



This Catalog is written clearly and concisely in the English language. All programs offered at Empire Beauty Schools are taught in English.

This Catalog is reviewed during the interview process, prior to signing the Enrollment Agreement/Contract, however, students have access to the Catalog at any time by visiting the schools website at: [empirebeautyschools.com](http://empirebeautyschools.com) and/or requesting a printed copy from the admissions office.



In loving memory of Norman Langlois

1926-2019

## MISSION STATEMENT

The primary goal of Empire Beauty Schools is to develop in our students the highest possible degree of technical and professional competence. We train each of our students in the principles and practices of Cosmetology, Esthetics, Esthetics Premium & Barbering. Empire Beauty Schools is continually trying to provide each of our students with marketable skills and professional attitudes. These attitudes emphasize responsibility and commitment to self, employers, colleagues, clients and community.

Our objective is to prepare our graduates for employment by providing the technical and social skills necessary to be a successful, competent Cosmetologist, Esthetician, Barber or Student Instructor. Instruction takes place through a combination of theory, practical work, clinical experience, group and individual activities. At the completion of our program, students are prepared to enter the beauty profession and continue to grow and develop their skills while contributing to the profession.



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# SCHOOL OVERVIEW

## School Locations

Corporate Office	1328 Hooksett Road Unit #10 Hooksett, NH 03106 (603) 743-2224
Laconia Campus	Laconia Campus 556 Main Street Laconia, NH 03246 (603)524-8777
Somersworth Campus	456 High Street Somersworth, NH 03878 (603) 692-1515
Hooksett Campus	1328 Hooksett Road Hooksett, NH 03106 (603) 792-1400

[www.empirebeautyschools.com](http://www.empirebeautyschools.com) Toll Free 1-8777-EBS-6600

## License, Accreditation & Ownership

Licensed by	Office of Professional Licensure & Certification 7 Eagle Square Concord, NH 03301 (603) 271-3626 <a href="http://www.nh.gov/cosmet">http://www.nh.gov/cosmet</a> E: <a href="mailto:cosmetolgy@opl.nh.gov">cosmetolgy@opl.nh.gov</a>
Accredited by	National Accrediting Commission of Career Arts & Sciences 3015 Colvin Street Alexandria, Virginia 22314 (703) 600-7600 <a href="http://naccas.org">http://naccas.org</a> E: <a href="mailto:webinfor@naccas.org">webinfor@naccas.org</a>
Owned by	Empire Beauty Schools, Inc. John Langlois (50% Shareholder) & Donna Demers (50% Shareholder) P.O. Box 16309 Hooksett, NH 03106 (603) 743-2224 <a href="http://www.empirebeautyschools.com">http://www.empirebeautyschools.com</a>



# SCHOOL OVERVIEW

## Facilities & Equipment

Empire Beauty Schools strives to ensure all facilities are equipped with the latest technologies and products offered in the industry. Every student receives a kit specific to their program that contains all the necessary implements, equipment and products to perform daily assignments. Students are responsible to replace broken or damaged articles in order to practice their work properly. The cost of tuition, kits, books/tablet, application fee are outlined on page 11 of this catalog. There are no additional charges for materials used on hair, skin or as-

### Hooksett Campus

Empire Beauty Schools Hooksett Campus boasts a 14,552 ft<sup>2</sup> of space which houses Cosmetology, Esthetics, Esthetics Premium, Barbering & Student Instructor Programs.

#### **Cosmetology:**

Cosmetology encompasses 8,484 ft<sup>2</sup> offering a large clinic area with 25 work stations, hydraulic chairs, dryers, pedicure area, manicure area, facial area, dispensary, bathrooms and break area with vending machines, shampoo sinks and chairs. Hooksett has three spacious classrooms with plenty of counter space for practical time. Lockers are provided at no charge,; however, locks are your responsibility.

#### **Barbering:**

Barbering encompasses 2,984 ft<sup>2</sup> offering a spacious up to date clinic with 12 work stations, reclining barber hydraulic chairs, break area, laundry room, dispensary, waiting area and reception desk. Barbering has one spacious classroom for theory and practical's.

#### **Esthetics:**

Esthetics encompasses 2,984 ft<sup>2</sup> offering a spacious up to date clinic with 8 esthetic beds, skin care stations, dispensary, bath-rooms, break area and laundry facilities. Esthetics has one classroom for all theory and practical needs.

#### **Esthetics Premium:**

The Esthetics Premium program has all the same facilities of the Esthetics program with the exception of an additional classroom for all the makeup. The makeup room offers state of the art makeup chairs, 8 workspaces, special lighting and lamps.

#### **900-Hour Esthetics Program:**

The 900-Hour Esthetics program has all the same facilities of the Esthetics & Esthetics Premium program.

#### **Student Instructor Program:**

The Student Instructor Program utilizes all the same facilities as the Cosmetology, Barbering, Esthetics and Esthetics Premium Programs with the added use of educational offices.

### Somersworth Campus

Empire Beauty Schools Somersworth Campus boasts a 9,300 ft<sup>2</sup> of space which houses Cosmetology, Esthetics, Esthetics Premium, Barbering & Student Instructor Programs.

#### **Cosmetology:**

Cosmetology encompasses 3,172 ft<sup>2</sup> offering a large clinic area with 18 work stations, hydraulic chairs, dryers, pedicure area, manicure area, facial area, dispensary, bathrooms and break area, shampoo sinks and chairs. Somersworth has three spacious classrooms with plenty of counter space for practical time.

#### **Barbering:**

Barbering encompasses 3,064 ft<sup>2</sup> offering a spacious up to date clinic with 10 work stations, reclining barber hydraulic chairs, break area, laundry room, dispensary, waiting area and reception desk. Barbering has one spacious classroom for theory and practical's.

#### **Esthetics:**

Esthetics encompasses 3,064 ft<sup>2</sup> offering a spacious up to date clinic with 8 esthetic beds, skin care stations, dispensary, bathrooms, break area and laundry facilities. Esthetics has one classroom for all theory and practical needs.

#### **Esthetics Premium:**

The Esthetics Premium program has all the same facilities of the Esthetics program with the exception of an additional classroom for all the makeup. The makeup room offers state of the art makeup chairs, workspaces, special lighting and lamps.

#### **900-Hour Esthetics Program:**

The 900-Hour Esthetics program has all the same facilities of the Esthetics & Esthetics Premium program.

#### **Student Instructor Program:**

The Student Instructor Program utilizes all the same facilities as the Cosmetology, Barbering, Esthetics and Esthetics Premium Programs with the added use of educational offices.

### Laconia Campus

Empire Beauty Schools Laconia Campus boasts 8,750 ft<sup>2</sup> consisting of 2 floors, which house Cosmetology, and Esthetics programs. Esthetics Premium, Barbering & Student Instructor programs are not offered at the Laconia Campus. Evenings are not offered at the Laconia Campus.

#### **Cosmetology:**

Cosmetology encompasses 6,250 ft<sup>2</sup> of spacious clinic and classroom space. The clinic offers 20 stations, hydraulic chairs, dryers, bath-rooms, dispensary, laundry facilities, manicure area, pedicure area, facial room, shampoo sinks and chairs. Two spacious classrooms are located on the 2nd floor as well as a break area. Lockers are provided at no charge, however, locks are your responsibility.

#### **Esthetics:**

Esthetics is located on the 2nd floor offering a 2,500 ft<sup>2</sup> space with 10 esthetic beds, skin care stations, makeup area, pedicure area, bath-rooms, private bathroom with shower, laundry facilities, dispensary. Break area is shared with Cosmetology on the 2nd floor.

#### **Esthetics Premium:**

The Esthetics Premium program has all the same facilities of the Esthetics program with the exception of an additional classroom for all the makeup. The makeup room offers state of the art makeup chairs, 8 workspaces, special lighting and lamps.

#### **900-Hour Esthetics Program:**

The 900-Hour Esthetics program has all the same facilities of the Esthetics & Esthetics Premium program.

#### **Student Instructor Program:**

The Student Instructor Program utilizes all the same facilities as the Cosmetology, Barbering, Esthetics and Esthetics Premium Programs with the added use of educational offices.

### Additional Information

All Empire Beauty Schools locations contain extensive *library* resources and materials for students to reference. Internet usage is available at all locations.



# Admissions Information

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

Empire Beauty Schools does not discriminate on the basis of age, race, sex, color, creed, religion, financial status, nationality, ethnic origin or area of residence in any of its practices and policies on Admissions, Instruction or Graduation. The School does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort.

## **Application and Admission Requirements:**

Empire Beauty Schools does not recruit students already attending or admitted to another school offering similar programs of study. Federal and state laws require that applicants enrolling in the Cosmetology, Esthetics, Esthetics Premium, 900-Hour Esthetics-hours, Barbering & *Student Instructor* programs must provide:

- Complete an application for enrollment.
- This institution does not accept students under Ability to Benefit.
- Provide proof of secondary education such as a high school transcript showing high school completion or HISET transcript, if home schooled; documentation proving intent to home school within the school district.
- Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. **This documentation must come from a qualified outside agency.**
- Applications for admissions and information regarding financial aid may be obtained from the School Director or the Admissions Office. Empire Beauty Schools does not recruit students attending or admitted to other schools offering similar programs of study. Students wishing to transfer from another school offering a similar program, must wait a minimum of three (3) business days after their termination before enrolling.

## **(Student Instructor Program Students)**

The same information listed above is required for enrollment plus the trainee must possess a valid Barber, Cosmetology, or Esthetics State of New Hampshire License. Proof of licensure is required.

## **Transfer Students:**

Empire Beauty Schools will evaluate all prior credit for students but not guaranteed to accept them. We reserve the right to grant prior credit based on transcripts. Copies of student's transcripts are required in order to accept any prior hours or academics from a previous institution. Exceptions from previously attended institutions may be granted with the approval of the School Director and the New Hampshire Office of Professional Licensure & Certification.

## **Student Orientation:**

All incoming Students must attend Orientation which will be held prior to or at the start of the program. During orientation, the Student will learn about responsibilities and standards, the format of the program, the progression of the program, and how performance will be measured.

## **Re-Admission Policy:**

A student must wait a minimum of 90 calendar days prior to applying for re-enrollment. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at Empire Beauty Schools and will be considered as making satisfactory progress at the point of re-entry. If a student re-starts their training during "Warning" or "Probation," they will re-start their training in the warning/probation status and must be able to achieve satisfactory progress by the next evaluation period. The New Hampshire Office of Professional Licensure & Certification, does not require that a student who drops from Cosmetology, Esthetics, Esthetics Premium, Barbering & *Student Instructor* programs; resume their program prior to one year from their last date of attendance or the student will lose half of their earned hours. After a period of two years, all prior earned hours will be lost.

- if the student re-enters the program within 6 months of their last date of attendance, they will enter at the exact same point the student dropped out with no loss of hours without any additional costs incurred. However, a re-application fee of \$25.00 will be charged to the New Hampshire Office of Professional Licensure & Certification, plus upgrades in equipment, textbooks, etc., that took place after the student dropped out.
- If the student re-enters the program within 6 months to 1 year of their last date of attendance, they will re-enter with the same number of attended hours prior to separation from the school. All students re-enrolling at this point will be required to purchase additional hours necessary to graduate at the current tuition rate, a re-application fee of \$25.00 for the New Hampshire Office of Professional Licensure and Certification.
- Charges may be accrued from the Office of Professional Licensure & Certification and any accrued upgrades in equipment, textbooks, etc., that took place after the student dropped out.
- if the student re-enters the program between 1 to 2 years of their last date of attendance, the student may re-enter with half the number of attended hours from which they dropped out at. The student would be required to purchase additional hours required to graduate at the current tuition rate, re-application fee of \$25.00 to the Office of Professional Licensure and Certification, and pay accrued up-upgrades in equipment, textbooks, etc., that took place after the student, dropped out.



# Admissions Information

## **Re-Admission Policy Cont.:**

- If the student re-enters the program after 2 years of their last date of attendance, they would need to enroll for the entire program as a new student.
- A student will not have an opportunity to re-enroll after three terminations or no-starts from any program or any of its campuses.

## **Instructional Methods:**

Empire Beauty Schools is a Pivot Point Member School which provides educational materials including textbooks, tablets and web-based modules used in conjunction with kit components for hands-on training in both the Cosmetology, Esthetics, Esthetics Premium, 900-Hour Esthetics program & *Student Instructor* programs. The Barbering program & Student Instructor Program utilizes the Milady Standard Professional Barbering Text and related materials. All curriculums are designed to foster skill improvement including; salon/sap entry by developing resumes and improving interviewing skills and Mock Office of Professional Licensure & Certification applications and evaluations. Students will be trained with a combination of learning methods including step- by-step videos, DVD's, text support, web-based modules, theory classes and hands on practice. The Student Instructors prepare lesson plans based on curriculum needs.

## **Graduation & Licensing Requirements:**

- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of the study, meets minimum grade requirements of 75% in academics and 67% attendance, complete all practical assignments; passed all final written and practical examinations with an overall passing average of 75%; completed the program of study according to Empire Beauty Schools 1500 Cosmetology, 600 Esthetics, 750 Esthetics Premium, 900;900-Hour Esthetics, 900 Barbering, 800 Student Instructor; pass two mock board practical & written exams with a minimum grade of 75%; completed all exit paperwork; attended an exit interview and payment of all debts owed to the school.
- Each student will be required to fill out an application for Temporary Licensing through the Office of Professional Licensure & Certification the applicant has been convicted of a felony or misdemeanor, other than a traffic violation, which has not been annulled by the court, they will be expected to provide the Office of Professional Licensure & Certification with a copy of a case summary from the courts and a statement by the applicant explaining charges. If the applicant is currently on probation, they will need to provide the probation officer's name, mailing address, phone number, and letter from the probation officer stating the applicant is in compliance. If the applicant has completed probation or parole, a letter is required indicating all requirements have been met and the applicant is no longer on probation or parole. Upon completion of a program, Empire Beauty Schools will guide graduates on how to apply for the State Examination and/or assistance on how to apply online through DL Roope Administrations LLC website. The student is responsible to pay \$119.00 for the practical examination and \$74.00 for a written examination. Upon passing both practical and written examinations, the student must apply for a permanent license, issued by the Office of Professional Licensure & Certification costing \$35.00. Instructors \$55.00.

## **State Board Licensing**

The completion of a State and Federal approved curriculum and meeting the required hours of training with passing grades is the first step in becoming a licensed cosmetologist, esthetician & barber. Upon successful completion of the course, the student will have the option to apply on-line or send an application to the testing agency listed below in order to take the licensing examinations. Passing grades on this exam is the final step to being granted a professional license. To get your temporary permit & apply for the NH licensing exam mail forms listed below to:

**DL ROOPE Administrations LLC**  
PO Box 631  
Hampden, ME 04444  
1-888-375-2020  
www.dlroope.com

Cashier's check or money orders for \$193.00 made payable to DL Roope Administrations LLC. will notify you by mail as to the date of your exam. The application maybe mailed or apply online \$10 processing fee. Your temporary permit is an important document. Keep it in a safe place and treat it as though it was your permanent license. It must be present the day of your exam. Upon completing and passing both the practical and written exams, students will be issued a permanent license. In order to receive your permanent license, you must pay \$35.00 to the Office of Professional Licensure and Certification, \$55.00 for Instructors. If a student fails any part of the exam they will be required to pay an additional \$119.00 to retake the practical test or \$74.00 to retake the written test.



# Admissions Information

## Program Schedules

The curriculum is designed with the following hours of instruction: Cosmetology 1500 hours, Esthetics 600 hours, Esthetics Premium 750 hours, Barbering 900 hours & Student Instructor 800 hours per the Office of Professional Licensure & Certification requirements.

\*Early Release on Tuesday's is not common in all Campus's. Hooksett and Somersworth Campuses are released on Tuesdays at 3:30pm. Laconia Campus is released on Wednesday's at 3:30pm. Evening classes are not offered at the Laconia & Somersworth Campus.

PROGRAM	STATUS	HOURS	SCHEDULE	BREAKS
<b>PHASE 1</b>				
<b>* Evening schedules are not offered at the Laconia &amp; Somersworth Campus</b>				
Cosmetology (1500 Hours)	Full-Time Days	34.5 Hrs.	M,W,TH,F (9AM-4PM) T(9AM-3:30PM)	4-15 minutes
Cosmetology (1500 Hours)	Part-Time Days	25 Hrs.	M,T,W,TH,F (9AM-2PM)	3-15 minutes
Cosmetology (1500 Hours)	Evenings	16 Hrs.	M,T,W,TH (5:30PM-9:30PM)	1-15 minute
<b>PHASE 2</b>				
Cosmetology (1500 Hours)	Full-Time Days	34.5 Hrs.	W,TH,F,S (9AM-4PM) T(9AM-3:30PM)	4-15 minutes
Cosmetology (1500 Hours)	Part-Time Days	25 Hrs.	T,W,TH,F,S (9AM-2PM)	3-15 minutes
Cosmetology (1500 Hours)	Evenings	16 Hrs.	M,T,W,TH (5:30PM-9:30PM)	1-15 minute
<b>PHASE 3</b>				
Cosmetology (1500 Hours)	Full-Time Days	34.5 Hrs.	M,W,TH,F (9AM-4PM) T(9AM-3:30PM)	4-15 minutes
Cosmetology (1500 Hours)	Part-Time Days	25 Hrs.	M,T,W,TH,F (9AM-2PM)	3-15 minutes
Cosmetology (1500 Hours)	Evenings	16 Hrs.	M,T,W,TH (5:30PM-9:30PM)	1-15 minute
Esthetics (600 Hours)	Full-Time Days	34.5 Hrs.	<b>Hooksett/Laconia</b> M,W,TH,F (9AM-4PM) T (9AM-3:30PM) <b>Somersworth</b> M,W,TH,F (9AM-4PM) T (9AM-3:30PM)	4-15 minutes
Esthetics (600 Hours)	Evening	16 Hrs.	<b>Hooksett/Somersworth</b> M,T,W,TH (5:30PM-9:30PM)	1-15 minute
Esthetics Premium (750 Hours)	Full-Time Days	34.5 Hrs.	<b>Hooksett/Laconia</b> M,W,TH,F (9AM-4PM) T (9AM-3:30PM) <b>Somersworth</b> M,W,TH,F (9AM-4PM) T (9AM-3:30PM)	4-15 minutes
Esthetics Premium (750 Hours)	Evening	16 Hrs.	<b>Hooksett/Somersworth</b> M,T,W,TH (5:30PM-9:30PM)	1-15 minute
900-Hour Esthetics (900 Hours)	Full-Time Days	34.5 Hrs.	<b>Hooksett/Laconia</b> M,W,TH,F (9AM-4PM) T (9AM-3:30PM) <b>Somersworth</b> M,W,TH,F (9AM-4PM) T (9AM-3:30PM)	4-15 minutes
900-Hour Esthetics (900 Hour)	Evening	16 Hrs.	<b>Hooksett/Somersworth</b> M,T,W,TH (5:30PM-9:30PM)	1-15 minute
Barbering (900 Hours)	Full-Time Days	34.5 Hrs.	<b>Hooksett/Somersworth</b> M,W,TH,F,S (9AM-4PM) T (9AM-3PM)	4-15 minutes
Barbering (900 Hours)	Part-Time Days	20 Hrs.	<b>Hooksett</b> M,W (9AM-4PM) T(9AM-3PM) <b>Somersworth</b> T,W,TH,F (9AM-2PM)	3-15 minutes
Barbering (900 Hours)	Evenings	16 Hrs.	M,T,W,TH (5:30PM-9:30PM)	
Student Instructor (800 Hours)	Full-Time Days	34.5 Hrs.	<b>Hooksett/Laconia</b> M,W,TH,F (9AM-4PM) T (9AM-3:30PM) <b>Somersworth</b> M,W,TH,F (9AM-4PM) T (9AM-3:30PM)	4-15 minutes

Times	
9:00am-10:00am	Theory
10:00am-10:15am	Break
10:15am-11:15am	Clinical/Practical Coordination
11:15am-11:30am	Break
11:30am-12:30pm	Clinical/Practical Coordination
12:30pm-12:45pm	Break
12:45pm-2:00pm	Clinical/Practical Coordination
2:00pm-2:15pm	Break
2:15pm-4:00pm	Clinical/Practical Coordination

Times	
9:00am-10:00am	Theory
10:00am-10:15am	Break
10:15am-11:15am	Clinical/Practical Coordination
11:15am-11:30am	Break
11:30am-12:30pm	Clinical/Practical Coordination
12:30pm-12:45pm	Break
12:45pm-2:00pm	Clinical/Practical Coordination

Times	
5:30pm-6:30pm	Theory
6:30pm-6:45pm	Break
6:45pm-9:30pm	Clinical/Practical Coordination





# Admissions Information

## Class Starts 2022/2023

	Cosmetology- Full Time					Cosmetology- Evenings						
Hooksett	5/9/2022	7/18/2022	9/19/2022	11/14/2022	1/23/2023	3/20/2023	3/7/2022	9/19/2022	1/23/2023			
Somersworth	5/9/2022	7/18/2022	9/19/2022	11/14/2022	1/23/2023	3/20/2023	N/A	N/A	N/A			
Laconia	5/9/2022	7/18/2022	9/19/2022	11/14/2022	1/23/2023	3/20/2023	N/A	N/A	N/A			
	Esthetics- Full Time					Esthetics- Evenings						
Hooksett	5/9/2022	7/25/2022	10/3/2022	12/12/2022	2/27/2023	5/8/2023	11/7/2022	8/28/2023				
Somersworth	5/24/2022	10/18/2022	3/14/2023	8/8/2023	TBD	TBD	11/7/2022	8/28/2023				
Laconia	5/16/2022	10/11/2022	3/27/2023	8/21/2023	TBD	TBD	N/A	N/A				
	Esthetics Premium- Full Time					Esthetics Premium- Evenings						
Hooksett	5/9/2022	7/25/2022	10/3/2022	12/12/2022	2/27/2023	5/8/2023	11/7/2022	8/28/2023				
Somersworth	5/24/2022	10/18/2022	3/14/2023	8/8/2023	TBD	TBD	8/28/2023	TBD				
Laconia	6/6/2022	10/31/2022	3/27/2023	8/21/2023	TBD	TBD	N/A	N/A				
	900-Hour Esthetics- Full Time					900-Hour Esthetics Hour-						
Hooksett	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD				
Somersworth	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD				
Laconia	TBD	TBD	TBD	TBD	TBD	TBD	N/A	N/A				
	Barbering- Full Time					Barbering- Part Time					Barbering- Evenings	
Hooksett	5/3/2022	12/6/2022	7/25/2023	TBD	TBD	TBD	5/2/2022	10/17/2022	4/3/2023	N/A	N/A	
Somersworth	5/9/2022	12/13/2022	7/18/2023	TBD	TBD	TBD	5/9/2022	10/24/2022	4/10/2023	N/A	N/A	
Laconia	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	N/A	
Student Instructor	TBD	TBD	TBD	TBD								

### Staff Continuing Education

Schools will be closed additional days for staff continuing education.

2022	2023
5/10/2022	1/24/2023
8/16/2022	3/21/2023
10/25/2022	5/9/2023
	8/15/2023
	10/24/2023

### Holidays & Vacations

Civil Rights Day  
 July 4th Week  
 Labor Day Weekend  
 Veterans Day  
 Memorial Day Weekend  
 Columbus Day  
 Thanksgiving/Following Friday  
 Christmas Eve through New Year's Day



# Admissions Information

## Alcohol & Drug Free Policy

Empire Beauty Schools believes that it is very important to provide a safe environment for all of its students and employees. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and employees, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school. Empire Beauty Schools will strive to provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

- It is a violation of school policy for any student to:
- Use illegal drugs or misuse prescription drugs;
- Misuse alcohol;
- Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property;
- Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;
- Have tampered or attempted to alter or attempt to interfere with the testing procedure.

Any student who is taking any prescription or non-prescription drug which might impair safety, performance, or any motor functions must advise his/her instructor or the School Director before providing services under such medication. Students are individually responsible for being aware of applicable laws, regulations, ordinances, and the Empire Beauty Schools policy for complying with them. The Empire Beauty Schools will assist in that endeavor by providing current information on an ongoing basis to all students.

### Student Assistance:

The Empire Beauty Schools hold all students accountable in terms of substance use but also supports getting help for students. Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. It is important for the student to come to an understanding regarding the extent of the problem in order to correct the problem and be able to avoid future usage in violation of the Empire Beauty Schools Policy. This is required in order to correct the problem and be able to avoid violating the school's Policy in the future. If the student is willing to actively engage in resolving the substance use problem, the Empire Beauty Schools will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student's expense. This leave will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to school only if (s)he passes a drug /alcohol test and has satisfactory medical evidence that (s)he is fit for attendance. This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

### Disciplinary Action:

Violation of this Policy may result in the student's immediate termination. Re-admittance may be considered after 60 days. To be considered for re-admittance, the student must provide proof of having satisfactorily attended treatment that is provided by a Substance Abuse Professional (SAP) and/or prescribed by a SAP and completed a drug and/or alcohol test, determined by which test was previously positive, with a negative test result. If the student is re-admitted, (s)he must complete the prescribed follow-up testing by the SAP or by law, as applicable, to continue attending the Empire Beauty Schools. Treatment and follow-up testing will be at the expense of the student. The Empire Beauty Schools may terminate a student who has entered a rehabilitation program for violations of the Drug Free School Policy or any other school policy in accordance with the procedures set forth in the Student Catalog.

### Confidentiality:

All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the Empire Beauty Schools as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, Empire Beauty Schools will not release such information without a written consent form signed voluntarily by the person tested. Information on drug testing results will not be released unless such information or records are compelled by a court or a professional or occupational licensing board.

### Biennial Review:

Empire Beauty Schools will review the drug and alcohol prevention program every two years. Any recommendations/data and or assistance available to substance abusers will be updated and distributed to all students and staff of the schools.



# Admissions Information

## Alcohol & Drug Free Policy

### Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations:

The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

By completing the FAFSA, you may be eligible for nonfederal aid from states and private institutions even if ineligible for Federal Aid. If you regain eligibility during the award year, notify your financial aid office immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you may be liable for returning any financial aid you received during a period of ineligibility.

### School Flexibility:

The Empire Beauty Schools reserve the right to alter or amend any portion of this policy at any time without prior notice. The schools reserve the right to alter or modify this policy in a given situation depending on the totality of the circumstances. Time periods stated herein for the performance of any act or provision of any notice by the schools are for guidance only and failure of the Empire Beauty Schools to strictly meet any time frame provided herein shall not preclude the schools from taking any action provided herein. Under no circumstances shall failure to perform any act within the time frames herein excuse or relieve any student from his or her obligations, act to nullify any positive test, or relieve any student from the consequences of any positive test, or any other violation of this Policy.

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. The use or possession of alcohol, drugs, or any drug paraphernalia in any form on school premises, on school grounds, or at any school related activity would result in immediate expulsion.

Students seeking additional services may contact the following agencies:

The Doorway at Granite Pathways-Manchester  
303 Belmont Street  
Manchester, NH 03103

The Doorway at Lakes Region General Hospital  
80 Highland Street  
Laconia, NH 03246

The Doorway at Concord Hospital  
40 Pleasant Street  
Concord, NH 03301

Hope on Haven Hill  
361 Rout 108 #2  
Somersworth, NH 03878  
603-841-5353

The Doorway at Wentworth-Douglass Hospital  
798 Central Ave  
Dover, NH 03820

Serenity Place  
101 Manchester Street  
Manchester, NH 03101  
603-625-6980



# Contract Costs & Payment Terms

## **Kit, Books/ Tablet, and Application fees are non-refundable)**

The student and/or guardian are aware that tuition must be paid in full by the class start date or appropriate financing arrangements made and approved. Payments may be made by cash, check, money order, credit card, or through a non-federal agency, Title IV programs, and loans. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. All outstanding tuition and fee balances must be paid prior to 1200 attended hours for Cosmetology, 500 hours Esthetics, 600 hours Esthetics Premium, 800 hours Barbering & 800 hours Student Instructor Program. Empire Beauty Schools has the right to hold state applications for licensure, copies of transcripts, and completion of hours until all balances are paid in full. Students may receive scholarships from different venues to be used towards the cost of attendance. Check the school website for available scholarship opportunities. Empire Beauty Schools scholarships are applied towards the balance once the student has completed the program.

(Lab coat, smock, scrubs, and/or apron) and the New Hampshire Student Apprentice License fee is included in the kit cost)

## **Contract Costs and Payment Terms**

Student and guardian (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved estimated tuition financing plan (see attachment). The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance or payments are satisfied. Each student is required to complete the total number of hours in the maximum time allotted. Absenteeism allowed for each student is 5% of the contracted hours. School may charge additional tuition for hours remaining after the scheduled graduation date at the rate of \$12.33 per hour for Cosmetology, \$18.66 per hour for Esthetics, \$18.66 per hour for Esthetics Premium, \$18.66 for 900-Hour Esthetics-, \$13.30 per hour for Barbering, \$9.00 Per hour for Student Instructor Program or any part thereof, payable in advance until graduation unless other arrangements are made. The school may charge a \$5.00 transcript fee for transcript requests. The school may charge \$1.00 per page for copies of files. The school may charge \$5.00 for each replacement name tag. The school will charge an application fee for students enrolling or transferring to the school of \$100.00 for Cosmetology, Esthetics, Esthetics Premium, 900-Hour Esthetics, Barbering & Student Instructor programs. The school may charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$25.00 applicable to all programs. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 180 days after the formal withdrawal date unless mitigating circumstances apply. A fee of \$35 may be assessed for returned checks with non-sufficient funds. Students are responsible for paying the total tuition, and fees and for repaying applicable loans plus interest. All outstanding tuition and fee balances must be paid prior to the completion of program hours. Empire Beauty Schools reserves the right to hold state applications for licensure, copies of transcripts, and completion of hours until all balances are paid in full.

## **GENERAL TERMS OF AGREEMENT**

### ***School:***

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials, or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of the study, meets minimum grade requirements of 75% in academics and 67% attendance, complete all practical assignments; passed all final written and practical examinations with an overall passing average of 75%; completed the program of study according to Empire Beauty Schools 1500 Cosmetology, 600 Esthetics, 750 Esthetics Premium, 900;900-Hour Esthetics, 900 Barbering, 800 Student Instructor; pass two mock board practical & written exams with a minimum grade of 75%; completed all exit paperwork; attended an exit interview and payment of all debts owed to the school.
- Each student will be required to fill out an application for Temporary Licensing through the Office of Professional Licensure & Certification the applicant has been convicted of a felony or misdemeanor, other than a traffic violation, which has not been annulled by the court, they will be expected to provide the Office of Professional Licensure & Certification with a copy of a case summary from the courts and a statement by the applicant explaining charges. If the applicant is currently on probation, they will need to provide the probation officer's name, mailing address, phone number, and letter from the probation officer stating the applicant is in compliance. If the applicant has completed probation or parole, a letter is required indicating all requirements have been met and the applicant is no longer on probation or parole. Upon completion of a program, Empire Beauty Schools will guide graduates on how to apply for the State Examination and/or assistance on how to apply online through DL Roope Administrations LLC website. The student is responsible to pay \$119.00 for the practical examination and \$74.00 for a written examination. Upon passing both practical and written examinations, the student must apply for a permanent license, issued by the Office of Professional Licensure & Certification costing \$35.00. Instructors \$55.00.
- Any withdrawn or dropped students that do not attend exit interviews in person will receive exit paperwork either by certified return receipt mail or secure electronic email correspondence.
- Issue an Official Transcript to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork or attended an exit interview, and have met all financial obligations to the school. Official transcripts will not be released to any student who withdraws or completes hours that incur a balance.



# Contract Costs & Payment Terms

- Will assist graduates in finding suitable employment by posting to the Job Board located on our website and providing Job Readiness classes.
- **Empire Beauty Schools does not guarantee employment.**
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.
- This Institution practices no discrimination on the basis of age, race, sex, creed, religion, financial status, country or ethnic origin in any Admissions, Instruction, or Graduation policies.
- This institution does not accept students under Ability to Benefit.
- If students do not follow policies and procedures outlined in the catalog, it may be grounds for termination. A termination fee of \$100.00.
- This institution does not accept students under Ability to Benefit.
- If students do not follow policies and procedures outlined in the catalog, it may be grounds for termination. **A termination fee of \$100.00 will be charged.**

### Student:

- Agrees to pay applicable school and state fees and provide all required application paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image beauty industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient or Veteran Assistance Programs, minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policies found in the student catalog.
- Understands that all students must maintain minimum attendance and grade requirements for satisfactory academic progress. Failure to comply may result in termination from Empire Beauty Schools.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing-related expenses.
- Understands if a student is under the legal age will require a guarantor who will be liable to the school for the fees agreed to in this agreement.
- Understands completion scholarships are credited to the student's account upon completion of required program hours. A student that terminates the contract at any time, will not be eligible to receive credit on their account in the amount of the completion scholarship.

### Additional Instructional Charges:

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately five percent has been added to the calculated completion date for each program. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$12.33 per hour for Cosmetology, \$18.66 per hour for Esthetics, \$18.66 per hour for Esthetics Premium, \$18.66 for 900-Hour Esthetics \$13.30 per hour for Barbering, \$9.00 per hour for Student Instructor; payable in advance, until graduation.

**Note:** should the student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution. in advance, until graduation.

### Cost of Educational Programs:

COST OF PROGRAM	COSMETOLOGY 1500 HOURS	BARBERING 900 HOURS	ESTHETICS 600 HOURS	ESTHETICS PREMIUM 750 HOURS	900-HOUR ESTHETICS PROGRAM 900 HOURS	STUDENT INSTRUCTOR PROGRAM 800 HOURS
TUITION	\$ 18,495.00	\$ 11,970.00	\$ 11,196.00	\$ 13,995.00	\$ 16,794.00	\$ 7,200.00
KIT, BOOKS/TABLET	\$ 2,300.00	\$ 1,920.00	\$ 1,694.00	\$ 2,895.00	\$ 3,596.00	\$ 900.00
APPLICATION FEE	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
TOTAL	\$ 20,895.00	\$ 13,990.00	\$ 12,990.00	\$ 16,990.00	\$ 20,490.00	\$ 8,200.00



# Financial Information

## Financial Aid Programs & Qualifications

Empire Beauty Schools is accredited by NACCAS and approved for use of Federal Government Loan and Grant Programs/VA programs and various state agencies. Students seeking financial aid assistance should consider the various programs available to qualified applicants. For more information on student loans, visit: <https://studentaid.ed.gov>

### **Federal Pell Grant:**

The government has supplied money for post high school education, which does not have to be repaid. Grants are based on financial need and available to qualified students.

### **William D. Ford Subsidized Direct Student Loan Program:**

If you qualify, the Federal Government pays the interest on these loans while the student is in school. You are not obligated to start payment until 6 months after your last date of attendance. This loan may be borrowed for tuition and fees. The Department of Education determines the repayment schedule.

### **William D. Ford Unsubsidized Direct Loan:**

Eligibility for Federal Direct Unsubsidized Loans must first be determined. You are not obligated to start payment until 6 months after your last date of attendance. The principal can be deferred during the period of enrollment, but the student is responsible for the interest that accrues while in school. The Dept. of Education determines the repayment schedule.

### **Parent Loan for Undergraduate Student (P.L.U.S.):**

If a parent qualifies, the loan is taken out in the parent(s) name to be used for the educational expenses of the student. Approval for this loan is credit-based and is used for dependent students only. Payment begins 60 days after the last disbursement of the loan. Like all Direct Loans, they can be obtained with the school's help or by applying directly by visiting [www.studentloans.gov](http://www.studentloans.gov)

### **Please Note:**

All students are encouraged to complete a FAFSA by visiting- <https://fafsa.ed.gov>. You may also contact the schools Financial Aid Coordinator for assistance, answer any questions or visit; [www.empirebeautyschools.com](http://www.empirebeautyschools.com)

### **Loan Counseling:**

All students applying for Federal Aid must complete loan counseling prior to receiving funds. Entrance counseling ensures you understand the terms and conditions of your loan and your rights and responsibilities. You'll learn what a loan is, how interest works, your options for repayment, and how to avoid delinquency and default. Once you are finished, a record of completion will be sent to the school you selected.

Please visit; <https://studentaid.gov/entrance-counseling/>

### **School Codes:**

Somersworth Campus- 015403

Laconia/Hooksett Campus- 014177

### **Title IV Eligibility:**

All eligible students will be notified of the maximum Direct Loan Eligibility awarded them for each award year applied. Students will be notified each time an award letter has been issued by (email, verbal, written, mail). All students financial aid is processed using the maximum financial aid available to the student. Empire Beauty Schools works in conjunction with Boston Educational Network (BEN) to ensure each student receives the maximum amount of aid available to them. Upon processing a Student Aid Report (SAR), the Department of Education determines eligibility while BEN generates the award letter. Students are then notified regarding the final determination on their maximum aid eligibility.





# Financial Information

## Verification Policy

Verification is the process by which the Financial Aid Office compares the information on the Free Application for Federal Student Aid (FAFSA) with source documents provided by the student to verify the accuracy of the application information. These policies are to be used in conjunction with the Department of Education's Verification Guidelines. Federal student aid will not be awarded to those students selected for verification until all requested documentation is submitted and the verification process is complete. If a student withdraws from all classes before verification is completed, the student must provide the necessary documents for verification within 45 days of the withdrawal date in order to receive a post-withdrawal disbursement.

### Verification Deadlines:

The deadline for a student to submit the required verification or other documentation will be 60 days from the date of the first email request. No student will be awarded or disbursed federal student aid until all documents have been reviewed and the data in question has been resolved.

### Consequences:

It is the student's responsibility to provide requested information so that the verification process can be completed. The school is unable to disburse federal student financial aid until the verification process is complete. Failure to complete the verification process may result in a student not being eligible for federal aid and will need other means to pay for classes. Failure to adhere to a new payment schedule within 60 days, may result in the student being dropped from contracted class.

### Notification of Award Change:

The Financial Aid Office will notify a student of the results of verification of an Award Letter or a revised Award Letter. The Student will be expected to come into the office to view the award and sign prior to disbursement of federal funds. If changes have been sent electronically to the U.S. Department of Education, the student is notified by receiving a new Student Aid Report (SAR) from the federal processor.

### Overpayment cases to the Department of Education:

Overpayments of federal and state aid, if they occur, are resolved with subsequent adjustments to the student's account. If an adjustment cannot be made, Empire Beauty Schools will refer the overpayment to the appropriate federal agency.

### Required correction procedures for students:

Upon receipt of the SAR, the student should review all information listed on the SAR and submit for processing any errors reported on the original FAFSA to the Central Processing System (CPS). In addition, customized Verification Worksheets will be sent via email, mailed to the home address of students or meet with Financial Aid Office, selected for federal verification. The student and parent(s) should complete the documentation upon receipt and return it to the Financial Aid Office by U.S. mail, email, or drop off to financial aid office. All verification documents must be received by the School within 60 days of notice; to avoid the cancellation of the student's financial aid award. An electronic summary of a student's original FAFSA and any corrected FAFSA information will be sent from the CPS to the School. Once received, all FAFSA data, The Institution's Verification Worksheets, and any supplemental verification documents will then be reviewed by the School to verify the accuracy of the student's FAFSA information and to calculate his/her eligibility for need-based financial aid.

If a student's FAFSA information changes as a result of the School's verification process, the School will: submit for processing changes to the FAFSA information determined to be in error\*;

recalculate the student's Federal Pell Grant on the basis of the recalculated EFC;

adjust the student's financial aid package on the basis of the recalculated EFC; and notify the student in writing (by U.S. mail, email or in-person) of any change to his/her financial aid package.

**\*Note:** Although the School will be able to submit most changes to FAFSA information, on occasion it may be necessary for the student to submit changes directly to the CPS. In such cases, the School will notify the student in writing (by U.S. mail, email or in-person) as to which data items must be corrected by the student and submitted for processing to the CPS.

### Standard procedures for referring a student to the Office of Inspector General:

Students and parents are advised that the School must and will refer to the Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with FAFSA applications. Common misconduct includes false claims of independent status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.



# Financial Information

## Procedure for Paying Federal Student Aid Credit Balances

Federal Student Aid (FSA) credit balance is created when the total of all FSA funds credited to a student's account exceeds the total of tuition, fees, room, board and other eligible institutional and educational charges on a student's account. Any FSA credit balances are created by funds from the Federal Pell Grant and Federal Direct Loan Programs. Title IV, HEA funds will not be used to cover overtime charges. All students are counseled on their maximum loan eligibility and required to either accept or deny any credit balance remaining on their account.

Unless a student or parent (in the case of a Parent PLUS Loan) authorizes a school to hold a credit balance, the credit balance must be paid to the student or parent as soon as possible but no later than fourteen (14) calendar days after the balance is created (or 14 days after the first day of class if the credit balance was created before the first day of class).

By signing the Authorization to Hold a Federal Student Aid Credit Balance form, you authorize Empire Beauty Schools to retain and FSA credit balance until the end of a payment period in the award year for which those funds were awarded. At which time, Empire Beauty schools will refund excess funds to you (the student or parent, as applicable). Empire Beauty Schools will pay credit balances by check or electronic transfer of funds.

A student or parent has the right to withhold agreement from all or part of this authorization. If you elect not to authorize Empire Beauty Schools to hold your FSA credit balance, the funds will be paid to you (the student or parent as applicable) within the fourteen 14-day period noted above. Note that if you elect not to sign this form or, if later cancel your authorization, you will be required to pay any outstanding charges to the school. A copy of this agreement will be held at the corporate office to ensure funds are not withheld.

This authorization will remain in effect for each subsequent payment period unless you withdraw it. However, in no case will Empire Beauty Schools hold an FSA credit balance of loan funds beyond the end of the loan period, nor an FSA credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

This authorization may be withdrawn at any time providing a written request to the following address:

Empire Beauty Schools Corporate Office  
P.O. Box 16309  
Hooksett, NH 03106

If you withdraw your authorization, Empire Beauty Schools will deliver any remaining credit balance to you within 14 days. (Note that your cancellation is not retroactive).

## Veterans Notification

Veterans Benefits are to be used to cover the cost of tuition only. Students utilizing Veteran Benefits are responsible to cover the cost of Application fees, kits and books and are payable by cash, check, credit card and if qualified, financial aid.

All Veteran student accounts will be settled within seven (7) days of withdrawing or graduating from Empire Beauty Schools. Please be advised that terminating from a program, prior to completion may result in a debt generated by the VA. If left unresolved, the student may be subject to VA benefits being withheld including disability, housing, tax refunds, etc. Veteran students that change their weekly schedule or take a leave of absence may result in a reduction of benefits.

Veterans should present their certificate of eligibility prior to starting at Empire Beauty Schools to ensure accurate and timely processing of benefits. For more information on how Veterans Benefits work, please visit: <http://benefits.va.gov/BENEFITS/factsheets.asv>





# Financial Information

## Veterans Education Benefits

If you served on active duty, you may be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill® provide financial support for educational and housing expensed to individual with at least 90-days of aggregate service after september 10, 2001, or if you served on active duty, you from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career. If you are the spouse or child of a service member, you may be eligible for transfer of the service member’s Post-9/11 GI Bill® benefits to might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill® provides Financial support for educational f you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling by visiting <https://www.va.gov/> . If you are the spouse or child of a service member who is serving on active duty Title 10 orders in

### Return of Tuition Assistance (TA) Funds

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the period for which the assistance is awarded. If a student withdraws, the student may not be eligible for the full amount of TA funds awarded. In order to comply with the new Department of Defense Policy, Empire Beauty Schools will return any unearned TA funds on a proportional basis through the 60% portion of the period for which the funds were provided. Unearned funds will be returned based upon when a student stops attending during an enrollment period. When service members are required to stop attending due to a military service obligation, Empire Beauty Schools will work with the service member to identify solutions that will not result in a student debt for the returned portion.

#### Calculation:

The date the student “officially” withdraws from a program, is considered the last date of attendance for return of tuition assistance. If a student is reported by faculty as not attending a program of the equivalent of two consecutive weeks without notifying the faculty, the student will be administratively withdrawn. Empire Beauty Schools will determine the last date of attendance (LDA) by determining the last date of activity within a program.

Empire Beauty Schools will recalculate the TA eligibility based on the following formula:

$$\frac{\text{Number of hours completed}}{\text{Total hours of the course (start to end date)}} = \text{percent earned}$$

#### Return of TA Funds:

Determining eligibility for TA is specific. The program start and end date will be used to determine eligibility. Using the formula above, Empire Beauty Schools will determine the amount of TA awarded that must be returned when a service member does not complete at least 60% of each program, which could result in creating a balance on Empire Beauty Schools student ac-

**Total Time Enrolled to Total Course/Program  
Total Tuition School Receives/Retains**

Cosmetology Program (1500 Hours)			Esthetics Premium Program (750 Hours)		
Before Class Begins	100%	Return	Before Class Begins	100%	Return
1-375 Hours	75%	Return	1-187 Hours	75%	Return
376-750 Hours	50%	Return	188-375 Hours	50%	Return
751-900 Hours	25%	Return	376-450 Hours	25%	Return
901-1500 Hours	0%	Return	450-750 Hours	0%	Return
		60% of course is completed			60% of course is completed

  

Barbering Program (900 Hours)			Esthetics Program (600 Hours)		
Before Class Begins	100%	Return	Before Class Begins	100%	Return
1-225 Hours	75%	Return	1-150Hours	75%	Return
226-450 Hours	50%	Return	151-300 Hours	50%	Return
451-540 Hours	25%	Return	301-360 Hours	25%	Return
541-900 Hours	0%	Return	361-600 Hours	0%	Return
		60% of course is completed			60% of course is completed

  

Student Instructor (800 Hours)			900-Hour Esthetics Program (900 Hours)		
Before Class Begins	100%	Return	Before Class Begins	100%	Return
1-200 Hours	75%	Return	1-225 Hours	75%	Return
201-400 Hours	50%	Return	226-450 Hours	50%	Return
401-480 Hours	25%	Return	451-540 Hours	25%	Return
481-800Hours	0%	Return	541-900 Hours	0%	Return
		60% of course is completed			60% of course is completed



# Financial Information

## Satisfactory Academic Progress Policy (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. 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.

Students are evaluated for Satisfactory Academic Progress at the conclusion of each evaluation period as follows:

### EVALUATION PERIODS

<i>Cosmetology</i>	450	Actual hours and 13 weeks
	900	Actual hours and 26 weeks
	1200	Actual hours and 34 weeks
<i>Barbering</i>	450	Actual hours and 13 weeks
<i>Esthetics</i>	300	Actual hours and 8 weeks
<i>Esthetics Premium</i>	375	Actual hours and 10 weeks
<i>900-Hour Esthetics</i>	450	Actual hours and 13 weeks
<i>Student Instructor</i>	400	Actual hours and 11 weeks

### 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. Empire Beauty Schools evaluates students' academic and attendance Satisfactory Academic Progress at the conclusion of each evaluation period. 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.

### Transfer Students

The frequency of evaluations is dependent on the number of hours the student has accepted in the program. Empire Beauty Schools evaluates students' academic and attendance Satisfactory Academic Progress at the conclusion of each evaluation period.

### Maximum Time Frame for Course Completion: (varies per campus)

The maximum time (which does not exceed 150% of the course length) allowed for students to completed each course at satisfactory academic progress is stated below: Evenings are not offered at the Laconia Campus.

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
<b>Cosmetology</b>	Full-Time	34.5 hours/weekly	1500	49	66	2250	26.4
<b>Cosmetology</b>	Part-Time	25 hours/weekly	1500	67	90	2250	26.4
<b>Cosmetology</b>	Evenings	16 hours/weekly	1500	107	141	2250	26.4
<b>Esthetics</b>	Full-Time	34.5 hours/weekly	600	20	27	900	26.4
<b>Esthetics</b>	Evenings	16 hours/weekly	600	42	57	900	26.4
<b>Esthetics Premium</b>	Full-Time	34.5 hours/weekly	750	24	33	1125	26.4
<b>Esthetics Premium</b>	Evenings	16 hours/weekly	750	54	57	1125	26.4
<b>900-hour Esthetics</b>	Full-Time	34.5 hours/weekly	900	29	40	1350	26.4
<b>900-hour Esthetics</b>	Evenings	16 hours/weekly	900	49	68	1350	26.4
<b>Barbering</b>	Full-Time	34.5 hours/weekly	900	29	40	1350	26.4
<b>Barbering</b>	Part-Time	20 hours/weekly	900	49	68	1350	26.4
<b>Barbering</b>	Evenings	16 hours/weekly	900	64	85	1350	26.4
<b>Student Instructor</b>	Full-Time	34.5 hours/weekly	800	24	35	1200	26.4

The institution operates all programs according to a schedule of 900 hours per academic year of instruction. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. The maximum time frame for a transfer student is based on 150% of the actual contracted hours at the institution. Additionally, the maximum time-frame for a part-time student is based on 150% of the total program length. Schedule changes may affect the completion time frame of programs including schedule changes, leaves of absences and absenteeism.

**Students who have not completed the course within the maximum time frame will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution's admission's policy.**



# Financial Information

## 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 75% 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:

<u>Grading</u>	<u>Description</u>
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%- Below	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 warning or 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. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along 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.

## NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## 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.



# Financial Information

## Return of Title IV Funds & Withdrawal Policy– Refund Policy– Notice of Cancellation

For applicants and students who cancel enrollment or 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 decisions, course or program cancellation, or school closure.** Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Exception Veterans, see Return of TA Funds. 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 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 actually started training. All monies collected by the school are refunded except for a non-refundable application fee.
3. A student cancels his/her enrollment after three (3) business days of signing the contract but prior to entering classes. In this case, a refund of all monies paid to the school less the Application Fee of \$100.00 Cosmetology, Esthetics, Esthetics Premium, Barbering & Student Instructor Program.
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 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 the student will not be returning.
6. A student is expelled from school.
7. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) calendar days.
8. 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 in person.
9. Kit and books will be retained by the student for health and sanitation reasons and will be considered non-refundable by the school except for instances outlined above in 1, 2 & 3.
10. Upon termination, graduation, or withdrawal, students will be billed for three consecutive months. If an account balance remains unsettled after 90 days, the student may be subject to third-party collection efforts.
11. Collection procedures shall reflect good taste and sound, ethical business practices.
12. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledge the existence of the Withdrawal and Settlement Policy.
13. 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 of the institution.
14. 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.**

<i>% Of Scheduled Time Enrolled to Total Course/Program</i>	<i>Total Tuition School Shall Receive/Retain</i>
<i>0.01% to 04.9%</i>	20%
<i>5% to 09.9%</i>	30%
<i>10% to 14.9%</i>	40%
<i>15% to 24.9%</i>	45%
<i>25% to 49.9%</i>	70%
<i>50% and over</i>	100%

15. All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
16. 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.
17. Students who withdraw or terminate prior to course completion are charged a termination fee of \$100.00. 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 the enrollment agreement.

### Program Cancellation Policy

- If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:
  - a. Provide a full refund of all monies paid; or
  - b. Provide completion of the course and/or program.

- If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
  - b. Provide completion of the course and/or program; or
  - c. Participate in a Teach-Out Agreement; or
  - d. Provide a full refund of all monies paid.
- If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:
  - a. Provide a pro rata refund; or
  - b. Participate in a Teach-Out Agreement..

### **Credit Collection Policy**

- Collection procedures shall reflect good taste and sound, ethical business practices.
  - Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers or any other third parties representing the institution clearly acknowledge 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 of the institution

### **Return of title IV Funds: Section 484B of the H.E.A.**

*The return of Title IV funds as prescribed in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty-percent (60%) of the payment period. The formula in brief is as follows:*

- The institution will determine the date of withdrawal and then determine the percentage of the payment period attended by the student.
- The institution will determine the amount of Title IV aid for which the student was eligible by the percentage of the time enrolled.
- The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned.
- The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
- The institution must then distribute the unearned Title IV aid back to the Title IV programs. After this process has been completed, the institution will then perform the calculation of the institutional refund.

### **Title IV Aid to be Disbursed or Returned Policy**

If the student receives less federal student aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. If the student receives more Title IV Aid than the amount earned, the school, the student, or both must return the unearned funds in a specified order.

#### **Order of Return of Title IV Funds**

First, unearned funds returned by Empire Beauty Schools or the student, as appropriate must be credited to outstanding balances on title IV on behalf of the student for the payment period for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period for which a return of funds is required in the following order:

1. Unsubsidized Federal Direct Stafford loans.
2. Subsidized Federal Direct Stafford loans.
3. Federal Direct PLUS received on behalf of the student

Then, if unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period for which a return of funds is required in the following order:

1. Federal Pell Grants.
2. Other federal, state, private and/or institutional sources of aid; and
3. The student.

#### **Post-withdrawal disbursements**

##### **Summary of actions a school must take before making a post-withdrawal disbursement**

The actions a school must take before it may disburse funds from a post-withdrawal disbursement vary depending on the source of the funds. A school must obtain confirmation from a student, or parent for a Direct Parent PLUS Loan, before making any disbursement of loan funds from a post-withdrawal disbursement. Without obtaining a student's permission, Title IV grant funds from a post-withdrawal disbursement are credited to a student's account to pay for tuition, fees, and room and board (if the student contracts with the school) or disbursed directly to a student. A school must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges. Post-withdrawal disbursement of Title IV grant funds



# Financial Information

## Title IV Aid to be Disbursed or Returned Policy

Empire Beauty Schools is permitted to credit a student's account with the post-withdrawal disbursement of Title IV grant funds without the student's permission for current charges for tuition, fees, and room and board (if the student contracts with the school) up to the amount of outstanding charges. A school must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges.

Empire Beauty Schools is permitted to use a student's or parent's authorization for crediting the student's account for educationally related expenses that the school obtained prior to the student's withdrawal date so long as that authorization meets the cash management requirements for student or parent authorizations. If the school did not obtain authorization prior to the student's withdrawal, the school would have to obtain authorization in accordance with the cash management requirements before the school could credit the student's account for other current charges or for educationally related activities. Empire Beauty Schools must credit the student's account with the post-withdrawal disbursement for current charges within 180 days of the date of determination. A school must disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. Moreover, the school must make the disbursement as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew.

### Post-withdrawal disbursement of Title IV loan funds

Empire Beauty Schools must notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The information provided in this notification must include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and must be provided within 30 days of the date of a school's determination that a student has withdrawn. In addition, the notice must request confirmation of any post-withdrawal disbursement that the student or parent, as applicable, wishes the school to make.

The notice must identify the type and amount of the loan funds it wishes to credit to the student's account or disburse directly to the student or parent, explain that a student, or parent for a Direct Parent PLUS Loan, may accept or decline all or a portion of the funds. The notice must also explain to the student, or parent for a Direct Parent PLUS Loan, the obligation to repay the loan funds whether they are disbursed to the student's account or directly to the borrower.

The notice must also make clear that a student, or parent for a Direct Parent PLUS Loan, may not receive as a direct disbursement loan funds that the institution wishes to credit to the student's account unless the institution agrees to do so. If the student, or parent for a Direct Parent PLUS Loan, does not wish to accept some or all of the loan funds that the institution wishes to credit to the student's account, the institution must not disburse those funds.

In the information a school provides to a student when the school informs the student that he or she is due a post-withdrawal disbursement of loan funds, the school should include information about the advantages of keeping loan debt to a minimum. If a post-withdrawal disbursement includes loan proceeds, unless the recipient needs the funds to pay educational costs, Empire Beauty Schools suggest that the student cancel the loan. With a student's permission, Title IV grant funds due a student in a post-withdrawal disbursement can be used to pay down a Title IV loan, thereby reducing any post-withdrawal disbursement made directly to the student.

The school must document the result of the notification process and the final determination made concerning the disbursement and maintain that documentation in the student's file. If a school has completed post-withdrawal loan notification and confirmed a student's desire for any Direct Loan funds included in the post-withdrawal disbursement, the school is permitted to credit a student's account with the post-withdrawal disbursement without additional permission from the student (or parent, in the case of a Direct PLUS Loan) for current charges. A school may combine providing loan counseling, obtaining authorization to credit loan funds to a student's account for outstanding charges, and obtaining authorization to make a direct disbursement to the student.

Once a school has received confirmation from a student, or parent in case of a Direct PLUS Loan, that he or she wants to receive the post-withdrawal disbursement of loan funds, a school must make the post-withdrawal disbursement of Title IV loan proceeds as soon as possible but no later than 180 days after the date of the school's determination that the student withdrew.

### Crediting a student's account

Empire Beauty Schools will not request Title IV funds for a post-withdrawal disbursement unless and until it has determined that it can disburse any post-withdrawal disbursement within three business days of receiving the funds.



## Title IV Aid to be Disbursed or Returned Policy

The requirements for the treatment of Title IV funds when a student withdraws reflect the cash management requirements for disbursing Title IV funds. An institution must obtain a student's authorization to credit a student's account with Title IV funds for charges other than current charges for tuition and fees. Outstanding charges on a student's account are charges for which the institution will hold the student liable after the application of any applicable refund policy. These are the institutional charges, after any adjustment, that reflect what the student will owe for the current term after his or her withdrawal, any other current charges, plus any permitted minor prior year charges.

### **Notice to a student offering a post-withdrawal disbursement flexibility in notifying students**

To avoid having to contact a student multiple times, a school may use one contact to:

- Notify a borrower about his or her loan repayment obligations;
- Obtain permission to credit loan funds to a student's account to cover unpaid institutional charges;
- Obtain permission to make a post-withdrawal disbursement of grant or loan funds for other than institutional charges; and
- Obtain permission to make a post-withdrawal disbursement of loan funds directly to a student.

*Empire Beauty Schools will send the notification as soon as possible, but no later than 30 calendar days after the date that the school determines the student withdrew.*

In the notification, the school must advise the student or parent that an institution may set a deadline of 14 days or more. Any deadline must apply to both confirmation of loan disbursements to the student's account and direct disbursements of a post-withdrawal disbursement. The notification must make it clear that if the student or parent does not respond to the notification within the time frame, the school is not required to make the post-withdrawal disbursement. However, a school may choose to make a post-withdrawal disbursement based on an acceptance received from a student or parent after the school's deadline.

A school that chooses to honor a late response must disburse all the funds accepted by the student or parent as applicable. The school cannot credit the student's account in accordance with the student's request but decline to disburse post-withdrawal funds accepted as a direct disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school must return (or, in the case of grant funds, re-disburse to another eligible student) any earned funds that the school was holding to the Title IV programs. If a student or parent submits a timely response accepting all or a portion of a post-withdrawal disbursement, per the student's or parent's instructions, the school must disburse the loan funds within 180 days of the date of the institution's determination that the student withdrew. (For additional information, see the discussion under Date of the institution's determination that the student withdrew earlier in this chapter.) Note that the date of the institution's determination that the student withdrew is the same date that triggers the 30-day period that the school has for notifying the student or parent of any post-withdrawal disbursement available for direct disbursement. Consequently, the sooner a school sends the notification to a student or parent, the more time the school has to make any accepted post-withdrawal disbursement.

If authorization from a student (or parent for a Direct PLUS Loan) is received after the deadline and the school chooses not to make a post-withdrawal disbursement of loan funds, the school must notify the student (or parent) that the post-withdrawal disbursement will not be made and why. This notification must be made in writing. If an authorization from the student (or parent for a Direct PLUS Loan) is never received, or if the school chooses to make a post-withdrawal disbursement of loan funds per the recipient's instructions on an authorization received after the deadline, the school does not need to notify the student.

### **Example of the Post-Withdrawal Disbursement Requirements**

Michael drops out of school on November 5. On November 10, the school becomes aware that Michael has ceased attending. The school determines that because Michael has earned \$900 in Title IV Program assistance that he has not received, he is due a post-withdrawal disbursement of \$900. When Michael withdrew, only \$600 of the \$1,000 in Federal Pell Grant funds that could have been disbursed had been disbursed. Of the \$500 in Direct Loan funds that could have been disbursed, none had been disbursed. The school determines that Michael has \$50 in outstanding tuition charges and \$100 in outstanding library fines for the payment period. The school obtained permission from Michael at the beginning of the term (prior to his withdrawal) to credit his account for educationally related charges other than tuition, fees, and room and board. Because available grant funds must be used before available loan funds to make a post-withdrawal disbursement, the school credits Michael's account with \$150 of his Federal Pell Grant funds. On November 12 (the last date school could have sent the funds was December 24th—45 days after the date of the school's determination that the student withdrew), the school sends the remaining \$250 in Pell Grant funds to Michael. On the same day (the last date the school could have sent the notification was December 9th—30 days after the school's determination that the student withdrew), the school sends a notification to Michael stating that:

- He is due a post-withdrawal disbursement of \$500 in Direct Loan funds to be disbursed directly to him.
- Michael may accept all, a portion, or none of the \$500 in Direct Loan funds.
- Any Direct Loan funds that Michael accepts will have to be repaid.
- The school is obligated to make a post-withdrawal disbursement of loan funds only if Michael accepts the funds by November 25, which is 14 days after the school, sent the notification. Note that a school may allow more than 14 days for a response. Michael responds on November 19 and informs the school that he is accepting \$250 of the \$500 in Direct Loan funds. The school has until June 9 (180 days after November 10—the date the school determined that the student withdrew) to make the disbursement (34 CFR 668.22(a)(6)(iii)(C)). The school must document the notification and the final determination pursuant to it (whether the student accepts a partial or full).

## Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study, and refers to a specific time period when a student is not in attendance. Leaves of Absence (LOA) can be granted in cases of emergency or medical issues preventing the student from attending school. Students must obtain medical documentation which states the leave beginning and end dates except in cases of emergency situations. Students must request a Leave of Absence in advance. The request must be approved by a School Official. The request must include the following information:

- The request must be in writing
- A reason for the request must be stated and explained in full –please note, there must be a reasonable expectation that the student will return from the LOA
- The request must be dated
- The request must contain the student's signature
- If a student is unable to make a request in person, the school shall notify the student they have been placed on a leave by sending an email confirmation of the request to include the start, end and return dates of the leave.

Leaves of Absence may be granted for a minimum of five (5) days. Multiple LOA's may be granted in any 12-month period not to exceed 180 days within the 12-month period. The student's contract period will be extended by the same number of days taken in the LOA –an Addendum must be signed and dated by the Student & School Official. The LOA timeframe does not involve any additional charges from the School.

An institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. For example; if a student was injured in a car accident and needed several weeks to recover before returning to school. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. This student would not have been able to request a LOA in advance.

A student granted an LOA that meets the above listed criteria is not considered to have withdrawn, and no refund calculation is required at that time. Should a student fail to meet the above listed criteria, the LOA will not be approved; the student will be considered absent should he/she cease attendance –after 14 consecutive days of non-attendance termination will result.

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Loan Obligations</li><li>• Deferral options</li><li>• Deferrals may be canceled</li><li>• Grace period may be exhausted</li></ul> | <ul style="list-style-type: none"><li>• Possible revisions in aid package</li><li>• Notification to lending institutions</li><li>• Benefits may be affected if receiving VA Benefits</li><li>• Consequences of not returning to school at the expiration of the LOA</li></ul> |
|---|---|

### **A Leave of Absence may affect a student's Financial Aid including;**

- A Student will be considered withdrawn if he/she does not return to school the day after the LOA ends.
- Failure to return from an Approved Leave of Absence will result in a "withdrawn" status; the student's last day of attendance (for the purpose of calculating the Return to Title IV funds) is the same as the date the LOA began. The grace period for a Title IV program loan may be exhausted when withdrawal results. For Title IV loan recipient's grace period will begin from the last date of attendance.
- The withdrawal date, for the purpose of calculating a refund, is always the student's last day of attendance





# Cosmetology Program

## COSMETOLOGY PROGRAM -1500 HOURS

**Description:** The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

**Objectives:** Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Cosmetologist. All phases practice becoming a professional Cosmetologist by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins followed by clinical applications.

**References:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**Teaching & Learning Methods:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**Grading Procedures:** Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 75%. All students must pass two Mock Board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%- Below	Unsatisfactory

**Written Exams-** The number of correct answers is divided by the total number of questions to determine the grade

**Practical/Clinical-** Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

(Evenings not offered at the Laconia & Somersworth Campus)

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
Cosmetology	Full-Time	34.5 hours/weekly	1500	49	74	2250	26.4
Cosmetology	Part-Time	25 hours/weekly	1500	67	101	2250	26.4
Cosmetology	Evenings	16 hours/weekly	1500	107	161	2250	26.4



# Cosmetology Program

## COSMETOLOGY CURRICULUM OUTLINE -1500 HOURS

### PHASE I

HOURS	SUBJECT-UNIT	1-279 HOURS
25	Theory- Classroom Instruction, Orientation, Design decisions, Professional Development, First Aid	
35	Trichology/ Salon Ecology, Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use, Life Skills and safety	
40	Hair Design. Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Product Knowledge, use and safety	
100	Hair Sculpting. Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears	
42	Instructor Discretion. To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training	
35	Shampooing, Rinses, Scalp Treatments, Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, use and safety	
2	Phase I Course Exam	
279	Total	

### PHASE II

HOURS	SUBJECT-UNIT	279-1108 HOURS
210	Theory/ Classroom Instruction, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Chemistry, Product Knowledge	
255	Hair Coloring/Hair Lightening, Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems	
140	Permanent Waving/ Chemical Texturizing, Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing	
50	Manicuring/Pedicuring/Nail Extensions, Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques	
60	Facials, Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Removal of Unwanted Hair, Lash/Brow Tinting, Reflexology & massage	
36	Desk/Telephone & Computer Skills, Utilizing computer software, People Skills, Booking Appointments	
75	Instructor Discretion. To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training	
3	Phase II Course Exam	
829	Total	

### PHASE III

HOURS	SUBJECT-UNIT	1108-1500 HOURS
73	Theory/ Classroom Instruction, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Electricity, Product Knowledge, Anatomy & Physiology	
91	Salon Business/Retail sales/Career and Employment Information, Fundamentals of Business Management, opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics, salon & industry field trips	
20	Wigs & Hair Additions, Principles and Techniques of Hair Extensions, Enhancements, and Wigs; Product Knowledge, use and safety	
100	Office of Professional Licensure and Certification Rules & Regulations/Mock Board Exams New Hampshire State Rules, Regulations, state practical exam application, review, practice, preparing for boards, packing bags, labeling content	
106	Instructor Discretion To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training	
2	Phase III Course Exam	
392	Total	
1500	Total Hours	

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.



# Esthetics Program

## ESTHETICS PROGRAM—600 HOURS

**Description:** The Esthetics Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

**Objectives:** Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Estheticians. All phases practice becoming a professional Esthetician by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins (when applicable) followed by clinical applications.

**References:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**Teaching & Learning Methods:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**Grading Procedures:** Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 75%. All students must pass two Mock board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Course	Schedule	Grading		Description				Academic Year
		Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed		
Esthetics	Full-Time	34.5 hours/weekly	600	20	30	900	26.4	
	Evenings	16 hours/weekly	600	42	63	900	26.4	
100%-93%	Excellent							

## ESTHETICS CURRICULUM OUTLINE—600 HOURS

HOURS	SUBJECT-UNIT	1-600 HOURS
80	Theory/ Classroom Instruction Career Opportunities, Life Skills Management, Makeup, Communicating for Success, State Laws and Regulations, Cosmetic Chemistry, Product Knowledge, Skin Physiology, Client Care, Anatomy, Microbiology, Professional/Personal Development	
200	Facials Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy, Extractions, Aromatherapy	
50	Treatments High Frequency, Galvanic, Brush Machine, Suction	
140	Specialized Treatments Dermasound, Microdermabrasion, Chemical Exfoliation, Fitzpatrick Scale, Lash & Brow Tinting, Reflexology & massage	
50	Salon Business/Retail sales/Career and Employment Information Fundamentals of Business Management, opening a Spa, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Spa Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Spa Safety; Seeking Employment, On the Job, and Professional Ethics, spa & industry field trips	
25	Manicuring/Pedicuring Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring	
20	Office of Professional Licensure and Certification Rules & Regulations/Mock Board Exams New Hampshire State Rules, Regulations, state practical exam application, review, practice, preparing for boards, packing bags, labeling content	
35	Instructor Discretion To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training	
600	Total	

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.



# Esthetics Premium Program

## ESTHETICS PREMIUM PROGRAM– 750 Hours

The Office of Professional Licensure & Certification requires 600 hours of training to receive a license in Esthetics. The additional 150 hours is necessary to develop advanced skills in MUD makeup techniques and receive certification in Bridal, Airbrush and Beauty Essentials makeup.

**Description:** The Esthetics Premium Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, makeup techniques and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field. The 750-hour program allows for MUD makeup certifications in Bridal, Beauty Essentials and Airbrush makeup techniques.

**Objectives:** Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Estheticians. All phases practice becoming a professional Esthetician by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins (when applicable) followed by clinical applications.

**References:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**Teaching & Learning Methods:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**Grading Procedures:** Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 75%. All students must pass two Mock board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%- Below	Unsatisfactory

**Written Exams-** The number of correct answers is divided by the total number of questions to determine the grade

**Practical/Clinical-** Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

( Esthetics Premium is not offered at the Laconia Campus)

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
Esthetics Premium	Full-Time	34.5 hours/weekly	750	24	36	1125	26.4
Esthetics Premium	Evenings	16 hours/weekly	750	54	81	1125	26.4

## ESTHETICS PREMIUM CURRICULUM OUTLINE- 750 Hours

HOURS	SUBJECT-UNIT	1-750 HOURS
80	Theory/ Classroom Instruction	
200	Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Cosmetic Chemistry, Product Knowledge, Makeup, Skin Physiology, Client Care, Anatomy, Microbiology, Professional/Personal Development	
50	Facials	
140	Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy, Extractions, Aromatherapy	
50	Treatments	
140	High Frequency, Galvanic, Brush Machine, Suction	
50	Specialized Treatments	
35	Dermasound, Microdermabrasion, Chemical Exfoliation, Fitzpatrick Scale, Lash & Brow Tinting, Reflexology & massage	
20	Salon Business/Retail sales/Career and Employment Information	
35	Fundamentals of Business Management, opening a Spa, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Spa Operations, Policies, Practices, Compensation Packages, Payroll	
94	Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Spa Safety; Seeking Employment, On the Job, and Professional Ethics, spa & industry field trips	
35	Manicuring/Pedicuring	
20	Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring	
35	Office of Professional Licensure and Certification Rules & Regulations/Mock Board Exams	
94	New Hampshire State Rules, Regulations, state practical exam application, review, practice, preparing for boards, packing bags, labeling content	
35	Instructor Discretion	
35	To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training	
21	MUD Beauty Essentials	
35	Makeup facial analysis, base matching and application, correction, contours, and highlights, and focus on eyes and lips	
21	Airbrush	
750	Airbrush techniques to do beautiful, flawless beauty make-up	
	Bridal Make-up	
	Wedding make-up and what is required to successfully run a bridal make-up business.	
	Total	



# 900-Hour Esthetics Program

## 900-HOUR ESTHETICS PROGRAM– 900 Hours

The Office of Professional Licensure & Certification requires 600 hours of training to receive a license in Esthetics. The additional 300 hours are dedicated to is necessary to develop advanced skills in MUD makeup techniques receiving certification in Bridal, Airbrush, and Beauty Essentials makeup, and advanced eyelash extensions techniques.

**Description:** The 900-Hour Esthetics Course is designed to train the student in an understanding of the skin, basic manipulative skills, safety judgments, make-up application and specialized facial, hand, skin and body treatments. Students will learn advanced eyelash extensions techniques, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics and/or a related career field.

**Objectives:** Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Estheticians. All phases practice becoming a professional Esthetician by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins (when applicable) followed by clinical applications.

**References:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**Teaching & Learning Methods:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**Grading Procedures:** Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 75%. All students must pass two Mock board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%- Below	Unsatisfactory

**Written Exams-** The number of correct answers is divided by the total number of questions to determine the grade

**Practical/Clinical-** Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
900-hour Esthetics	Full-Time	34.5 hours/weekly	900	29	40	1350	26.4
900-hour Esthetics	Evenings	16 hours/weekly	900	49	68	1350	26.4

## 900-HOUR ESTHETICS PROGRAM CURRICULUM OUTLINE– 900 Hours

HOURS	SUBJECT-UNIT	1-900 HOURS
80	Theory/ Classroom Instruction Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Cosmetic Chemistry, Product Knowledge, Makeup, Skin Physiology, Client Care, Anatomy, Microbiology, Professional/Personal Development	
200	Facials Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy, Extractions, Aromatherapy	
50	Treatments High Frequency, Galvanic, Brush Machine, Suction	
140	Specialized Treatments Dermasound, Microdermabrasion, Chemical Exfoliation, Fitzpatrick Scale, Lash & Brow Tinting, Reflexology & massage	
50	Salon Business/Retail sales/Career and Employment Information Fundamentals of Business Management, opening a Spa, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Spa Operations, Policies, Practices, Compensation Packages, Payroll	
25	Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Spa Safety; Seeking Employment, On the Job, and Professional Ethics, spa & industry field trips	
20	Manicuring/Pedicuring Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring	
35	Office of Professional Licensure and Certification Rules & Regulations/Mock Board Exams New Hampshire State Rules, Regulations, state practical exam application, review, practice, preparing for boards, packing bags, labeling content	
94	Instructor Discretion To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training	
35	MUD Beauty Essentials Makeup facial analysis, base matching and application, correction, contours, and highlights, and focus on eyes and lips	
21	Airbrush Airbrush techniques to do beautiful, flawless beauty make-up	
150	Bridal Make-up Wedding make-up and what is required to successfully run a bridal make-up business.	
900	Eyelash extension theory, application, practical, safety, sanitation, techniques, glazing techniques, eye safety, eye health & conditions	
	Total	



# Barbering Program

## BARBERING PROGRAM– 900 HOURS

The Office of Professional Licensure & Certification , require 800 hours of training to receive a license in Barbering. The additional 100 hours is necessary to develop advanced skills in clipper cutting, straight edge razors and close shaves.

**Description:** The Barbering Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

**Objectives:** Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Barber. All students practice becoming a professional Barber by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins (when applicable) followed by clinical applications.

**References:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**Teaching & Learning Methods:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**Grading Procedures:** Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 75%. All students must pass two Mock board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%- Below	Unsatisfactory

**Written Exams-** The number of correct answers is divided by the total number of questions to determine the grade

**Practical/Clinical-** Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
Barbering	Full-Time	34.5 hours/weekly	900	29	44	1350	26.4
Barbering	Part-Time	20 hours/weekly	900	49	74	1350	26.4
Barbering	Evenings	16 hours/weekly	900	64	96	1350	26.4

## BARBERING CURRICULUM– 900 HOURS

HOURS	SUBJECT-UNIT	1-900 HOURS
140	Theory/ Classroom Instruction	Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, Electricity, History of Barbering, Disorders of the Hair & Scalp
30	Bacteriology	Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use, Life Skills and safety
100	Men's Facial Massage and Treatments	Principles and Techniques of Skin Care Treatment, Theory of Massage, Facial Treatments, Light Therapy, Properties and disorders of the skin
50	Barber Shop Business/Retail sales/Career and Employment Information	Fundamentals of Business Management, opening a Barber Shop, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Barber Shop Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Barber Shop Safety; Seeking Employment, On the Job, and Professional Ethics, Barber Shop & industry field trips
25	Men's Hair Pieces	Principles and Techniques of men's hair pieces, Enhancements, Product Knowledge, use and safety
250	Men's and Ladies Hair Sculpting	Principles and Techniques of Sectioning, removing length or bulk with razor, scissors, clippers, shears, Men's shaving
120	Men's and Ladies Hair Design	Principles and Techniques of Men's Facial hair design, Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Product Knowledge, use and safety
122	Instructor Discretion	To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training
60	Office of Professional Licensure and Certification	Rules & Regulations/Mock Board Exams New Hampshire State Rules, Regulations, state practical exam application, review, practice, preparing for boards, packing bags, labeling content
3	Final Exam	
900	Total	

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.





# Student Instructor Program

## STUDENT INSTRUCTOR PROGRAM– 800 HOURS

The Student instructor Program is designed for instruction in basic teaching methods and techniques which can be applied to any of the above listed programs in which the student holds a valid license

**Description:** A study of teaching the basic principles of cosmetology, Esthetics & Barbering that includes a basic understanding of the skin, hair, products, teaching techniques, observation theory, student retention, testing, lesson planning and Mindful Teaching techniques.

**Course Goals:**

- Effectively teach the fundamentals of Cosmetology, Esthetics and/or Barbering
- Demonstrate effective classroom management and supervision
- Create lesson plans, create ways to engage learners and proficiently use technology in the classroom
- Assess progress reports and advise students on academics, attendance attitude
- Effectively manage classroom and student clinics during theory and hands-on practical application.
  - Successfully prepare students for the salon, spa or barbershop experience
  - Successfully mitigate student concerns and issues

**References:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**Course Format:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for the Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Classroom time is dedicated to teach you how to develop and use educational aids, presentation techniques and evaluation methods. Hands-on activities allow you to put your knowledge to use in the classroom, work with students on the clinic floor and run meaningful workshops.

**Grading Procedures:** Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. A final course exam is administered near the end of required hours. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Student must pass the final exam with a minimum grade of 75%. All students must pass one Mock board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Student Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
Student Instructor	Full-Time	34.5 hours/weekly	800	24	35	1200	26.4

**Course Materials:**

All student instructors receive:

- Milady Master Educator, 3<sup>rd</sup> Edition Textbook & Exam prep Workbook
- Access to student handbook online
- Employee handbook

Additional Materials are provided pending student the Student Instructor Program applied for:

**Cosmetology:**

- Pivot Point Designer’s Approach to Hair Designing
- Pivot Point’s LAB (Online learning platform) for Mindful Teaching Material
- Tablet w/access to books

**Esthetics:**

- Pivot Point Salon Fundamentals: Esthetics
- Pivot Point’s LAB (Online learning platform) for Mindful Teaching Material
- Tablet w/access to books

**Barbering:**

- Milady’s Standard Barbering, 6<sup>th</sup> Edition textbook

**Course Outline:**

HOURS	CURRICULUM OUTLINE				
20	<ul style="list-style-type: none"> <li>NH rules &amp; regulations</li> <li>Student registration process, forms, temporary permit, time reports, examination application process, financial aid process</li> </ul>				
150	<ul style="list-style-type: none"> <li>Clinic floor observation, clinic operations observation, dispensary set up</li> <li>Classroom observation (to include observation of demonstration and lecture in all 3 phases of learning)</li> <li>Co-Teaching (under the direction and observation of a licensed instructor) may include presentation of visual aids, assisting in answering questions, classroom management, assisting with practical exams, lectures, demonstrations, clinic floor management, practical assignment grading and may include tasks assigned by the licensed instructor.</li> </ul>				
34	<ul style="list-style-type: none"> <li>Familiarizing student software system, entering grades, practical's, attendance</li> </ul>				
40	<p><b>Milady's Master Educator:</b></p> <ul style="list-style-type: none"> <li>The Career Education Instructor</li> <li>The Teaching Plan and Learning Environment</li> <li>Teaching Study and Testing Skills</li> <li>Basic Learning Styles and Principles</li> <li>Basic Methods of Teaching and Learning</li> <li>Communicating Confidently</li> <li>Effective Presentations</li> <li>Effective Classroom Management and Supervision</li> <li>Achieving Learner Results</li> <li>Program Review, Development, and Lesson Planning</li> <li>Educational Aids and Technology in the Classroom</li> <li>Assessing Progress and Advising Students</li> <li>Making the Student Salon an Adventure</li> <li>Career and Employment Preparation</li> <li>The Art of Retaining Students</li> <li>Educator Relationships</li> <li>Learning Is a Laughing Matter</li> <li>Teaching Success Strategies for a Winning Career</li> <li>Teams at Work</li> <li>Evaluating Professional Performance</li> </ul>	140	<p><b>Lesson Plan Development</b></p> <ul style="list-style-type: none"> <li>Lesson Plan Development</li> <li>Advantages of Lesson Planning</li> <li>Lesson Objectives D. Materials, Implements and Equipment</li> <li>Educational Aids (visual aids)</li> <li>Facility</li> <li>Time Allotment</li> <li>Prior Student Assignments</li> <li>Educator References</li> <li>Motivation or Introduction</li> <li>Presentation Outline</li> <li>Activities for Lesson</li> <li>Summary/Review</li> <li>Evaluation/Question and Answer</li> <li>Follow-up Assignment</li> </ul>		
60	<p><b>Cosmetology Theory:</b></p> <ul style="list-style-type: none"> <li>Professional Development</li> <li>Salon Ecology</li> <li>Trichology</li> <li>Salon Business</li> <li>Hair Sculpture &amp; Design</li> <li>Wigs &amp; Hair Additions</li> <li>Texture</li> <li>Color</li> <li>Nails</li> <li>Skin</li> <li>Chemistry</li> </ul>	<p><b>Esthetics Theory:</b></p> <ul style="list-style-type: none"> <li>Personal &amp; Professional Development</li> <li>Business</li> <li>Orientation</li> <li>Introduction to the Skin Treatment</li> <li>Product Knowledge</li> <li>Skin Care</li> <li>Ecology</li> <li>Anatomy and Physiology</li> <li>Advanced Skin Care Techniques</li> <li>Machines</li> <li>Chemistry, Cosmetic</li> <li>Chemistry</li> <li>Client Care</li> <li>Facials</li> <li>Skin Analysis</li> <li>Skin Physiology</li> <li>Hair Removal and Makeup</li> <li>Advanced Treatments</li> <li>Business Basics</li> </ul>		<p><b>Barbering Theory:</b></p> <ul style="list-style-type: none"> <li>The Career Education Instructor</li> <li>The Teaching Plan and Learning Environment</li> <li>Teaching Study and Testing Skills</li> <li>Basic Learning Styles and Principles</li> <li>Basic Methods of Teaching and Learning</li> <li>Communicating Confidently</li> <li>Effective Presentations</li> <li>Effective Classroom Management and Supervision</li> <li>Achieving Learner Results</li> <li>Program Review, Development, and Lesson Planning</li> <li>Educational Aids and Technology in the Classroom</li> <li>Assessing Progress and Advising Students</li> <li>Making the Student Salon an Adventure</li> <li>Career and Employment Preparation</li> <li>The Art of Retaining Students</li> <li>Educator Relationships</li> <li>Learning Is a Laughing Matter</li> <li>Teaching Success Strategies for a Winning Career</li> <li>Teams at Work</li> </ul>	
120	<p><b>Teaching Methodology</b></p> <ul style="list-style-type: none"> <li>Interactive Lecture</li> <li>Demonstration and Practice</li> <li>Group Discussion and Discovery</li> <li>Role-playing and Visualization</li> <li>Field Trips</li> <li>Guest Speakers</li> <li>Projects, Games, and Competitions</li> <li>Experiments</li> </ul>	40	<p><b>Classroom Management</b></p> <ul style="list-style-type: none"> <li>Promoting a Positive Environment</li> <li>Professionalism in the Classroom</li> <li>Managing Learner Behavior</li> <li>Managing Difficult Learner Behavior</li> <li>Interruptions</li> <li>Tardiness</li> <li>Non-participation</li> <li>Sleeping/Inattentiveness</li> <li>Conflict Management</li> <li>Mindful Teaching concepts</li> </ul>	40	<p><b>Use of Visual Aids</b></p> <ul style="list-style-type: none"> <li>Why use Visual Aids?</li> <li>Advantages of Using Visual Aids</li> <li>Things to Consider</li> <li>Concepts to Consider</li> <li>Print Materials</li> <li>Flip-charts</li> <li>Audiovisual Materials</li> <li>Power point</li> <li>Social Media</li> <li>White boards</li> </ul>
70	<p><b>Evaluation Techniques</b></p> <ul style="list-style-type: none"> <li>Multiple choice exams</li> <li>Clinic floor rubrics</li> <li>Practical rubrics</li> <li>Makeup exams</li> </ul>	6	<p><b>Testing</b></p>	800	<p><b>Course Completion</b></p>





# Student Services

Empire Beauty Schools recognizes that balancing the demands of school, family and work can be overwhelming. Often Students experience stress and tension while juggling these demands. The School Director will give Students access to resources and support, allowing them to feel that their school is determined to give them as many tools as possible to cope with challenges.

## Career Placement Assistance

Students will be trained in writing resumes and preparing for job interviews in all course programs. The school will make every possible effort to expose students to professionals in the field. We aim to make students aware of the many professional opportunities available to them. Although the school cannot guarantee employment, reasonable efforts will be made to assist students. This assistance is available to any student, regardless of how long ago they graduated. Empire Beauty Schools maintains constant contact with salons, shops, and spas in the New England area.

## Career Opportunities

The following career opportunities exist:

<b>Salon/Barber Shop</b>	<b>Spa</b>	<b>Product</b>	<b>Industry</b>
Nail Artist/Manicurist	Spa Esthetician	Product Distributor	School Educator
Cosmetologist	Day Spa Manager	Sales Consultant	School Owner
Barber	Day Spa Owner	Sales Representative	School Director
Hair Color Specialist	Dermatologist Assistant	Product Trainer/Educator	Freelance Makeup Artist
Esthetician	Make-up Artist		Image Consultant
Salon Owner			Magazine Writer/Editor
Chemical Texturizing Specialist			Admissions Representative
Salon Manager			Salon Division Managers
Platform Artist			

## Student Access to Records

Each student and parent or guardian of dependent minors has the right to view any items in their files and may do so by request. This request will be granted within a reasonable amount of time to accommodate the office's schedule. A student may not remove any items/articles from their file. The School Director is the official custodian of the records. All institutional records related to accreditation must be maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with state and federal law. The School Director may request other school personnel to assist in answering any questions students may have regarding interpreting the records. In all cases where access to student education information is requested, except as provided in this policy, a written request to see the files must be made by the student/ parents or guardians of dependent minors. Upon receipt of this request, the School Director will provide access to review the records at a date and time no more than three working days after the request has been made. The student (parents or guardians of dependent minors) or anyone the student duly authorizes shall examine the file in the presence of the School Director and another person(s) designated by her/him. The record itself may not be taken from the school premises. However, upon request, one copy of the records shall be provided within a reasonable time at no charge. Additional copies may be obtained at the cost of \$1.00 per page.

## Privacy Policy:

Suppose a request from an outside agency for information regarding a student is received. In that case, the school will not release any information without express permission from the student (parents or guardians of dependent minors). The request must be made in writing, clearly stating the agency requesting the information, and include the student's signature each time a request for information is made. Only the School Director or his/her designee will be allowed to release information. The school may charge a \$5.00 transcript fee for transcript requests. Documentation of the FERPA form will be placed in the student's file. The school will disclose personal, identifiable information from the records of a student without the written consent of the student to the following parties:

- School employees who have a "need to know."
- Schools to which a student is transferring.
- School provides access to student and other school records to its accrediting agency.
- Appropriate parties in connection with financial aid.
- Organizations doing authorized studies or reports for the school.
- Individuals who have obtained court orders or subpoenas or in case of health and safety emergencies.
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

## Academic Advising

Students are advised monthly during a one-on-one with their instructor. At this time, the instructor reviews the student's academic and practical learning while going over their progress reports. This is a time for both instructor and student to reflect on what has been learned and achieved and place emphasis on areas that may need improvement

## Attendance & Absenteeism

The student should be aware that absenteeism for more than 14 consecutive days without contacting the school may result in the student being terminated from the program. Time is calculated on the quarter hour. The contracted date of graduation may be changed throughout your program due to unexpected school closures. Make-up hours may change your revised graduation date. 5% of your contract time for scheduled hours is allowed for absenteeism and tardiness. School may charge additional tuition for hours remaining after the scheduled graduation date at the rate of \$12.33 per hour for Cosmetology, \$18.66 per hour for Esthetics, \$18.66 per hour for Esthetics Premium, \$18.66 per hour for 900-Hour Esthetics program, \$13.30 per hour for Barbering, \$9.00 Student Instructor or any part thereof, payable in advance until graduation unless other arrangements are made. All students should be in the school 10-minutes before starting their day. At this time, the student should be completely prepared for class – all materials needed in hand, hair and make-up done, and completely dressed for the school day. Students are required to sign in to receive hours for attending. Students are required to call in; if not attending school for the day, you must speak with a School Official. Medical and court documents may or may not excuse the student from incurring additional charges.

Empire Beauty Schools attendance policy aims to help students develop a self-directed, professional attitude toward their studies and maximize their educational opportunities. Regular class attendance provides fundamental educational value and offers the most effective means to gain command of the course concepts and materials. Students are expected to attend all classes, arrive on time, remain for the entire class period, and report to class fully prepared with all required materials.

### **Note: (Barbering, Esthetics, Esthetics Premium & 900-Hour Esthetics program)**

*Leaves and missed time may cause an unintentional interruption in your current enrollment, resulting in termination from the program and having to re-enroll in the next class at approximately the same period.*

*Esthetics, Premium Esthetics & 900-Hour Esthetics-Hour students, may not be allowed to change programs once they have attended half of their enrolled program hours.*

Students must minimize conflict with other commitments, including personal or work, to meet these expectations. When students encounter difficulty meeting these requirements, they must actively speak with their School Director to discuss the concern and plans for correcting the absenteeism. Excessive absences may result in withdrawal from the school at the School Directors' discretion. Students should consult with the Director on attendance and make-up hours. Students missing over 50% of any given theory class may be required to repeat the course and be prevented from moving on to the next learning phase.

In inclement weather, the school may be canceled or delayed where the campus resides. Students will need to look for their school's location on WMUR news, the school's message machine, website, and Facebook. ...

## Tardiness

The school allows five (5) unexcused lates per month. A courtesy to call the school is required if you are going to be late. Over five (5) unexcused lates per month will result in being sent home on the 6th late per month. Schools practice a closed-door policy after 10:00 am and 6:00 pm unless pre-approved by the School Director for doctors' appointments, court, etc.; time is calculated on the quarter hour.

## Appearance

Proper attire in the school is compulsory. Appearance should be neat, clean, well-groomed with clothing properly fastened and pressed. No soiled, torn or inappropriate dress for a professional environment will be permitted. Hats, caps/other headgears are not permitted. No sleeveless, backless, or low-cut tops can be worn, no shorts or miniskirts/dresses. Violations of the above-described dress code may result in the student being sent home to correct his/her attire. Personal hygiene and sanitation are the daily responsibility of each student. We are in close proximity to many people daily. It is imperative that each student be keenly aware of personal breath and body odor. We strongly suggest showering/bathing before coming to school, the frequent use of mouthwash, deodorant and body sprays during the day. At no time during the day (unless designated by the curriculum) are students allowed to work on themselves. Hair, nails, and make-up are to be done before arriving at school. A professional appearance in these areas is essential to the overall image of today's Cosmetologist, Esthetician, Barber or Instructor. Scrubs and/or aprons and name tags are required dress in the school every day. **A name tag will be given with the kit (if it's lost there is a \$ 5.00 replacement fee).**

## Make-up Exams

Make-up days are for missed written exams only and will be scheduled at the discretion of the Instructor.

## School Dress Code

Black and white skirts, pants, dresses, etc. combinations or all black/all white bottoms. Colored tops as long as the apron is being worn. Scrub top with Student Name Tag – for Estheticians– Apron for barbers with name tag. Professional looking BLACK or WHITE shoes, sneakers or dress boots are permitted. For safety reasons, no open-toed shoes are permitted. Absolutely no blue jeans or hoodies of any type are allowed. The faculty or administrative staff will have the final decision on any questionable dress code or appearance violations. Leggings are permitted as long as the top meets mid-thigh. All clothing must not have any types of rips or tears.

## Physical Demands & Safety requirements

As with all other industries, good health and hygiene are required to be successful in the cosmetology industry. In keeping with this profession, you should be an example of good health and hygiene. This is especially important because you work in very close proximity of your clients. It is also important to practice good body mechanics as you are generally standing for long periods of time while working on your clients. Safety precautions should be taken at all times when working with implements such as shears, razors, hot implements and chemicals.

## Breaks & Lunches

Your Instructors schedule breaks & lunches. Students are responsible for returning to classes on time or the late policy will be applied. Food and Drinks other than water is only permitted in the school's designated break/lunch area and are not permitted anywhere else in the school. No breaks are to be taken in front of the buildings. All drinks must be in a closed spill proof container.

## Personal Belongings & Kits

You are required to work as neatly as possible. After each work assignment, you are expected to clean and tidy up. Your personal belongings should be stored in your locker or locked vehicle. Students are responsible to purchase their own lock when obtaining a locker. Kits are to be neatly placed by your workstation. When not in use, kits should be closed and put away. The school is not responsible for missing items or belongings. Please do not leave personal belongings unattended. Kit items that are misplaced, broken or malfunction after 30 days are the responsibility of the student to replace.

## Parking & Break Area Policy

**Hooksett** - students may park behind the school.

**Laconia** – parking is available in the parking garage located across the street.

**Somersworth** – students must park away from the building and refrain from parking in front rows.

## Kit Supplies & Services

Students wishing to purchase supplies or services must first get permission from their Instructor and all supplies for services must be paid for. If a service is performed free of charge the service must be performed at the student's primary campus.

## Phone Calls

No personal calls on the school business phones without express permission from the School Director. Cell phones and all other electronic devices must be turned off during school hours unless utilized in the classroom setting for educational purposes.

## Termination Policy

Termination may include, but not limited to, unsatisfactory attendance and breaking school policies as outlined in the School Catalog.

## Cheating

Students caught cheating may be subject to suspension or possible termination from the program.

## Smoking

Smoking is permitted on lunch and breaks outside the building at the designated smoke areas only. Smokers should dispose of their cigarette butts in designated containers.

## Family Clinic Services

Immediate family members including spouse, children, parents, step-parents, siblings and grandparents, may have any clinic services completed at the schools for half price. Retail products are not discounted to the student's family members.

## Professionalism

In training to be a professional Cosmetologist, Esthetician Barber or Instructor, you must be willing to use your training and knowledge to satisfy the wants and needs of every client. Communication is key in order to be successful and required the ability to listen, observe, consult and suggest ideas, services and products to colleagues, instructors, management and clients. Professionalism can be seen and felt in a school, salon, spa or any technical business. It is a balanced combination of choice words, tone of voice, physical actions, education, technical training, determination, honesty, good judgement, decision making, cleanliness, sharp appearance and talent.

### Guidelines to Professionalism:

- ◆ Listen and smile often.
- ◆ Service all clients to the best of your ability. Treat every person in your environment with the respect they deserve.
- ◆ Consult with each client/instructor prior to their service. This establishes good communications and avoids service errors.

Teamwork and cooperation with colleagues, Instructors and staff makes all goals easier to attain. Help colleagues and instructors when possible. An atmosphere of teamwork is easily noticed and appreciated. Gossip has no place in a professional environment. Support the efforts of all colleagues and instructors. Personal conversations with other students/instructors while in the classroom and on the clinic floor are not permitted. Full attention and focus regarding your education and the services you are performed on clientele must be maintained at all times.

## Duties

A duty roster will be made monthly for all classroom/clinic duties. This will be done on a rotating basis for fairness to all students. Your duties are an assignment as part of your training. Instructors will check all duties at the end of the day.

## Dispensary & Supply Room

Students are responsible for the proper up-keep of the clients' chemical service files and for all supplies. Towels must be clean and ready for use both day and night.

## Student Services

No student is to do another student's hair, nails, etc. without first getting permission from their Instructor. Order of priorities would be theory, practical, and clinical assignments for the day. Once completed, an Instructor may give you permission. If a student is sent home for any reason, they will be prohibited from receiving same day clinic services.

## Theft

If a student is caught stealing from Empire Beauty Schools, another student, or staff member it may result in immediate expulsion.

## Client Services

Students are never to leave a client unattended as it could be dangerous to the client and is very unprofessional. Any student refusing to service a client will be immediately sent home and receive no hours from the time of dismissal. Students who are physically unable to service a client cannot be in attendance or receive hours.

## Weapons in School

Weapons of any type are strictly forbidden in school. Students caught with a weapon in school will be sent home immediately and local authorities will be called. A decision will be made as to whether the student will be allowed to return to school. Violation of the above rules and standards may result in disciplinary action up to and including termination from school. The school reserves the right to terminate any student whose personal conduct towards school staff or fellow students is deemed unsatisfactory. Re-admittance to the school will be at the School Director's discretion. A student's termination from one school applies to all campuses.

## Bullying

Empire Beauty Schools will not tolerate any harassment of any kind, cyber-bullying, slanderous, physical or mental abuse behavior to any student or staff member in any form on school premises, on school grounds or at any school related activity. If this behavior occurs, it may result in a suspension or termination. For a list of state anti-bullying laws and policies, please go to: [www.stopbullying.gov](http://www.stopbullying.gov)

For a list of federal anti-discrimination laws and policies, please go to; <https://www.ftc.gov/site-information/no-fear-act/protections-against-discrimination>

## The Constitution of the United States of America Acknowledgment

Effective May 25, 2005 Empire Beauty Schools recognizes the signing of the constitution, which took place on September 17, 1787, in September of each year. For more information regarding the constitution, visit [www.usconstitution.net/const.html](http://www.usconstitution.net/const.html).

## Voter Registration Acknowledgment

Everyone has the right to vote in local elections. In NH in order to register to vote you either must go to your city/town hall of your legal residence prior to the election or you may also register to vote on election-day at any location within your city/town of legal residency that provides a voting booth. You must have 2 forms of picture id.

## Safety & First Aid

First Aid kits are provided in the dispensary and each classroom. Emergency evacuation plans are posted in each classroom. Exit signs and fire extinguishers are located through the building.

Empire Beauty Schools VAWA (Violence against Women's Act) and Campus Security and Report and Policy is available on our website at [www.empirebeautyschools.com](http://www.empirebeautyschools.com).

## Student Grievance Procedure

Students who have a problem or grievance related to the operation, staff, or another student of Empire Beauty Schools should use the following procedure to resolve the issue or grievance. Follow the steps to reach a satisfactory solution for all person(s)/parties involved. Only use the next step if it is apparent that the issue cannot be resolved on that step. Take steps in sequence, as you will be referred to go back to the steps in sequence .

### Grievance Steps

1. Speak directly to the person(s) involved to resolve the issue.
2. Speak directly to the instructor to document the issue.
3. Speak directly to the School Director, who will render a written or oral decision within three (3) school days.
4. Email Matt Lambert at: [mlambert@empirebeautyschools.com](mailto:mlambert@empirebeautyschools.com) with a written statement explaining the grievance. A written decision will be rendered and mailed within ten (10) days.
5. A written statement explaining the grievance. One may be mailed to

Empire Beauty Schools Corporate Office  
P.O. Box 16309  
Hooksett, NH 03106

Contact the Office of Professional Licensure & Certification  
7 Eagle Square  
Concord, NH 03301

Contact the Accrediting Body at:

National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 22314

## Social Media Guidelines for Students

Empire Beauty Schools students are responsible for what they post on social networking sites (including but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, wikis, file-sharing and user generated video and audio). Empire Beauty Schools does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Empire Beauty Schools or on any of Empire Beauty Schools social media sites. Empire Beauty Schools reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Empire Beauty Schools to protect itself from undue harm related to information that is shared on social networking sites.

## Empire Beauty Schools Staff

### The School Director:

The School Director is in complete charge of the school the staff and your training. If any problems are related to your theory or practical training, you should first see your instructor. All other issues and requests should be brought to the School Directors attention.

### The Instructors:

The Instructional Staff are professional individuals carefully selected for their ability to convey information, knowledge of the craft, and professionalism to each student. They are trained in a certain method and follow lesson plans. It is important to realize that you are the most important Instructor in your education. The staff will teach and train you, but you must concentrate on developing physical dexterity and the development of the ability to see balance and form. This skill is developed through constant study, practice, Observation of class demonstrations, repetition and critiquing of skills, etc. Physical dexterity is a skill that cannot be taught. It is achieved only through continuous practice. Only you can help yourself achieve this by being in daily attendance, observing school regulations, continual practice and observation, following daily assignments, and developing good study/work habits. The staff is here to help you achieve your goals.

- Things to Remember
- If you have any questions, do not be afraid to ask.
- If you need help, let your Instructor know.
- We're always open to suggestions and constructive criticism.
- We must all work hard to maintain the school's objectives. There is a time for fun and your training should be an enjoyable experience.

See next page for a directory of school staff

### Make Up Hours

A student will be allowed to make-up hours a maximum of their number of scheduled hours for 1 day per week. Ex: 34.5 per week will be 7 hours per week to make-up, 25 hours per week will be 5 hours per week, 16 hours per week will be 4 hours per week, 20 hours per week will be 7 hours per week (transfer barbers in Hooksett) 20 hours per week will be 5 hours per week (transfer barbers in Somersworth). Students will need to have perfect attendance the prior week in order to be eligible for makeup time. Makeup hours are not to exceed 100% attendance.



# School Staff

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**CORPORATE**

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PRESIDENT	John Langlois
GENERAL MANAGER	Matt Lambert
SECRETARY & TREASURER	Donna Demers
FINANCIAL AID ADMINISTRATOR	Brenda Brown
FINANCIAL AID COORDINATOR	Katie Wantuck
SALES DIRECTOR	Meigra Jenkins
COMPLIANCE SPECIALIST	Carolyn Taylor
FLOATING EDUCATIONAL LEADER	Kim Walch
FLOATING EDUCATIONAL TRAINER	Danielle Boisvert

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**HOOKSETT**

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Campus Director	Tirra Rozen
Admissions Representative	Elena Boissoneau
Admissions Representative	Morgan Lambert
Instructor	Krystin Curmley
Instructor	Andrea Dubuque
Instructor	Kim Bynum
Instructor	KellieMarie Cross
Instructor	Kerry Dovidio
Instructor	Sonya Hunt
Instructor	Katy Maleski
Instructor	Gail Neily
Instructor	Gina Sandlin
Instructor	Heather Pineault
Instructor	Erin Jordan
Instructor	Daniel Mcready
Instructor	Pam Tibbetts

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**SOMERSWORTH**

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Campus Director	Charmaine Coleman
Admissions Representative	Colby Nalen
Instructor	April Arsenault
Instructor	Susan Rawley
Instructor	Deanna Carney
Instructor	Leigh Garfano
Instructor	Patricia Adams-Leach
Instructor	Maria Reynolds
Instructor	Christine McIntyre

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**LACONIA**

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Campus Director	Anne Gauthier
Admissions Representative	Meigra Jenkins (acting)
Instructor	Donna Woodsom
Instructor	Emma-Marie Everest
Instructor	Alyssa Marois

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