



# School Catalog

March 2018

## Image Maker Beauty Institute

139 Maple Row Blvd., Suite 208  
Hendersonville, TN 37075

**615.822.6141**



## Image Maker Beauty Institute

[www.ImageMakerBeauty.com](http://www.ImageMakerBeauty.com)

## Table of Contents

<b>Item / Subject</b>	<b>Page</b>	<b>Item / Subject</b>	<b>Page</b>
Academic Requirements	20-21	Licensing Requirements	4
Admissions Policy	5-6	Lunch Breaks	7
Anti-Hazing Policy	15	Message from the President	2
Assemblies	13	Mission Statement	3
Attendance, Tardiness & Makeup	6-7	Orientation	12
Bulletins/Student Announcements	17	Overtime Charges	18
Campus Safety	4	Ownership and Governing Body	4
Campus Soliciting	13	Past Due Accounts	19
Cancellations and Refund Policy	18-19	Payment Methods	17
Certificates and Diplomas	15	Progress Evaluations	9
Changes in Programs and Policies	11	Purpose, Philosophy and Objectives	3
Child Care	13	Receipt – Catalog Acknowledgement	31
Class Hour Definition	10	Registration Fee	18
Code of Student Conduct	14-15	Release of Information	11
Consumer Information	26-27	Required Assignments	7
Cosmetology Program Outline	20,21,22	Return to Title IV Funds Policy	28,29
Counseling Services	12	Resource Center	17
Description of Facilities	4	Satisfactory Academic Progress Policy	24, 25, 26
Disciplinary Actions	17	Scholarships	12
Dress Code	12,13	School Calendar	16
Drug Policy	5	Statement of Non-Discrimination	11
Employment Assistance	13	Student Grievance Procedure	14
Financial Aid	23	Student Lounge / Breakroom	16
Faculty and Staff	30	Student Salon Standards	8
Fire Precautions and Smoking	5	Telephone / Messages	16
Grading	9	Termination and Dismissal	10,11
Graduation	15	Transcripts	18
Handicapped Access	5	Transfer Hours	6
Holidays	16	Tuition and Fees	17,18
Housing	12	Weather Information	16
Incomplete Grades	10	Withdrawals	7
Leave of Absence	10		

*A Unique Learning Environment*



# IMAGE MAKER BEAUTY INSTITUTE



## MESSAGE FROM THE PRESIDENT

I wish to extend a warm welcome to you as you join Image Maker Beauty Institute. We pride ourselves in providing a safe, secure and wholesome learning and work environment. We expect all of you to help us carry out our mission by following the simple rules as listed in the pages of this catalog.

The mission of Image Maker Beauty Institute is to train our students to successfully achieve both our goals of passing the state board exam and acquiring a profitable job in the cosmetology industry. We will strive to attract and train high quality students with a polished and professional edge. Setting our standards above the competition will allow us to challenge our students to become all that they can be. During training, the staff at Image Maker Beauty Institute will strive to help students develop the professional qualities needed to become a valuable asset to the cosmetology industry.

**I hope you will have an enjoyable and rewarding experience at Image Maker Beauty Institute. I have tried to create a unique learning environment for my students. Working in the school business for many years, I have listened to hundreds of students' voice their desires and opinions of what their dream school would be. I hope I have embodied those ideas and I welcome yours. As owner/president, I am always available to you for anything that you may need. I will always have an open door policy for my students. You are why I am here, I want you to succeed and thrive. Therefore, if I can help you in any way, please let me know... I am here for YOU...**

*Susan Webster*

CEO, President  
Image Maker Beauty Institute

## Contact Information:

Office: 139 Maple Row Blvd., Suite 208, Hendersonville, TN 37075  
Phone: **615-822-6141 & 615-822-6162**  
Fax: 615-822-6167 Cell: **615-945-2727**  
Email: [Susan@ImageMakerBeauty.com](mailto:Susan@ImageMakerBeauty.com) and [ImageMakerInc@aol.com](mailto:ImageMakerInc@aol.com)



## ***General Information***

### ***Purpose***

One purpose of this catalog and Student Handbook is to provide the student with the necessary information to make a rational choice in obtaining training for a new career through Image Maker Beauty Institute. The other purpose is to provide the students a reference guide to Image Maker Beauty Institutes' rules, policies and procedures.

***Philosophy and Objectives*** Image Maker Beauty Institute is dedicated to providing individuals with a viable alternative to the traditional college learning environment. Our approach is to not only provide theory in the classroom, but to also provide the students with the opportunity to obtain the necessary hands-on training to assist them in meeting the current job market entry level requirements and experience. Our curriculum is designed with customer service as the utmost important aspect of the students' education.

### ***Mission Statement***

- To provide quality education in the cosmetology industry.
- To provide competence in the practical skills application of each area of study.
- To build strong self-confidence and esteem with each student.
- To provide the necessary assistance for successful employment in the field.
- To provide all of the above with focus on each student's individual needs.

### ***Description of Facilities***

Image Maker Beauty Institute is located in the Indian Lake Area of Hendersonville, Tennessee. Our campus is easily accessible from the greater Nashville area Vietnam's Veteran's Boulevard or Interstate 65. Our facility is designed to teach cosmetology while promoting individuality and creativity and an optimum atmosphere for learning. The 5,297 square foot facility consists of a reception/lobby area, student salon with 21 stations, two classrooms, two offices, dispensary, study-room, laundry, two facial suites, esthetic treatment room, four powder rooms, and a student lounge.

The student salon area includes styling stations, manicure bar, pedicure chairs, dryers, treatment room, two facial rooms and shampoo area. The salon area is where students work on clients under the direct supervision of licensed instructors. The classrooms are equipped to teach the theory and practical aspects of Cosmetology. Classrooms have technology such as, LCD projectors, computers, internet, etc. There is ample parking and several restaurants that are located near the school. The

facility is handicap accessible, fully air-conditioned, and utilizes modern equipment to provide an excellent environment to pursue academia and career training. Class sizes are kept small and limited students are in each classroom in order to provide a more direct instructor/student relationship conducive to learning and individualized attention.

### ***Licensing Requirements***

Image Maker Beauty Institute is fully licensed and regulated by the Tennessee State Board of Cosmetology and Barber Examiners, 500 James Robertson Parkway, First Floor, Nashville, TN 37219, (615) 741-2515.



### **Requirements for Licensing are:**

Cosmetology: 1500 Clock Hours

**After successful graduation, you will then be required to take the TN State Board of Cosmetology Licensing Exam.** This exam is a two part exam and each part is given on a separate day. The first part is the Theory part of the exam, this is the written exam. The written exam must be passed before you are allowed to proceed to the second part. The second part is the Practical Exam (hands on demonstrations of your skills).

**Once Both Written and Practical exams are passed, you then apply for your state license.** Once you obtain a license, you can then start to work as a licensed professional.

The state board exam and the license both have fees that are not included in tuition.

### ***Ownership and Governing Body***

Image Maker Beauty Institute. is owned by Susan Webster. Image Maker, Inc. is incorporated under the Tennessee Business Corporation act and established in 2009 and is doing business as Image Maker Beauty Institute. Ms. Webster is the sole owner and shareholder of the corporation.

### ***Accreditation***

Image Maker Beauty Institute is fully accredited. The school is accredited by NACCAS, National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314 Phone: (703) 600-7600 Web-site: [www.naccas.org](http://www.naccas.org)

### ***Campus Safety***

Image Maker Beauty Institute maintains a well-lit facility with an off street parking area. While every effort is taken to provide a secure learning environment the administration should immediately be informed of any unauthorized people on the premises. Image Maker Beauty Institute is a private facility and permits no use of drugs or alcohol anywhere on the property (inside or out), and smoking

is not permitted within the building. Fire arms are forbidden. In the case of an emergency the local fire or police should be summoned immediately. **Please become familiar with the schools Evacuation Plan. The plan is posted on the school bulletin boards and on the school website. [www.ImageMakerBeauty.com](http://www.ImageMakerBeauty.com)**

### ***Fire Precautions and Smoking***

During orientation students should familiarize themselves with all emergency exits and evacuation procedures in the event of an emergency. To reduce the risk of fire no smoking is permitted anywhere inside the building. Smoking is only allowed in the designated smoking area located outside of the break room. **Do Not Smoke in Front of the Building! Do Not throw cigarette butts in the landscaping.** There is a smoking container located in the smoking area. Please help keep our building area beautiful and clean.

- **See Evacuation Plan posted on our website.**

### ***Handicapped Access***

The building is readily accessible for handicapped individuals. The school is located on a level lot, even with the sidewalk with no steps or curbs. While the facility is handicap accessible, and the institute adheres to the American with Disabilities Act, the programs offered require manual dexterity and may not be suitable for all individuals. Please schedule a tour of the facilities to insure that our programs and your abilities are compatible. Image Maker Beauty Institute will not exclude any handicapped person from enrolling in a course of instruction.

### ***Drug Policy***

Image Maker Beauty Institute is in compliance with Federal Government Regulations for a drug free workplace for both students and employees. No alcoholic beverages are permitted on school property either in the building or parking area. Please see website for current Drug-Free Policy.

## ***Admissions Policy, Requirements, and Procedures***

### ***Admissions Policy***

It is the policy of Image Maker Beauty Institute. to recruit and admit only those students who can demonstrate a sincere desire to succeed in a new career and have a positive attitude toward learning. We share a goal with our students to provide them with quality training in the shortest possible time and to get hands- on experience positioning the student to immediately accept employment upon graduation.

Interested candidates are encouraged to set an appointment with an Admissions Representative for an interview and a complete tour of our facilities.

Realizing the importance of family support all prospective students are encouraged to invite a spouse, parent, relative and/ or friend to accompany them to the interview and tour the facility.

### ***Admissions Procedure and Requirements***

Image Maker Beauty Institute will accept for enrollment as a regular student any person who meets the following requirements;

- Be at least 16 years of age
- Has obtained a Regular High School Diploma or GED
- Has completed a favorable, professional interview with the Admissions Representative.
- **Has completed and submitted the following documents**
  - Application for Admission
  - Enrollment Agreement
  - Proof of Age (driver's license or birth certificate)
  - Proof of Education: Copy of High School Diploma/GED or a Transcript showing high school completion.
  - Demographics Information
  - Two character references.
  - Written Essays

Once the completed application package (including all of the above) is received it will be reviewed by the Director of Admissions or the Institutes' Director for final approval. Notifications are made on an ongoing basis and the student will be notified as soon as possible.

### ***Transfer of Hours***

Image Maker Beauty Institute accepts transfer hours from other schools that offer Cosmetology and Esthetics Programs, only after official transcripts are received and evaluated by the instructor and school director. Transfer hours may require a test-out by the student (as determined by the instructor and/ or Director) to be administered prior to the first day of regularly scheduled classes. Image Maker Beauty Institute only accepts up to one half of the state requirement for hours. (Cosmetology, we accept up to 750 clock hours) ***Policy revised 6/2015***

Our programs are intended to prepare the student for careers in employment fields with much emphasis on the practical hands-on training. The hours are not necessarily designed to be transferred to other certificate, diploma, or degree programs, and this decision is left up to the total discretion of the receiving institution. Image Maker Beauty Institute has absolutely no control and does not guarantee the transferability of any credits into or out of this school.

### ***Re-entry after Withdrawal***

Image Maker Beauty Institute will allow students to re-enroll in the program with approval from the owner, Susan Webster. Students re-enter under the same SAP status as when they left. Students are responsible for paying a new registration fee and pay for any unpaid tuition that was due from their prior enrollment. New tuition charges will apply unless other arrangements/agreements have been made. Student must also write an essay as to why they want to re-enroll and their plan to graduate.

### ***Attendance, Tardiness and Makeup***

Image Maker Beauty Institute is a clock hour school. This means that in order to receive credit for hours attended, all students must sign in/clock in upon arrival and departure. Attendance is an essential part of success in any training program, and is of utmost importance in setting good work habits. All students are expected to attend all classes because attendance is taken on a daily basis. A student must notify the school when an absence occurs.

**Scheduled time begins at 8:30 am. Students arriving more than 15 minutes late for class (8:46 am) will not be permitted to enter school for the entire day. Theory class is 8:45 am to 10:45 am, Monday through Thursday. There will be a 15 minute break after theory class has been**



**dismissed. At 11 am students will then proceed to their scheduled class or to the student salon floor.** Student will be permitted to enter school after theory class is over **if** you have a doctor's excuse or a court order.

It is the student's responsibility to make up any missed class/ lab work. All missed class work must be completed in order to be eligible for graduation. We do not define excused or unexcused absences. You have a certain amount of scheduled hours added into your enrollment agreement that you can be absent without it effecting your overtime charges. Once those have been exhausted, you must either make up the time or pay the overtime charges.

### ***Overtime Charges***

If a student does not complete the program by the contracted scheduled date, a fee of \$10 per hour will be charged for all scheduled hours remaining.

### ***Lunch Breaks***

Lunch is scheduled by your instructor and is 30 minutes in length. If you know you are going to be gone longer than 30 minutes, please notify your instructor or management. Otherwise, if you are gone for longer than thirty minutes you will not be permitted to return unless you have a doctor's excuse or a court order.

### ***Required Assignments***

To be eligible to graduate students will be required to complete a certain minimum number of service procedures. While these are only the absolute minimum number of procedures students are required to complete, the student may be assigned extra procedures at the discretion of the instructor or director. Such assignments would be assigned in order to strengthen a weak or less developed subject matter. Any student refusing to do extra procedures or abusing salon rules will be dismissed for the day and recorded as time absent. Please remember you are paying for your education, and we want you to get as much experience as you possibly can. (See program outlines for minimum number of services required)

### ***Withdrawals***

If a student wishes to withdraw from school the student should notify the Director in person, or in writing. As stated in the Enrollment Agreement, students who terminate prior to program completion will be charged a \$150 termination fee. Please see our Cancellation and Refund Policy for more details.

**There are many things that may come up during your enrollment in school. We understand and we are here to help. Before you make an emotional decision that will affect the rest of your life (such as dropping out of school) please come and talk to the staff person that you feel most comfortable with. We have many years of combined experience and you may be surprised at our ability to help. So please, think it through and remember...**

**Don't be a Beauty School  
Drop Out**

*Unless it is absolutely necessary!*



## ***Student Salon Standards***

Our goal at Image Maker Beauty Institute is to educate and train our students to gain employment in high end salons. In order to obtain this goal, we must portray a strict professional edge above the competition. To ensure this goal is obtained, the following standards have been set. All Students are expected to meet this standard as a condition for continued enrollment.

### **Nothing less is acceptable...**

- Must be in uniform, name tag with tasteful hair and makeup done
- Station must be clean and organized with minimal clutter. All Station Décor must be approved by Susan Webster.
- Station must be cleaned after each service – **No Exceptions**
- Cabinets and drawers must be state board inspection ready at all times
- Talk with a soft voice and do not scream or yell anywhere in the school building
- Do not discuss unprofessional topics while on the salon floor (examples: sex, others personal business, your personal business, your opinion of fellow students, staff, etc.)
- Do not use profanity
- Do not use cell phones on the salon floor
- No Food or Drinks allowed on the salon floor
- Do not sit on counters or put your feet on the counters or cabinets (sit in a upright position)
- Do not use or borrow any ones equipment, products or items without the consent of the owner
- **Do not refuse a client, if you do, you will be sent home for the day**
- Do not discuss who is to do what service in front of clients. This is very rude and unprofessional and makes the client feel bad and makes you look petty and lazy
- Do not criticize fellow students work. We are here to learn and grow... Not every service is going to be great, not even yours... so be kind to each other
- No service is free. If you are told otherwise, please inform me (Susan); Do not allow any client a free service without the consent of Susan Webster.
- If you are not working on a client, work on your task sheet and stay busy.
- Your immediate family (parent, spouse, siblings) only, may receive your student discount on student services which is one half of the posted prices.



## ***Grading***

Image Maker Beauty Institute will use the following grading scale to evaluate our students in both practical and theory subjects.

### **GRADING STANDARDS**

90-100	A	EXCELLENT
80-89	B	GOOD
70-79	C	SATISFACTORY
<b>Below 70</b>	<b>F</b>	<b>BELOW STANDARDS - UNSATISFACTORY</b>

All students must receive 70% or higher on each theory and practical exam. Should a student fail the exam, the student is required to study and then re-take the exam. Each grade is averaged into the students overall grade average which must be 70% or above. Each time the student takes an exam, the last grade is the grade that is shown on the student's progress report. All students must successfully pass all practical exams before proceeding to the clinic floor to perform services on patrons, and then once again during finals before graduation.

## ***Progress Evaluations***

Students are constantly evaluated by many criteria including attendance, participation, completion of assignments, written and/ or performance (practical) exams, with a cumulative grade point average determined on an ongoing basis as course work is completed.

Satisfactory Academic Progress Evaluations report on both theory and practical exams as well as attendance. (See SAP Policy) Criteria for grading practical work sheets are the same method used for grading practical exams. Each item will be evaluated with specific criteria using a yes or no method. After each written and practical exam, the instructor will grade the exam and the results will be discussed with the student at that time. Students may request a written progress report at any time during enrollment.

All written exams, practical exams, and practical assignments must be satisfactorily completed and passed with a minimum grade of 70% prior to graduation. Students must also complete all required hours and pay all required fees (unless other arrangements have been made) before the student will be considered a graduate of Image Maker Beauty Institute.

## ***Make- Up Policy***

All assignments, tests, etc. are due as scheduled. If the student contacts the instructor directly the instructor may (but is not required to) accept overdue assignments. Missed exams will result in a failing grade unless extenuating circumstances caused the student's absence. If you fail a test, you are required to take the test over. If you cover chapter material more than once, you are required to take the written exam again. The last grade will replace the first grade.

### ***Incomplete***

Any student not completing all **required** course work by the end of their scheduled term will be given a grade of 0. All incomplete work must be made up prior to graduation. Image Maker Beauty Institute does not give incomplete grades. You must complete all required course work in order to graduate.

### ***Class Hour Definition***

Image Maker Beauty Institute defines one class / lab hour as the credit awarded for a program / class according 60 minutes of contact time during a 60 minute period.

### ***Leave of Absence (LOA)***

A leave of absence(s) may be granted if there is a reasonable expectation that the student will return from the leave. Please see school director for leave of absence form or see the school website on the page titled “forms for students” to obtain a copy. All students are eligible to take a leave. The leave of absence request must be submitted in advance in writing and include the reason for the request, and the leave must be signed. The leave of absence must be requested in advance of the leave unless unforeseen circumstances prevent the student from doing so. (*Example; if a student were injured in a car accident and needed a few weeks to recover, the student would not have been able to request the LOA in advance.*) However, the institution must document the reason for its decision and collect the request from the student at a later date. In this example, the beginning date of the leave would be determined by the institution to be the first date the student was unable to attend the school because of the accident.

Federal regulations allow an approved leave of absence of no more than 180 days in any 12-month period. A student may be granted more than one leave of absence provided that the combined leaves of absence do not exceed 180 days within the 12-month period. .

A student on a leave of absence will incur no additional charges by the school. Any leave of absence will extend the students scheduled to graduate date by the same number of days taken in the leave. A leave of absence form is an addendum to the enrollment agreement. The LOA form will be a revision of the scheduled to graduate date on the enrollment agreement. The LOA form must be signed and dated by both the student and the school. A student granted a leave of absence is not considered to have withdrawn and a refund calculation is not required at that time. Any student failing to return to school after the expiration of a leave of absence will be withdrawn from school on that day and a withdrawal date for the purpose of calculating a refund will be the student’s last day of attendance.

### ***Termination and Dismissal***

Image Maker Beauty Institute reserves the right to terminate a student’s enrollment for any one of the following reasons: This list is not all inclusive.

- 1) Nonpayment of tuition
- 2) Unsatisfactory academic progress
- 3) Unsatisfactory attendance-- including tardiness
- 4) Failure to submit course work as scheduled
- 5) Nonconformity with policies, regulations, or Code of Conduct.
- 6) Conduct damaging to the facility
- 7) Disruptive behavior or unprofessional conduct.

- 8) Rude, obnoxious behavior that is disruptive to others learning.
- 9) Rude, obnoxious, threatening, disrespectful talk to an instructor or staff member.
- 10) Plagiarism and other forms of cheating
- 11) Creating unnecessary drama that is disruptive to a learning environment

### ***Student Recruitment***

Image Maker Beauty Institute does not recruit students that are attending or enrolled at another Cosmetology school.

### ***Changes in Programs and Policies***

Image Maker Beauty Institute reserves the right to make changes in the equipment and curriculum to reflect technology, to consolidate classes, and to substitute or replace instructors as needed. Image Maker Beauty Institute also reserves the right to cancel or postpone any program when enrollment is insufficient or due to circumstance beyond our control. Image Maker Beauty Institute also reserves the right to make changes in student rules and policies. If any changes are necessarily made, they will be announced and posted promptly, and then any previously printed material will be revised.

### ***Statement of Non-Discrimination***

Image Maker Beauty Institute does not discriminate on the basis of sex, race, age, color, ethnic origin, religion, or physical handicap. Any grievance pertaining to such should be directed to the school Director.

### ***Release of Information***

Family Educational Rights and Privacy Act of 1974 (**FERPA**)

Sections 438-40 of the General Education Provisions Act, as added by section 513-514 of P.L. 93-380, enacted August 21, 1974 forbids institutions of higher learning to give out information from the student's records without his or her consent except to certain educational, state, and federal persons or agencies, including the National Accrediting Commission of Career Arts and Sciences. (NACCAS) Other parties include; School employees who have a need-to-know; Other schools to which a student is transferring; Certain government officials in order to carry out lawful functions; Financial Aid personnel, Organizations doing certain studies for the school. Individuals who have obtained court orders or subpoenas; Persons who need to know in case of health and safety emergencies; State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Students or parents/guardians of dependent minors can sign a release form to third parties. If permission is given, it may be revoked by written notification to the school. **Any student or parent of a dependent minor student has the right to see the said student's file upon request, under direct supervision of the administrative staff. A form is provided upon request.**

**For more information go to:**

**<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>**

## *Student Services*

### *Orientation*

Orientation is mandatory for all new students prior to beginning any program and attending class. The orientation process gives the student the opportunity to review the Student Handbook, familiarize themselves with our educational activities, and campus facilities. Orientation is available on our school Website. Each new student is required to view Orientation and is required to sign an acknowledgement of completing the orientation process. Of course a brief orientation will be conducted on your first day of class along with a campus tour.

### *Counseling Services*

The entire staff at Image Maker Beauty Institute is here for your support. If you feel in need of any type of Academic, Administrative, or Financial Aid counseling, please ask your instructor or come to the admissions office for assistance, or set up an appointment. We are here to help you make the most of your learning experience and transition into your new career.

### *Housing*

Image Maker Beauty Institute does not provide housing.

### *Scholarships*

Image Maker Beauty Institute does not offer any scholarships as of 8-2016.

### *Dress Code*

Since a student's appearance reflects on their class performance, their actions, and professionalism Image Maker Beauty Institute has adopted a specific dress code. We at Image Maker Beauty Institute. feel that the way you dress should be appropriate to the type of career for which you are training. Since employers and other professionals will be visiting our school on occasion we feel it is very important to portray a professional image. Specific attire will be addressed during orientation. All students and faculty are required to dress in a business appropriate manner. All attire shall be neat and clean-pressed at all times.

1. **Students are to be in uniform at all times**, unless granted special permission for a special occasion.
2. **Uniforms consist of Black. SOLID BLACK ONLY!** Do not wear leggings as pants. If wearing tight pants, a smock must be worn to cover mid-section. Jeans are not allowed. No workout clothes, sweat pants or tee shirts, no clothing with writing, letter or logos. **No Shorts or rompers.** Skirts or dress must be no shorter than 3 inches above the knee. No baseball caps. No clothing with rips, tears, stains or holes. **Just SOLID BLACK.**
3. **Shoes:** Shoe color must also be in the uniform color BLACK. Students are encouraged to wear comfortable shoes that will allow standing for long periods of time. **High heels are permitted; however, Image Maker Beauty Institute. is not responsible for any injury as a result of wearing them. Open toe shoes are allowed. Shoes must be worn at all times.**
4. Students must be well-groomed, clean with hair and tasteful makeup.

5. A professional image as determined by the school's standards do not include the following:
- a. Offensive tattoos. These must be covered.
  - b. Excessive cleavage, armpits, midriffs and cleavage that can be seen while wearing low riding pants.
  - c. Clothing that is too tight or excessively baggy.
  - d. Clothing with holes and rips are not permitted.
  - e. Foul language and inappropriate conversations.

### ***Child Care***

Students are not permitted to have their Children on the campus during regular school hours; however there may be occasions of after school activities and social functions where children are welcome. **We do welcome all of your children to visit the school** if they are attended by an adult. However, we cannot permit students to bring their children to school with them. Child Care is solely the student's responsibility. Each student should make arrangements for child-care (and backup services in case of emergency), as absences due to lack of child care will not be excused.

### ***Employment Assistance***

A vital part to any career training is job placement. Job placement preparation will begin prior to your graduation with interview and resume techniques. Image Maker Beauty Institute will keep an updated file of employer's that contact our office looking for employees. These contacts will be furnished to students as available. We will also transmit any information to prospective employers to assist in your job search. Even though every effort will be made to assist in career placement,

**Image Maker Beauty Institute cannot and does not guarantee placement.** If any instructor, representative, or other employee of Image Maker Beauty Institute tells you otherwise please inform the Director immediately in writing. Successful placement is based not only on educational achievements of each student, but also on his/ her desire to succeed, professionalism, and positive attitude.

### ***Assemblies and Extracurricular Activities***

All students are encouraged to attend 'extracurricular' activities which may or may not be required as part of the regular curriculum. Certain activities or assemblies may occur during regular class hours and may require student attendance. Certain activities may incur an extra cost to the student and Image Maker Beauty Institute will make every effort to inform you of these prior to the activity should you desire to attend. Any "extra cost" activities will **not** have mandatory attendance.

### ***Campus Soliciting***

Students are prohibited from any type of solicitation or canvassing on campus for sales of any type of articles, magazines, or merchandise. Certain charitable events may be permitted on a limited basis and must be approved by the Director/ President.

### ***Student Grievance/Complaint Procedure***

Any and all student grievances must be handled according to the following procedure in the order listed (Skipping steps will not speed up the process). All Steps should include copies of the previous steps correspondence and results in writing.

**Step 1)** Within 24 (twenty four) hours of any such incident or action the student must file a written grievance (letter) with the program instructor, who will then attempt to resolve the conflict through an informal conference with the parties.

**Step 2)** if the grievance remains unresolved then the Educational director or an Admissions Officer should be notified and a second conference will be scheduled within 24 hours.

**Step 3)** in the unlikely event the grievance still remains unresolved after the above steps are completed the student may petition the President (in writing) for a formal review. The President (or her designated representative) will take whatever steps are deemed appropriate to resolve the matter. This may involve dismissing the grievance due to insufficient cause or evidence, or a formal hearing in more severe cases. The President or designated representative will render a decision which is final and binding on all parties. You may contact the President at: Susan Webster, 139 Maple Row Blvd., Suite 208, Hendersonville, TN 37075, 615-822-6162, Email: [Susan@imagemakerbeauty.com](mailto:Susan@imagemakerbeauty.com)

If a complaint is not settled at the institutional level, the student may contact the:

#### **Tennessee Higher education Commission**

404 James Robertson Pkwy.

Parkway Towers, Suite 1900

Nashville, TN 37243-0830

**615-741-5293**

### ***Code of Student Conduct***



Since proper conduct is conducive to the educational objectives of Image Maker Beauty Institute, the following 'Code of Conduct' is established. Any violations will result in disciplinary action which will vary depending on the severity of the case and may result in termination of enrollment for more severe matters, or repeated offenses. The Code applies to school property as well as any function or event pertaining to the school off premises.

- 1) Plagiarism or cheating
- 2) Giving false information on applications, forms, or other school papers.
- 3) Forgery or altering of school documents, records, or identification.
- 4) Physical or verbal abuse (including obscene, racial, or sexually harassing language) of any person.
- 5) Theft or damage to private property on campus, or at school events.
- 6) Behavior that threatens the health or safety of other people or property.



- 7) Unauthorized use or misuse of school property, including, but not limited to, attempting to remove property from the Resource Center or Supply Center which has not been properly checked out.
- 8) Misuse or unauthorized use of school equipment --including telephone.
- 9) Cell phone usage is prohibited in class and on the salon floor and should be turned off prior to entering.
- 10) The possession, sale, or use of any drugs (except as permitted by law), alcohol, firearms, or fireworks are strictly prohibited.
- 11) Drunken, lewd, indecent, obscene, or sexually harassing behavior is forbidden.
- 12) Giving false testimony or evidence at a school hearing.
- 13) Constant tardiness or disrupting class by talking, or not following directives of staff.
- 14) Any behavior that violates any state or local laws or ordinances.
- 15) If someone is accused of stealing, the authorities may be called in to handle the situation.
- 15) Follow all policies and procedures as printed in the catalog/student handbook.

Getting along with all fellow students and staff can be challenging at times. No one is perfect and we must all make an effort to get along with each other. Treat each other with respect and respect others differences.

### ***Anti- Hazing Policy***

Image Maker Beauty Institute does not permit any type of “Initiation” or “Hazing” of new or currently enrolled students. Any such action will result in disciplinary action and possible termination of enrollment.

### ***Disciplinary Actions***

The resulting disciplinary action will depend on the severity of the violation and may simply involve a verbal warning, probation, or suspension. More severe cases can result in termination of enrollment and referral to local authorities in case of criminal activities. Repeated offenses may also result in suspension or termination of enrollment. Students attend Image Maker Beauty Institute to obtain training for a professional career and are expected to act professionally while attending.

Upon applying for admission the student agrees to adhere to the professional image and Code of Conduct which prospective employers may be looking for. If, in the opinion of Image Maker Beauty Institute faculty and staff, a student that does not adhere to this conduct then Image Maker Beauty Institute may take corrective action which could result in temporary suspension of class privileges, or termination from the program. In the case of suspension or termination the student will have 24 hours to file a written appeal with the Director. A hearing will then be scheduled and the panel’s decision will be final and recorded with the registrar’s office.

### ***Graduation***

Students must have officially completed their designated program with all required work completed contracted hours completed, and an overall minimum 70% GPA has been attained. Additionally, all financial requirements must be satisfied prior to graduation, unless other arrangements have been made. Once all these requirements are met the student will officially be eligible to graduate.

### ***Certificates and Diplomas***

Students that successfully complete all requirements for the specific program of Cosmetology will be awarded a Diploma from Image Maker Beauty Institute.



### ***Weather Information***

Classes will be dismissed early or canceled when the administration deems that the weather conditions would threaten the health or safety of the students, faculty, or staff. School closings will be posted on our Facebook and Instagram pages. Our Facebook page is titled IMAGE MAKER BEAUTY INSTITUTE. Closings and late openings will also be announced on Channel 2 (WKRN), and Channel 5 (WTVF) local news stations.

### ***School Calendar***

Image Maker Beauty Institute is structured on a module system which allows students to enroll in our Program throughout the year. The program is set up with a number of modules which correspond to the number of clock hours in each program description. Once a student is accepted for admission he/she will be able to start at the beginning of the next module.

Classes begin: Part Time Schedule begin the First Monday of Each Month  
Full Time Schedule begin the First Monday and Wednesday of Each Month

### ***School Hours***

School is Open on Monday, Tuesday, Wednesday, Thursday and Friday: 8:30 am to 7:30 pm

***Full Time Schedule:*** 30 hours per week M, T, W **or** W, T, F 8:30 am to 7:30 pm **(3 days)**

***Part Time Schedule:*** 20 hours per week M & T 8:30 am to 7:30 pm **(2 days)**

### ***Holidays***

Image Maker Beauty Institute will observe the following Holidays and there will not be any classes in session: New Years' Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving.

Image Maker Beauty Institute will be closed during the week of Christmas and the week leading up to New Years for a total of two weeks holiday time. The days closed will be announced and posted.

Days closed and Holiday time off is not included in your scheduled time (it does not count against you), it works just like the weekend when the school is closed.

### ***Student Lounge / Breakroom***

The student lounge is provided for students and staff for enjoyment and relaxation. Please keep the area clean and place garbage in the provided receptacle. Food and drink are only permitted in the lounge area and may not be taken into the salon, or study room.

### ***Telephone/ Messages***

Students are not permitted to use administrative telephones which are intended for official business purposes. Classes will not be interrupted to deliver messages except under emergency situations.

### ***Cell phones/ beepers are to be turned off while in class and on the salon floor.***

Cell phones are permitted in all other areas of the school. Students are encouraged to keep phones on vibrate in order to minimize sound clutter.



### ***Bulletins/ Student Announcements***

The student bulletin board is located in the student lounge area and in the hallway next to the classrooms. It is the student's responsibility to check the boards on a daily basis for notices and announcements.

### ***Resource Center***

Image Maker Beauty Institute is equipped with a Resource Center (located in the classroom) The Center is equipped with books, periodicals, educational video and audio tapes, and other informative materials on programs offered by Image Maker Beauty Institute. No resources of any type are permitted to be removed from the center without properly obtaining written permission ahead of time. Any such removal will be considered theft and cause for suspension or termination.

### ***Methods of Payment***

Image Maker Beauty Institute has tuition payment plans available for students. The balance can be broken down into monthly payments. Methods of payment include, cash, credit card, money order, check, Title IV Financial Assistance to those who qualify.

### ***Tuition and Fees***

The tuition for each specific program is detailed on the student enrollment agreement. Any financial aid arrangements must be completed prior to attending class. Students not fulfilling their financial obligations as agreed to will not be permitted to attend class. Image Maker Beauty Institute reserves the right to change tuition, fees and costs under our control. No changes will be made with currently enrolled students under contract.

## **Cosmetology Program Cost**

**1500 Clock Hours**

<b>Registration Fee</b>	<b>Kit/Books/Supplies</b>	<b>Tuition</b>	<b>Total Cost</b>
<i>\$ 100</i>	<i>\$ 750</i>	<i>\$ 17,700</i>	<i>\$ 18,550</i>

***Tuition Cost for Cosmetology Transfer Hours is \$11.80 per hour for any hours needed to complete the program up to 750 hours.***

### ***Overtime Charges***

Each program has been scheduled for completion within an allotted time frame. A grace period of 100 scheduled hours has been added to the completion date for the Cosmetology program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and program. If a student does not complete the program by the contracted scheduled date, additional training will be billed at a rate of \$10 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable payments are made.

### ***Registration fee***

A \$100 registration fee must accompany completed enrollment paperwork. This fee is nonrefundable as noted below under "Cancellation and Refund Policy".

### ***Transcripts***

Academic transcripts are issued by the registrar's office on written request and mailed directly to the receiver.

### ***Cancellation and Refund Policy***

Image Maker Beauty Institute realizes that in rare instances certain circumstances may arise causing a student to change their career plans. In this event a cancellation and refund policy has been established to provide fairness to the student and to Image Maker Beauty Institute.

**For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.** Any monies due the applicant or students shall be refunded within 45 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. The applicant shall be entitled to a refund of all monies paid.** 2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. **3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.00** 4. A student notifies the institution of his/her withdrawal in writing. **5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.** 6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.) **7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.** \* For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies.

**All Refunds are based on Scheduled Hours and calculated based on the student's last date of attendance.**

<b>Percentage of Scheduled Time Enrolled to Total Program</b>	<b>Amount of Total Tuition Owed to the School</b>
0.01 % to 4.9 %	20 %
5 % to 9.9 %	30 %
10 % to 14.9 %	40 %
15 % to 24.9 %	45 %
25 % to 49.9 %	70 %
50 % and over	100 %

\* All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

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

### ***Past Due Accounts***

Students with overdue accounts may not be permitted to attend class or may be placed on probation, suspension (up to 30 days), or terminated until account is made current, unless other arrangements have been made. Any accounts 60 days overdue will be referred to a collection agency at the discretion of Image Maker Beauty Institute's administration. All tuitions, fees or other debt to the school must be paid in full unless other arrangements have been made before applying for graduation.

## **COSMETOLOGY PROGRAM OUTLINE**

### **PROGRAM DESCRIPTION:**

Our Cosmetology Program is 1500 clock hours in length. The program is designed to include instruction in both theory and practical experience. The program will include all the basic principles of haircutting, hair coloring, hair styling, hair relaxing, manicuring, pedicuring, skin care, sanitation, state law, chemistry, anatomy, business management with an extra emphasis on salon ethics and professionalism.

### **PROGRAM GOALS AND OBJECTIVES:**

Our goal is to educate our students to pass the required state board exam and to obtain gainful employment in the field of Cosmetology. We will demonstrate and encourage professional behavior within the beauty industry. To not only teach, but also to inspire creativity and to provide a professional example to follow.

### **INSTRUCTIONAL METHODS:**

Our teaching methods will include a variety of techniques such as; demonstrations, lectures, DVD presentations, power point presentations, classroom discussions, textbook and practical assignments, guest speakers, field trips, industry trade shows, individual and group activities such as projects and competitions.

### **UNITS OF INSTRUCTION:**

<b>GENERAL</b>	<b>300 Clock Hours</b>
Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, and state law.	
<b>CHEMICAL</b>	<b>600 Clock Hours</b>
Permanent waves, hair relaxing, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry.	
<b>PHYSICAL</b>	<b>600 Clock Hours</b>
Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicure and pedicures.	

### **REQUIRED PRACTICAL ASSIGNMENTS:**

These practical assignments are the minimum number required before graduation.

<b>Cosmetology Program Breakdown</b>	<b>Clock Hours</b>	<b>Services</b>
<b>Orientation</b>	<b>5</b>	<b>-</b>
<b>Client Consultation</b>	<b>40</b>	<b>20</b>
<b>Shampoos, Rinses and Conditioners</b>	<b>105</b>	<b>220</b>
<b>Scalp Treatments</b>	<b>40</b>	<b>20</b>
<b>Roller Sets and Combouts-Hair Styling</b>	<b>160</b>	<b>80</b>
<b>Fingerwaves</b>	<b>40</b>	<b>20</b>
<b>Blow dry/Curling Irons</b>	<b>80</b>	<b>40</b>
<b>Flat Iron/Press</b>	<b>40</b>	<b>20</b>
<b>Manicures</b>	<b>80</b>	<b>40</b>
<b>Pedicures</b>	<b>80</b>	<b>40</b>
<b>Facials and Skin Care</b>	<b>120</b>	<b>20</b>
<b>Makeup Application</b>	<b>40</b>	<b>20</b>
<b>Waxing and Hair Removal</b>	<b>40</b>	<b>20</b>
<b>Permanent Waving</b>	<b>80</b>	<b>40</b>

<b>Chemical Relaxing</b>	<b>40</b>	<b>20</b>
<b>Hair Cutting</b>	<b>100</b>	<b>50</b>
<b>Permanent/Semi-Permanent Haircolor</b>	<b>80</b>	<b>40</b>
<b>Foiling/Cap Frost and Bleach Lighteners</b>	<b>120</b>	<b>60</b>
<b>Retail Sales and Product Knowledge</b>	<b>30</b>	<b>15</b>
<b>Sanitation Disinfection Safety and Bacteriology</b>	<b>80</b>	<b>40</b>
<b>Tennessee State Law</b>	<b>50</b>	<b>-</b>
<b>Salon Ethics and Management</b>	<b>50</b>	<b>15</b>

**\*It should be noted that each subject listed above includes the time allotted for theory information regarding the subject as well. They include but are not limited to: Chemistry, Anatomy and Physiology, Hair Structure and Growth, Nail Structure and Growth, Personal Development and Electricity.**

### **GRADING PROCEDURES AND EXAMINATION METHODS:**

Image Maker Beauty Institute will use the following grading scale to evaluate our students in both practical and theory subjects.

#### **GRADING STANDARDS**

90-100	A	EXCELLENT
80-89	B	GOOD
70-79	C	SATISFACTORY
Below 70	F	<b>BELOW STANDARDS - UNSATISFACTORY</b>

All students must receive 70% or higher on each theory and practical exam. Should a student fail the exam, the student is required to study and then re-take the exam. Each grade is averaged into the students' overall grade average which must be 70% or above. Each time the student takes an exam, the last grade is the grade that is shown on the student's progress report. All students must successfully pass all practical exams before proceeding to the clinic floor to perform services on patrons, and then once again during finals before graduation.

Criteria for grading practical work sheets are the same method used for grading practical exams. Each item will be evaluated with specific criteria using a yes or no method. After each written and practical exam, the instructor will grade the exam and the results will be discussed with the student at that time.

All written exams, practical exams, and practical assignments must be satisfactorily completed and passed with a minimum grade of 70% prior to graduation. Students must also complete all required hours and pay all required fees before the student will be considered a graduate of Image Maker Beauty Institute.

## **TEXTBOOKS:**

Milady's Standard Textbook of Cosmetology  
Milady's Standard Cosmetology Theory Workbook  
Milady's Standard Cosmetology Practical Workbook  
Milady's Cosmetology Study Guide  
Tennessee Cosmetology Law and Rules Packet

## **INSTRUCTORS:**

Paula Wooten, Anita Thomas, Kelli Lassiter and Jacob Kernodle,

## **Careers for Licensed Cosmetologists**

Hairstylists, Hairdresser, Hair Colorist, Manicurist, Pedicurist, Nail Technician, Business/Salon Owner or Manager, Beauty Magazine Editor, Beauty Consultant, Sales or Marketing Specialist, Cosmetology Instructor, Industry Rep, Platform Artist, or Marketing Specialist, Cosmetology Instructor, Industry Rep, Platform Artist, School Owner or School manager, Salon Manager, etc.



# ABOUT FINANCIAL AID

*Financial Aid is Available for Those Who Qualify*

## **Federal Pell Grant**

Pell Grants are awarded based on a student's (EFC) Expected Family Contribution, Cost of Attendance, and Enrollment status and do not need to be repaid. **Go to: [fafsa.ed.gov](http://fafsa.ed.gov)** to complete your FAFSA and see if you qualify. **Our school code is: 042407**

## **Direct Student Loans**

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) though most of the contact will be with your loan servicer.

### **With Direct Loans, you**

- \* Borrow directly from the federal government and have a single contact - your loan Service - for everything related to repayment, even if you receive Direct Loans at different schools.
- \* Have online access to your Direct Loan account information via your servicer's website.
- \* Can choose from several repayment plans, and you can switch repayment plans if your needs change.

**For more information about Direct Student Loans: <http://www.direct.ed.gov/student.html>**

## **The Award Package**

Direct Loans are generally awarded as part of a larger "award package," which may contain other types of aid as well, to help you meet the costs of going to college or career school. The Direct Loan Program offers the following types of loans:

**SUBSIDIZED:** for students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school at least half-time, during the grace period, and during deferment periods.

**UNSUBSIDIZED:** not based on financial need; interest is charged during all periods, even during the time a student is in school and during grace and deferment periods.

**PLUS:** unsubsidized loans for the parents of dependent students and for graduate/professional students. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Note: PLUS loan borrowers cannot have an adverse credit history (a credit check will be done)

**Student borrowers are not required to begin making payments until after they graduate OR when they drop below half-time attendance.**

# SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school scheduled for part time and full time. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Only students who maintain satisfactory are eligible to receive Title IV assistance.

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

**Cosmetology** 450, 900, 1200 (scheduled) clock hours

**\*Transfer Students** - Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of **67%** of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least **67%** cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below: Students who exceed the maximum time frame will be allowed to stay and graduate, but will be responsible for overtime charges and will not be eligible for Title IV.

## PROGRAM

### MAXIMUM TIME ALLOWED

	WEEKS	SCHEDULED HOURS
--	-------	-----------------

Cosmetology (Full time, 30 hrs/wk) - 1500 Hours

75 Weeks

2250

Cosmetology (Part time, 20 hrs/wk) – 1500 Hours

112 Weeks

2250

**\*The maximum time allowed for transfer students who need less than the full program requirements or part-time students will be determined based on 67% of the scheduled hours.**

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of **70%** or above and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90-100	A	EXCELLENT
80-89	B	GOOD
70-79	C	SATISFACTORY
Below 70	F	BELOW STANDARDS - UNSATISFACTORY

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be 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. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. 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 warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. 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 probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting 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 period and maximum time frame by the same number of days taken in 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 return in the same satisfactory academic progress status as at the time of withdrawal.**

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

Documentation from the student must be submitted regarding why the student failed to make satisfactory academic progress and what has changes in the student's situation that will allow the achievement of satisfactory progress at the next evaluation. The student must submit a written appeal to the school on the designated form with supporting

documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **REPETITIONS AND NON-CREDIT REMEDIAL COURSE**

Noncredit and remedial courses do not apply to this institution and therefore have no effect upon the school's satisfactory academic progress standards. Repetition of course/program is not allowed, however, repetition of an exam is allowed.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## **CONSUMER INFORMATION**

### **JOB DEMAND AND PROSPECT IN THE COSMETOLOGY INDUSTRY - 2015-2024**

According to the Professional Beauty Association (PBA), the Salon/Spa Performance Index (SSPI) rose for the first time in 2014. The Salon/Spa Performance Index – a quarterly composite index that tracks the health of and outlook for the U.S. salon/spa industry – stood at 102.8 in the third quarter, up 0.5 percent from the second quarter and its highest level since the fourth quarter of 2013.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Barbers, Hairdressers, and Cosmetologists, on the Internet at <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm>.

The SSPI is a quarterly composite index that tracks the health and outlook of the U.S. salon/spa industry. The SSPI is based on responses to PBA's "Salon/Spa Industry Tracking Survey," which is fielded quarterly among salon/spa owners nationwide on a variety of indicators. It is constructed to measure the health of the salon/spa industry in relation to a steady-state level of 100. Index values above 100 indicate that key industry indicators are in a period of expansion, while index values below 100 represent a period of contraction. The Index consists of two components: the Current Situation Index and the Expectations Index.

The Current Situation Index, which measures current trends in five industry indicators (service sales, retail sales, customer traffic, employees/hours, and capital expenditures), stood at 100.6 in the third quarter, down slightly from a level of 100.7 in the second quarter. Despite the decline, the Current Situation Index stood above 100 for the eighth consecutive quarter, which signifies expansion in the current situation indicators.

The Expectations Index, which measures salon/spa owners' six-month outlook for five industry indicators (service sales, retail sales, employees, capital expenditures and business conditions), stood at 104.9 in the third quarter, up 1.1 percent from the second quarter and its first increase in three quarters. In addition, the Expectations Index remained well above 100 in the third quarter, which indicates that salon/spa owners are solidly optimistic about business conditions in the months ahead.

U.S. News Best Social Service Jobs of 2016 ranked the following jobs: Nail Technician #6 and Hairdresser #10. Estheticians are ranked #83 in U.S. News Best 100 Jobs 2016. The ranking is based on salary, the number of

expected openings, advancement opportunities and career fulfillment. As indicated by the Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook 2016-17 Edition, most job openings will result from the need to replace workers who leave the occupation. A summary of employment in cosmetology career (based on data published on December 17, 2015) is exhibited as follows:

<b>Job Title</b>	<b>Number of Jobs in 2014</b>	<b>Employment Change 2014-24</b>	<b>Job Outlook 2014-24</b>
Barbers, Hairdressers, Cosmetologists	656,400	64,400	10% (Faster than average)
Skin Care Specialist	55,000	6,600	12% (Faster than average)
Manicurist & Pedicurist	113,600	11,700	16% (Faster than average)

### **SALARY DATA**

The Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook 2016-17 Edition, publish date: December 17, 2015, provided a Quick Facts Summary for the Cosmetology profession (based on data in May 2015) as listed below:

<b>Job Title</b>	<b>2015 Median Pay Per Year</b>	<b>2015 Median Pay Per Hour</b>
Barbers, Hairdressers, Cosmetologists	23,710	\$ 11.40
Skin Care Specialist	30,090	\$ 14.47
Manicurist & Pedicurist	20,820	\$10.01

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS OF THE INDUSTRY**

Physical demands of the industry require a great deal of standing, stooping, and reaching throughout the workday. It also requires normal or corrected vision and good hand-eye coordination. The work is usually performed in attractive, well lighted, clean, well ventilated, and air-conditioned salons. Exposure to chemicals may cause allergic skin and lung reactions in some individuals; therefore, protective clothing, plastic gloves, masks or aprons should be worn. Being a "people person" is a must. Many licensed graduates are self-employed and determine their own work schedules.

### **Duties**

Barbers, hairstylists, and cosmetologists typically do the following:

Inspect and analyze hair, skin, and scalp to recommend treatment, Discuss hairstyle options, Wash, color, lighten, and condition hair, Chemically change hair textures, Cut, dry, and style hair, Receive payments from clients, Clean and disinfect all tools and work areas. Barbers, hairstylists, and cosmetologists provide hair and beauty services to enhance clients' appearance. Those who operate their own barbershop or salon have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising. Hairstylists offer a wide range of hair services, such as shampooing, cutting, coloring, and styling. They often advise clients, both male and female, on how to care for their hair at home. Hairstylists also keep records of products and services provided to clients, such as hair color, shampoo, conditioner, and hair treatment used. Tools include hairbrushes, scissors, blow dryers, and curling and flat irons.

Cosmetologists provide scalp and facial treatments and makeup analysis. Some also clean and style wigs and hairpieces. In addition, most cosmetologists actively recommend professional hair care products or salon hair care products.

Go to [www.ImageMakerBeauty.com](http://www.ImageMakerBeauty.com) consumer information page for more information about careers in Cosmetology and Crime rates for Hendersonville, TN.

3/20/15

## **RETURN OF TITLE IV FUNDS POLICY**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the director of the school. The notification must be in writing. The date the notification is received is the date of determination. The director must begin the withdrawal process.

**Unofficial Withdrawal Process:** A student's withdrawal date is their last date of physical attendance. Their date of determination is 14 days after they cease attendance. Aid received post LDA and prior to DOD is aid that could have been disbursed.

If a student withdraws during a leave of absence, the date of determination is the date they officially withdraw. If the student does not return from a leave of absence, their date of determination is the date they were scheduled to return.

### **Aid Earned vs. Unearned**

#### **Earned Title IV Funds**

Title IV funds used to cover educational costs according to the length of time the student was enrolled before withdrawing. The amount of funds earned is directly proportional to the number of clock hours scheduled to have been completed in the payment period as of the student's withdrawal date. For our clock-hour program, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period as of the day the student withdrew, by the total number of clock hours in the same period as follows:

- Number of clock hours the student was scheduled to complete in the period divided by total number of clock hours in the period.
- If the resulting percentage is greater than 60% a student is considered to have earned all aid.

#### **Unearned Title IV Funds**

The amount of grant and loan assistance awarded under Title IV that has not been earned by the student and must be returned to the programs. The unearned Title IV funds percentage is determined by subtracting the earned Title IV percentage from 100. To calculate the amount of unearned Title IV funds, multiply the total disbursed federal financial aid by the unearned Title IV refund percentage.

For the determination of and calculation of aid earned and unearned, only scheduled hours are used to determine the percentage of the period completed by a student withdrawing from a clock hour program.

A student withdrawing from a clock hour program earns 100% of his or her aid if the student's withdrawal date occurs after the point that he or she was scheduled to complete more than 60% of the scheduled hours in the payment period. The scheduled clock hours used for a student are those established by the school prior to the student's beginning class date for the payment period or period of enrollment, and the hours must have been established in accordance with any requirements of the state or the institution's accrediting agency. These hours are consistent with the published materials describing the institution's programs.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student. Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

If a student owes an overpayment to the U.S. Department of Education, Image Maker Beauty Institute will notify the student in writing within 30 days from the date of the school's determination that student withdrew.

**Example:** Student withdraws having received \$2865 in Pell grant, \$1742 subsidized direct loan and \$2969 of unsubsidized direct loan for a total of federal aid of \$7576. The student completed 240 scheduled hours as of their last day of attendance from 450 scheduled hours in the payment period. They would have earned 53.3% of their federal aid received.  $\$7576 \times 53.3\% = \$4038.01$ . The unearned aid is calculated using the difference of 100% and the 53.3% which is 46.7%. The prorated tuition and fee costs for the 450 hour payment period are \$7800.  $\$7800 \times 46.7\% = \$3642.60$ . The school is obligated to return to the federal aid programs the lesser of the two which is the \$3642.60. The difference between the earned and unearned is the responsibility of the student. If there is still a balance of loans to be paid the student repays it through the normal repayment process. If it is a grant overpayment the student is responsible for any amount over 50% of their initial grant.

Students who owe overpayments to the U.S. Department of Education, as a result of a complete withdrawal, will initially retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of the:

- Date the school sends the student notice of the overpayment, or
- Date the school was required to notify the student of the overpayment.

There are two positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days.

1. The student may repay the overpayment in full to the school.
2. The student may sign a repayment agreement with the Department of Education.

If the student takes no positive action during the 45-day period, Image Maker Beauty Institute will report the overpayment to the National Student Loan Database System (NSLDS) and Borrower Services immediately after the 45-day period has elapsed.

The following Title IV distribution order is used for all SFA students.

Unsubsidized Direct Loan  
Subsidized Direct Loan  
Direct PLUS Loan (Parent)  
Federal PELL Grant  
Iraq Afghanistan Service Grant

# *Faculty & Staff*



***Susan Webster***

**Owner, President**

General Manager

***Paula Wooten***

Student Director/Instructor

***Jacob Kernodle***

Instructor

***Anita Thomas***

Instructor

***Kelli Lassiter***

Instructor

***Crystal Estep***

Admissions and Financial Aid Director





## ***School Catalog Acknowledgement Receipt***

*I acknowledge having received a complete copy of Image Maker Beauty Institute School Catalog dated \_\_\_\_\_ prior to my first day of school. I have also reviewed the school website at [www.imagemakerbeauty.com](http://www.imagemakerbeauty.com). I have read Image Maker Beauty Institute's Consumer Information, Drug Policy, Campus Safety and Security Policy, Outcome Rates, Gainful Employment and Anti-harassment Policies.*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Please give this signed page to the admissions officer at time of enrollment.**