Clock Hours) – Full Time**

1st Evaluation Period Ends: 500 Clock Hours and 14 weeks  
2nd Evaluation Period Ends: 1000 Clock Hours and 29 weeks  
3rd Evaluation Period Ends: 1500 Clock Hours and 43 weeks

**j) Program Cosmetology (1500 Clock Hours) – Part Time**

1st Evaluation Period Ends: 500 Clock Hours and 25 weeks  
2nd Evaluation Period Ends: 1000 Clock Hours and 50 weeks  
3rd Evaluation Period Ends: 1500 Clock Hours and 75 weeks

### **Attendance Progress Evaluations**

Students are to attend a minimum of 75% of the scheduled hours based on the applicable attendance schedule to be considered making satisfactory attendance progress. Evaluations are conducted based on scheduled hours to determine if the student has met the minimum requirements. Evaluations are based on cumulative attendance as of the scheduled hours of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course. Given the attendance rate, the student will graduate within the maximum time frame allowed.

### **Determination of Attendance and Academic Progress Status** **Veterans Administration**

Students receiving tuition benefits from the Veterans Administration who fail to meet the 80% minimum requirements for **attendance and academic progress** are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress and monitored as follows:

- Basic Manicuring Course – Bi-Weekly
- Basic Esthetics Course – Every 30 Days
- Advanced (or Basic) Natural Hair Course – Every 30 days
- Basic Cosmetology Course – Every 30 days

Manicuring students who are placed on warning will have their academic and/or attendance progress reviewed bi-weekly from the date of warning. Should they not achieve the 80% minimum requirement, they will be placed on probation and re-evaluated two weeks from date of probation. If the student has still not met the minimum satisfactory progress requirement, the student will be terminated from the program. The student may appeal the determination in writing (see Appeal Procedure). If the student has met the SAP requirement at either the warning or probation stage, he/she will be deemed in good standing.

Esthetics, Natural Hair, and Cosmetology students who are placed on warning will have their academic and/or attendance progress reviewed 30-days from the date of warning. Should they not achieve the 80% minimum requirement, they will be placed on probation and re-evaluated in 30-days from the date of probation. If the student has still not met the minimum satisfactory progress requirement, the student will

be terminated from the program. The student may appeal the determination in writing (see Appeal Procedure). If the student has met the SAP requirement at either the warning or probation stage, he/she will be deemed in good standing.

### Maximum Time Frame

The maximum time frame (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Students who have not completed the course within the maximum timeframe shall be terminated. If a student requests and is permitted to re-enroll at New Directions Beauty Institute (and the student must be able to make Satisfactory Academic Progress at the next evaluation period), it will be on a cash basis in a manner consistent with the re-enrollment provisions of the institution’s admission policy. A Leave of Absence extends the student’s contract period and maximum time frame by the same number of days taken in the Leave of Absence.

Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled hours at the institution.

<u>Program</u>	<u>Schedule</u>	<u>Hours Per Week</u>	<u>Weeks to Complete</u>	<u>Program Hours</u>	<u>Maximum Weeks</u>	<u>Maximum Hours to Complete</u>
Cosmetology	Full Time	37.5	40	1500	60	2250
Cosmetology	Part Time	22.5	67	1500	100.5	2261.25
Advanced Natural Hair	Full Time	37.5	16	600	24	900
Advanced Natural Hair	Part Time	22.5	26.67	600	40	900
Natural Hair	Full Time	37.5	12	450	18	675
Natural Hair	Part Time	22.5	20	450	30	675
Manicuring	Part Time	22.5	9	200	13.5	303.75
Manicuring	Full Time	37.5	5	200	7.5	281.25
Esthetics	Full Time	37.5	17	600	30	1125.00
Esthetics	Part Time	22.5	30	600	49.5	1113.75

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled hours.

Students are assigned academic learning and a minimum of practical learning experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience. The grading system is as follows:

#### Grading Scale

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

At each evaluation period, students achieving a minimum passing grade of 75% and attending the required minimum hours according to the attendance policy will be deemed to be making satisfactory progress in their course of study. Any student not meeting the minimum requirements for academic, or attendance progress will be deemed as making unsatisfactory progress.

Students are tested at the end of each Theory chapter. A cumulative theory grade of at least 75% must be maintained. Practical work is assessed at different levels and is evaluated by an instructor using the grading scale. Any grade below 75% is unacceptable. The GPA is calculated by using the cumulative practical and theory grades. To be in satisfactory academic progress, the GPA must be 75% or better.

### **Evaluation Summary**

The following summarizes the evaluation periods for each program. Evaluations will determine if the student met minimum requirements for Satisfactory academic progress. As part of your evaluation process, your cumulative theory grades and practical grades are used to calculate your Grade Point Average (GPA). A 75% GPA is considered Satisfactory Progress. Your cumulative attendance will be evaluated as well and must be at least 75%. SAP evaluation periods are based on actual scheduled hours at the institution. Evaluations will be conducted when you reach the following scheduled hours and will be completed within seven (7) days of reaching the actual hours. The academic year for all programs is 900 hours.

The first evaluation must occur no later than the mid-point of the academic year or the course and/or program, whichever occurs sooner. After your evaluation has been completed, you will have an opportunity to review, sign and receive a copy of the report. The frequency of evaluations ensures that the students have had at least one evaluation by midpoint in the course.

	<b><u>Evaluation Period 1</u></b>	<b><u>Evaluation Period 2</u></b>	<b><u>Evaluation Period 3</u></b>	<b><u>Evaluation Period 4</u></b>
Manicuring – 200 Hours	100 Scheduled Hours	200 Scheduled Hours	N/A	N/A
Natural Hair – 450 Hours	225 Scheduled Hours	450 Scheduled Hours	N/A	N/A
Advanced Natural Hair - 600 Hours	300 Scheduled Hours	600 Scheduled Hours	N/A	N/A
Esthetics - 600 Hours	300 Scheduled Hours	600 Scheduled Hours	N/A	N/A
Cosmetology – 1500 Hours	500 Scheduled Hours	1000 Scheduled Hours	1500 Scheduled Hours	N/A

Students are evaluated based on scheduled hours for Satisfactory Academic Progress and use an academic year of 900 hours. For programs which exceed one academic year, the remainder of the program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours and competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the program.



## **Determination of Progress Status**

Students meeting minimum requirements for academics and attendance at the evaluation points are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

### **Warning**

Students who fail to meet minimum requirements for attendance or academic progress will be placed on satisfactory academic progress warning. The institution must determine that satisfactory progress standards can be met by the end of the subsequent evaluation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation and be given an academic plan to ensure that the student is able to meet the institution's satisfactory progress requirements. If at the end of the warning period, the student has still not met both the attendance and academic requirements he/she may be placed on probation.

### **Probation**

The institution may allow a status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

- a. The institution evaluates the student's progress and determines the student did not make satisfactory academic progress during the warning or previous evaluation period,
- b. The student prevails upon appeal of a negative progress determination prior to being placed on probation.
- c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress.

## **Reinstatement of Satisfactory Progress**

Students may re-establish satisfactory progress by meeting the minimum attendance and academic requirements by the end of the probationary period.

## **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract and maximum time frame by the same number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will re-enter in the same progress status as when they left.

## **Appeal Process**

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit documentation as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow achievement of satisfactory academic progress at the next evaluation period. This information should include the allowable special circumstances (such as a documented illness, death in the family, documented abuse, or documented incarceration). Appeal documents will be reviewed, and a decision will be made and reported to the student within thirty (30) calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal prior to being placed on probation, the satisfactory academic progress determination will be reversed.

## **Non-Credit and Remedial Courses**

Incomplete, repetition, and non-credit remedial courses have no effect upon the school's satisfactory progress policy. Non-credit and remedial courses do not apply to New Directions Beauty Institute.

## **Transfer Hours**

Regarding satisfactory academic progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. All transfer hours, including military credits, must be approved by the Ohio State Cosmetology and Barber Board and transmitted to the school in writing by the Board before a student is enrolled in class or the hours will not be accepted by New Directions Beauty Institute.

## **Procedure for Complaint**

Within ten days after the receipt of the complaint, the lead instructor will review it. The complainant is called into the office to discuss the nature of the complaint. If after careful evaluation and the complaint is not resolved, it is then referred to the complaint committee. The meeting between the complaint committee and the complainant is documented. The complainant is given a copy of the written records at the time of the meeting. The complaint committee is comprised of the Registrar, Director of Instruction, and a member of the public sector.

The complaint committee will meet within 21 (twenty-one) days to review the allegation. If more information is needed a letter will be sent to the complainant requesting additional information. The complaint committee shall act on the allegation and a letter will be sent to the complainant within 15 (fifteen) calendar days. Students may also contact the board directly at: Ohio State Cosmetology and Barber Board, 1929 Gateway Circle, Grove City, Ohio 43123 or at 1.800.686.5780.

## Advising

New Directions Beauty Institute offers advice to students throughout their training at this institution. A list of professional counseling agencies is posted in the student's lounge.

## Dress Code

**Before clocking in:** ALL students are required to wear the "appropriate colored smock(s)" corresponding to the course being taken "daily". New Directions Beauty Institute has a professional dress code standard which includes uniform, hair, and nails. We do allow our students to have nail tips, however, if the tips do not allow you to make a tight fist they are too long and must be cut down. **Absolutely NO corkscrew nails are allowed.**

**All Cosmo, Natural Hairstyling, and Nail Technology** students are required to wear a black smock, solid black nurse's uniform, and black rubber sole athletic or supportive in-toe shoes with "1/2-inch soles" (one other color welcome, but predominately black). Nurses' corks are welcome.

NO BLUE JEANS, faded black jeans, shorts or cutoffs are allowed. No tank tops or shirts; no sleeveless blouses or sleeveless shirts are allowed. Blouses and shirts must not reveal cleavage or chest. No baby-doll shoes. If a smock gets torn, burned, has holes in it or is severely stained, the student must replace that smock by purchasing a new one for \$25 dollars. A T-shirt may also be purchased in lieu of a vest for \$20.00 dollars. Hair must be styled, manicured nails and make-up applied (if applicable). Decorative head bands or ornaments to enhance your "hairstyle" or beauty are allowed. NO HATS, SCARVES, RAGS OR WRAPS ARE ALLOWED.

**Esthetics Students** – are required to wear a white smock, solid white nurse's uniform, and white rubber sole athletic or supportive in-toe shoes with "1/2-inch soles. Nurses' corks are welcome.

No baby-doll shoes. Students MUST have sleeves on blouse or shirt which can be short but not sleeveless. Students must wear a blouse or shirt that covers cleavage or chest. No shorts or cutoffs are allowed. All students must have their hair styled, natural nails (short), no acrylic nails and make-up applied (if applicable). If a smock gets torn, burned, has holes in it or is severely stained, the student must replace that smock by purchasing a new one for \$25.00. A T-shirt may also be purchased in lieu of a vest for \$20.00. Decorative head bands or ornaments to enhance your "hairstyle" or beauty are allowed. NO HATS, SCARVES, RAGS OR WRAPS ARE ALLOWED.

**ALL students** must have all approved equipment and textbooks with them daily or serious consequences will occur. **All students** must practice good personal hygiene and sanitation while in school.

Only "**ONE**" tote bag or equivalent, on wheels or carry on, per student is welcome. You MUST wear your New Directions Beauty Institute name badge, with the student's first name on it. **If you lose your name badge, an additional badge MUST be purchased for \$7.00.** If you do not meet the requirements:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | you will be issued a written warning.  |
| 2 <sup>nd</sup> offense | you will be dismissed from school for the day or days and/or you could be suspended or terminated. |

## Lockers

You must supply a “combination lock” to lock your locker. You **MUST** also give the Registrar the combination. Keep it always locked. **New Directions Beauty Institute is not responsible for lost, broken or stolen items.** Lockers must be cleaned out immediately upon 1) Graduation 2) withdrawal 3) medical leave of absence or 4) termination for any reason. **THERE IS TO BE ABSOLUTELY NO FOOD ITEMS STORED IN THE LOCKERS.**

If Management discovers perishable food items inside the locker, the student in violation will suffer consequences. After twenty (20) days, New Directions’ staff will empty the unused locker and discard all property. In case of an emergency, New Directions Beauty Institute has the right to cut the lock to your locker.

## Supplies

All items, mannequins, and books that are used in your training must be purchased through New Directions Beauty Institute and will be issued to you once the school has received payment in full for them. A kit case will be issued to you. You may choose to transfer your items into a sturdier case such as a “pulley tote” on wheels. That is welcome, but **ONE** only. No additional items such as more than one piece of luggage may be brought into New Directions Beauty Institute unless you have received permission from the Supervisor or Manager.

## Sanitation

Must be done daily according to the State Board, including all sanitation duties assigned.

## Student Conduct

Please limit phone calls to three (3) minutes. **No cellular phones can be used while on the clock or on the floor. BLUETOOTH’S ARE ABSOLUTELY PROHIBITED WHILE ON CLOCK.** When off the clock, cell phones can be used in student lounge or outside the building on lunch or breaks only. **Place all cell phones on vibrate. Students!!!!** Do **not** attempt to teach other students. If you have any questions, ask an instructor. Students are not allowed visitors during school hours.

**Any student damaging or destroying any property will be charged the cost of repair and or replacement and that act could result in suspension or termination.** We are very proud of our facility. Please join us in taking pride in our facility and keeping the appearance nice. No student is allowed to get over seven point five hours (7.5) per day without prior approval from an instructor. The number of performances on manikins, patrons, or fellow students is shown as minimum requirements as determined by our curriculum under Ohio Law. This means students are not complete until you graduate from school. **PRACTICE, PRACTICE, PRACTICE** because accuracy and speed are important.

A thirty (30) minute lunch break is allowed for students who are attending full-time seven point five (7.5) hours per day. You **MUST** clock out and in for lunch. Instructors will assign specific lunch times. Full-time students also receive two (2) fifteen-minute breaks. The instructors will sign you out and in. No one is allowed to clock in or out for you. This is grounds for expulsion or termination.

This is a nonsmoking institution. If you smoke, you must clock out and leave the building during lunch or break. IPODS, cell phones etc., are not allowed while on the clock.

A student enrolling at New Directions Beauty Institute assumes responsibility for reasonable standards of behavior while on school property or while participating in program activities. Inappropriate student conduct that is grounds for probation, suspension & termination include, but are not limited, to the following:

1. Class attendance under the influence of alcohol, drugs, or illegal firearms
2. Outburst
3. Disruption of class or school
4. Violation of school regulations or policies
5. Disrespectful to another student and/or instructor or client
6. Stealing or destruction of property
7. Threats, verbal or physical threats or acts of violence against any persons in school
8. Tainting our school
9. Soliciting clients for services at home
10. Badgering clients for tips
11. Gossiping
12. Unprofessional or unethical conduct
13. Excessive absences or tardiness
14. Failure to maintain academic progress and satisfactory attendance (75% minimum).
15. Refusal to provide assigned client services
16. Clocking another student in or out
17. Any other conducts which the school, instructors, or other students deem to be harmful to the school's reputation, the academic process or inappropriate for this profession
18. Discourteous to clients such as verbal abuse, physical harassment or neglect in service, or any other direct violation.
19. Failure to pay tuition due in a timely manner
20. Sexual harassment such as, propositions, flirtations, or advances either physically or verbally.

### **Social Media Policy**

We request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Users are to engage in such exchanges with mutual respect for others' opinions or entity. This policy falls under Student Conduct. New Directions Beauty Institute also reserves the right to amend this policy and make changes to our operations.

## Advertising Policy

New Directions Beauty Institute holds itself to a high standard of truthfulness in advertising. Advertising for this institution must be factual, in compliance with applicable local, state, and federal oversight agencies with respect to advertising the institution, attracting prospective students, or promoting the institution for any reason whether using written copy, social media platforms, or any other media format. The purpose of this advertising policy is to help us ensure that we are not misleading the public in our promotional materials.

Advertising materials and any public statements and disclosures shall clearly state the institution is a school.

Any advertising by this institution or by its agents and/or representatives, with particular attention to advertising directed at prospective students, shall be accurate regarding the institution or program(s) in terms of: Resources, Admission requirements, Academic progress policy, Graduation requirements, Fees and other charges, Student financial assistance programs, Refund policy, and administrative policies and standards. This institution's website includes all required pre-enrollment disclosures and complies with local, state, or federal law.

New Directions Beauty Institute does not use any trade or business name, label, insignia, or designation that misleads or deceives prospective student or the public as to the nature of the school, its accreditation, programs of instruction, methods of teaching, or any other material fact. New Directions Beauty Institute does not practice or condone any advertising which shall be deemed: Fraudulent, Deceptive, Misleading, and/or False.

## Parking

Designated student parking is located on the far-right side of the building. Parking for customers and disabled persons is in front of the businesses in this complex.

## Certificates

Upon completion of the required hours, per course, the student will receive a certificate of completion.

## Occupations Available

**Cosmetology** - Salon Owner, Salon Stylist, Hair Color Specialist, Texture Service Specialist, Wig or Extension Specialist, Retail Specialist, Skin Care Specialist, Hair Stylist, Day Spa Stylist, Salon Manager, Product Educator, State Board Member, Accreditation Specialist, Cosmetic Chemist, Platform Artist, Instructor, Nail Technologist. **For additional career information see Standard Occupational Classification (SOC) Code 39-5012.00**

**Natural Hair and Advanced Natural Hair** - Salon Owner, Platform Artist, Educator, Salon Manager, Hair Stylist for Movie Stars, Texture Service Specialist. **For additional career information see Standard Occupational Classification (SOC) Code 39-5012.00**

**Manicuring** - Salon Owner; Platform Artist; Educator, Manicurist, Pedicurist, and Manager of Nail Salon. **For additional career information see Standard Occupational Classification (SOC) Code 39-5092.00**

**Esthetics** - Salon Owner, Platform Artist, Skin Care Specialist, Make-Up Artist, Educator. **For additional career information see Standard Occupational Classification (SOC) Code 39-5092.00**

## **Employment Opportunities**

New Directions Beauty Institute **will not make any guarantee of employment or salary upon graduation.** New Directions Beauty Institute will provide the student with placement “leads” which will consist of identifying employment opportunities and advising the student of appropriate means of attempting to accomplish these opportunities.

## **Student Records**

Students and their parents or guardians (if student a dependent minor) may have access to their records upon written request to the Director or Manager. The Director, Manager or Supervisor will supervise and interpret the records and answer any questions that the student or their parents may have. Students and parents/guardians of dependent minors requesting copies of their student file will be charged fifty cents (.50) per page. The school releases student records without written consent to New Directions Beauty Institute, the State Licensing Agency, and any other school official. This institution maintains a record of all release forms and requests for information. Student performance sheets and curriculum sheets can't be removed as they are the property of New Directions Beauty Institute. This institution maintains students' records for a minimum period of three (3) years.

## **Clinic**

**All services are performed by students and must be checked by the instructor on duty.** Students will service clients in a polite, professional, and courteous manner, with requests being honored if possible. Clients are assigned on a rotational system per Ohio Law. Students are required to only perform and provide services that are paid for by clients and written on client ticket. All supplies used on clients and students are approved and provided by New Directions Beauty Institute for insurance reasons. Students are not allowed to bring any chemical products into the school. Finishing products may be allowed with **prior** permission from the Supervisor or Manager. Students are not allowed to purchase products from beauty supply stores and retail them to customers of the school; nor are they allowed to solicit clients to their homes for monetary gain for providing cosmetology services. The Ohio State Cosmetology and Barber Board and New Directions Beauty Institute will not allow this practice. Any student engaged in this type of conduct is subject to disciplinary action from school.

## **Student Services**

All personal services for students will be performed on Tuesday and Wednesday, sometimes Thursday at the discretion of the instructor. Students must have a 75% or above rating academically and/or in attendance to give or receive a personal service or be a model. Students receive a 10% discount on chemical services. Students who have graduated or dropped out and are no longer in daily attendance at New Directions Beauty Institute cannot receive services at student prices. All student services must have prior instructor approval with a signed pass.

## **Release of information to a Third Party**

Consent forms may be obtained in the Registrar's office. When releasing information to a Third (3rd) Party, the student and/or parent or guardian (if the student is a dependent minor) must sign a release form. An exception will be made for legal accreditation purposes (see student records). The school requires a completed release form for each third-party at the time requested.

## **Family Education Rights and Privacy (FERPA)**

New Directions Beauty Institute is in compliance with provisions granted under the Family Educational Right's and Privacy Act of 1974 (FERPA or the Buckley Amendment). Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The FERPA was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.
3. It is good policy for the institution to notify the student about such disclosures and to seek written permission from the student to allow the disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify the students about their rights under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.
8. The school should always seek written consent from the student before disseminating educational records to third parties.

FERPA gives parents or guardians of dependent minor's certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as a great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student then has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audit or evaluation purposes.
  - Organizations conducting certain studies for or on behalf of the school.
  - Accrediting organizations.
  - To comply with a judicial order or lawfully issued subpoena.
  - Appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.
  - Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify the parents and eligible students annually of their rights under FERPA. The actual means of notification, (special letter, student handbook, or newspaper article) is left to the discretion of each school.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is



Family Policy Compliance Office U. S. Department Compliance Office 600 Independence Avenue, SW, Washington, DC 202-4605.

The Family Educational Right's and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States Federal Law that gives an eligible student the right to seek educational records, an opportunity to seek to have the records amended, and have control over the disclosure of personally identifiable information from the records. New Directions Beauty Institute provides every enrollee with a FERPA agreement maintained by a party acting for the agency or institution.

## **New Directions Beauty Institute's Physical Facilities and Equipment**

New Directions Beauty Institute is a 17,000 square foot building with three levels. We have 4 classrooms, 3 breakrooms and 5 restrooms. Our facility has a reception area with sneeze guard, social distancing notices, and hand sanitizer for COVID-19 protection. We have 28 styling stations, 10 hair dryers, 6 shampoo bowls, 4 manicure and pedicure stations and a spa area for servicing clients. Our classrooms are equipped with projector screens, dry eraser boards, DVD players, and televisions. Our client floor has two televisions, and a DVD player. Student breakrooms have a microwave, refrigerator, lockers and tables and chairs. In our spa room we have cabinets, four spa beds, four wax machines, and two towel warmers. The students to teacher ratio is 25 students.

## **Important, Important, Important**

The following suspensions will occur unless otherwise stated in the Student Conduct section. Students who choose to ignore or violate any rules and regulations of this school could be issued a written warning by a school official. Disregard for rules, regulations and/or insubordination could result in suspension and/or termination. Depending on severity of the violation, a student could be terminated immediately.

## **New Class Start Dates**

New Directions Beauty Institute will start a new class, for all courses, every Tuesday effective January 2, 2024. The following chart lists examples of the number of weeks students are given to complete their chosen course based on the student's start date:

<b><u>Program</u></b>	<b><u>Schedule</u></b>	<b><u>Weeks/Months to Complete</u></b>	<b><u>Start/End Dates (Ex)</u></b>
Cosmetology	Full Time	43 weeks/ 11 months	1/2/24-10/31/24
Cosmetology	Part Time	75 weeks/ 19 months	1/2/24-6/13/25
Advanced Natural Hair	Full Time	17 weeks/ 4 months	1/2/24-5/4/24
Advanced Natural Hair	Part Time	30 weeks/7.5 months	1/2/24-8/2/24
Natural Hair	Full Time	13 weeks/ 3 months	1/2/24-4/4/24
Natural Hair	Part Time	23 weeks/ 6 months	1/2/24-6/10/24
Manicuring	Part Time	10 weeks/ 2.5 months	1/2/24-3/15/24
Manicuring	Full Time	6 weeks/ 1.5 months	1/2/24-2/14/24
Esthetics	Full Time	17 weeks / 4 months	1/2/24-5/4/24
Esthetics	Part Time	30 weeks / 7.5 months	1/2/24-8/2/24

## **School Calendar**

### **New Directions Beauty Institute will be closed on the following dates:**

January 1, 2024 - New Year's Day  
January 15, 2024 - Martin Luther King Jr. Day  
May 27, 2024 - Memorial Day  
July 4, 2024 - Independence Day  
September 2, 2024 - Labor Day  
November 28, 2024 - Thanksgiving Day  
November 29, 2024 - Observance of Thanksgiving Holiday  
November 30, 2024 - Observance of Thanksgiving Holiday  
December 25, 2024 - Christmas Day  
December 26, 2024 - Observance of Christmas Day

## **Non-Discrimination**

New Directions Beauty Institute does not discriminate based on sex, race, age, color, ethnic origin, sexual orientation, gender identity or religion.

## **For Your Information**

Students MUST register with the Ohio State Cosmetology and Barber Board to take their examinations for both practical and written and successfully pass them to receive a license.

## **The address for the Ohio State Cosmetology and Barber Board**

Ohio State Cosmetology and Barber Board  
1929 Gateway Circle  
Grove City, Ohio 43123  
614-466-3834

## **School Staff**

Ms. Nicole Perrin-Hill – School Director  
Ms. Mae Adams – Registrar  
Ms. Vernise Robinson - Administrative Assistant

## **School Faculty**

Ms. Nicole Perrin-Hill - Instructor  
Ms. Tamara Barksdale - Instructor  
Ms. LaTonga Smith – Instructor

## **School Board of Directors**

Jeremy Crone  
Mary Jenkins

Nikia Buckingham  
Princess Lawson

Nicole Perrin-Hill  
Tamara Barksdale

## **School Owner**

New Directions Beauty Institute is a private school owned and operated by  
New Directions Beauty and Barber Institute, LLC

## **Signature Page for Receiving Handbook/Abiding by Rules & Regulations**

(Printed Name) I, \_\_\_\_\_ have thoroughly read and understand all the information given in the Student Handbook with Rules and Regulations. I will abide by the Rules and Regulations with the understanding that if I do not follow the instructions given, there will be serious consequences. My signature below indicates I have also received a copy of this booklet.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

WITNESSED BY:

\_\_\_\_\_  
New Directions Barber Institute's Staff Member

\_\_\_\_\_  
Date