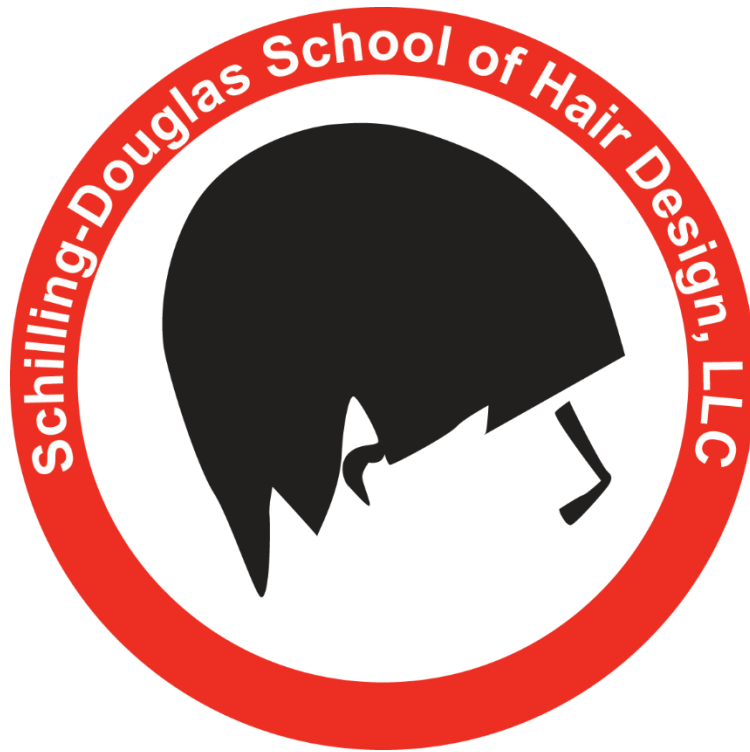


Consumer Information/Catalog

For

Schilling-Douglas

School of Hair Design, LLC



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All programs are instructed only in English.

All information contained herein is truthful and correct as of the date of publication.

Date of Publication: 08/03/2017

2017 V 4.3

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STATEMENT OF NON-DISCRIMINATION

AN EQUAL OPPORTUNITY SCHOOL

It is the policy of the Schilling-Douglas School of Hair Design, LLC that no person or applicant shall be subjected to discrimination on the grounds of race, color, religion, marital status, gender, gender expression, sexual orientation, national or ethnic origin, age, handicap, disability, military or veteran status.

The school does not discriminate on the basis of sex in its education programs and activities. The schools is required by Title IX not to discriminate in this way. Questions regarding Title IX may be referred to the schools Title IX coordinator(s) or the OCR. The Title IX coordinator(s) for the school are the Director and Associate Director(s) and may be contacted at 211 Louviers Drive Newark, DE 19711, (302)737-5100.

AFFILIATIONS

Certified by:

Delaware Department of Education
John G. Townsend Building
401 Federal Street
Dover, DE 19901
302.735.4000

Accredited by:

National Accrediting Commission of Career Arts & Sciences.
3015 Colvin Street
Alexandria, VA 22314
703.600.7600

The NACCAS is recognized by the U.S. Department Education as a national accrediting agency for cosmetology schools.

Licensed by:

Delaware Division of Professional Regulation
Cannon Building
Suite 203
861 Silver Lake Blvd.
Dover DE 19904
302.744.4500

Approved for the Training of Veterans

Member of: American Association of Cosmetology Schools, New Castle County Chamber of Commerce

Any party who wishes to review the documents describing the schools, Certification, Accreditation or Licensure may do so by submitting a written request to the School Director.

SCHOOL CONTACT INFORMATION

Mailing Address

Schilling-Douglas School of Hair Design, LLC
211 Louviers Drive, Shoppes at Louviers
Newark, DE 19711

Telephone (302)737-5100

School Laboratory / Student Salon): EXT. 100

Fax (302)737-4141

E-mail Info@schillingdouglas.edu

Enrollment Office / Career Planning: EXT. 104 & 105

General Office: EXT. 103

Student Services/Financial Aid: EXT. 102

Associate Director: EXT. 106

Director: EXT. 101

Web Address www.schillingdouglas.edu

For questions pertaining to the school or this catalog –consumer handbook please contact the appropriate office listed above. For all other inquires please contact the school’s general office.

Schilling-Douglas School of Hair Design, LLC is a Delaware registered Limited Liability Company. The members of the Limited Liability Company are Victor David and Sandra David.

MISSION STATEMENT

The mission of Schilling-Douglas School of Hair Design, LLC is to produce proficient graduates in attitude, knowledge, technique and to instill a sense of professionalism and effective communication. Our programs prepare individuals for completion of the State of Delaware licensing examination and for employment in cosmetology arts and sciences careers and related fields. This is accomplished within the guidelines established by the Delaware Department of Education, the Delaware Board of Cosmetologists and Barbers and the National Accrediting Commission of Career Arts and Sciences, Inc.

STAFF & FACULTY

Administrative Staff

Director of Operations – Owner

VICTOR DAVID –Bachelor’s Degree, University of Delaware. 20 years of experience as a school administrator.

Business Administrator—Owner

SANDRA DAVID –Office Manager. 37 years of experience as a school administrator.

Business Administrator

NICOLE SWANN – School and student records, Accounting office.

Student Services / Financial Aid Adviser

ELISE RAZZE— Student progress and placement adviser, Financial Aid Officer

Associate Director

TARA PRICE –Daily operations, Student progress and placement adviser, Financial Aid Officer.

Admissions Representative

SHERRY MARTIN - Career planning advisor and marketing coordinator since 2017.

Student Lab Coordinators

Jessica, Alejandra

Faculty

Instructors

ELEANOR BASLENKOFF-ELDER- Licensed cosmetologist since 1984. Salon experience. Graduate of Schilling-Douglas teacher training program. Licensed instructor since 2010

SUSAN BURNS—Licensed cosmetologist since 1979. Salon experience. Former salon owner. Graduate of Schilling-Douglas teacher training program. Licensed instructor since 2004. Certified Master & Advanced Master Educator*.

MANETTE CLEMENTE– Licensed cosmetologist since 1990. Salon experience. Graduate of Schilling-Douglas teacher training program. Licensed instructor since 2016.

MARIE FRAZIER—Licensed cosmetologist since 2003. Salon experience. Former salon manager. Graduate of Schilling-Douglas cosmetology and teacher training programs. Licensed instructor since 2004.

AMY GRAY– Licensed cosmetologist since 1997. Salon experience. Graduate of Schilling-Douglas cosmetology & teacher training programs. Licensed instructor since 2009.

KELLYE PORTER-MARTIN– Licensed cosmetologist since 2011. Salon experience. Graduate of Schilling-Douglas cosmetology & teacher training programs. Licensed instructor since 2016.

ANGLEAN WALTON – Licensed cosmetologist since 1993. Salon experience. Graduate of Schilling-Douglas Teacher Training program. Licensed instructor since 2016.

SUSAN WILSON – Licensed cosmetologist since 1979. Salon experience. Graduate of Schilling-Douglas cosmetology and teacher training programs. Licensed instructor since 1991. Certified Master Educator & Advanced Master Educator*. Former Schilling-Douglas Director of Education.

All members of the staff & faculty are available for student advisement.

* Master Educator Certification provided by Milady’s The Career Institute

Student-Instructor maximum ratio: 25-1.

GENERAL FACILITIES & EQUIPMENT

The Schilling-Douglas School of Hair Design, LLC has over 8,100 square feet of classroom and laboratory space. Practice areas at Schilling-Douglas include 40 styling stations, Color Bar, 6 backwash shampoo stations, 5 pipe-less spa pedicure stations, 6 manicure stations, and 2 facial/make-up stations. The 4 dedicated classrooms are equipped with white boards and wall mounted display monitors which are integrated with the school computer/AV system. These systems serve to visually enhance the learning experience. The school also has a computer lab consisting of 3 workstations with internet access for student use. The on campus student lounge provides microwaves a refrigerator and vending machines. Wi-Fi access is provided within the facility for student use.

The school is conveniently located within the city limits of Newark, Delaware.
On campus housing is not available.

Handicapped Access

The school does not have special facilities for handicapped students. Our facility is one level and does not require the ability to walk stairs. The main entrance to the school, laboratory area, classrooms and restrooms are all handicap accessible.

PROGRAM DESCRIPTIONS & REQUIREMENTS

➤ COSMETOLOGY PROGRAM

The Cosmetology program is designed to instruct students in the basic skills required to obtain licensure through the State of Delaware and for competency in entry-level employment in the cosmetology field or a related career field. The program includes instruction in hair cutting and styling, shampooing and rinses, chemical applications, hair coloring, scalp & hair treatments, wigs, manicuring, pedicuring, nail enhancements, facial treatments, hair removal, make-up, shop management, sanitation and safety, customer service, professionalism and applicable professional labor laws and regulations.

Program Levels

Freshman Level: (3 months FT or 6 months PT) Introduction to the field of Cosmetology, includes instruction in theory topics and basic practical skill development working on manikins. Classroom only.

Junior Level: (3 months FT or 6 months PT) Continuation of theory and practical instruction. Practical skill development on manikins and live models. Introduction to school laboratory and working with clients.

Senior level: (5 months FT or 7 months PT) Continuation of theory instruction and practical skill development. Emphasis placed on preparation for employment and live model skill development within the school laboratory.

Program Requirements

Program length: 1500 Clock Hours

Normal completion time on the full-time schedule is 49 weeks and on the part-time schedule is 19 months.

Units of Instruction:

Haircutting

Nails

Chemical Texturizing

Hair Styling

Skin

Hair Coloring

Business Management, Laws

Theory, Orientation & Testing

Required Practical Activities (minimum)

Haircuts 60; Color 25; Styling 100, Chemical 40, Treatments 5, Skin 5, Artificial Nails 8, Manicures/Pedicures 15, Reception 2, Marketing Posts 40.

All students must complete a minimum of 350 hours of classroom instruction, to become eligible to participate in the schools laboratory facility. The laboratory enables students to practice classroom lessons in real life situations. All laboratory work is assigned at the discretion of the instructor. All laboratory work is performed by students under the supervision of licensed instructors.

➤ **BRUSH UP PROGRAM- 500 HOURS**

The Cosmetology BRUSH UP program is designed to update or re-instruct students on the basic skills required to obtain licensure through the State of Delaware and for entry-level employment in the cosmetology field or a related career field. The program includes instruction in hair cutting and styling, shampooing and rinses, chemical applications, hair coloring, scalp & hair treatments, wigs, manicuring, pedicuring, nail enhancements, facial treatments, hair removal, make-up, shop management, sanitation and safety, customer service, professionalism and applicable professional labor laws and regulations.

This program is designed for individuals requiring the 500 hour brush up program for re-licensing in the State of Delaware. This program will provide a basic review and up-date the student on techniques. Students enrolled in this program are placed in the regular cosmetology student classroom.

Program Levels

Level 1 (3 months FT or 3 months PT) Introduction to the field of Cosmetology. Includes instruction in theory topics and basic practical skill development working on manikins. Classroom only.

Level 2 (1 month FT or 3 months PT) Continuation of theory and practical instruction. Practical skill development on manikins and live models. Introduction to school laboratory and working with clients.

Program Requirements

Program Length: 500 hours

Normal completion time of this program is 18 weeks as a full-time student or 28 weeks as a part-time student

Units of Instruction:

Haircutting

Manicuring

Permanent waving, pressing & hot curling

Shampoo & scalp treatments

Finger waving, hair styling & wet setting

Facials

Rinses, dyes & bleaches

Business management

Sanitation & sterilization

Theory, Orientation & Laws

Examination & testing

Required Practical Activities (minimum)

Haircuts 20; Color 10; Styling 30, Chemical 10, Treatments 2, Skin 2, Artificial Nails 3, Manicures/Pedicures 7, Reception , Marketing Posts 15.

All laboratory work is assigned at the discretion of the instructor. All laboratory work is performed by students under the supervision of licensed instructors.

➤ **NAIL TECHNOLOGY PROGRAM**

The Nail Technology program is designed to instruct students in the basic skills required to obtain licensure through the State of Delaware and for entry-level employment in the nail technology field or a related career field. The program includes instruction in manicuring, pedicuring, nail enhancements (nail tips, sculptured nails and nail wraps), polish applications, nail art, salon management, sanitation and safety, customer service, professionalism and applicable professional labor laws and regulations.

Program Levels

Level 1(3 weeks FT or 5 Weeks PT) Introduction to the field of nail technology. Includes instruction in theory subjects and basic practical skills. Practical skill instruction is classroom oriented and is performed mainly on manikin hands, fingers and dowels.

Limited live model practice in classroom.

Level 2 (7 Weeks FT or 11 weeks PT) Continuation of theory and practical skill instruction. Practical skill development continued on manikin hands, finger dowels and working on clients in the school laboratory. Preparation for employment and licensure.

Program Requirements

Program Length: 300 Clock Hours

Normal completion time is 10 weeks on the full-time schedule or 16 weeks on the part-time schedule.

Units of Instruction

Manicuring & Pedicuring
Artificial Nail Applications
Sanitation & Sterilization
Theory, Orientation & Laws
Testing

Required Practical Activities (minimum)

Manicure/Pedicures 15; Artificial Nails 10

All laboratory work is assigned at the discretion of the instructor. All laboratory work is performed by students under the supervision of licensed instructors.

➤ TEACHER TRAINING

The Teacher Training program is designed to instruct licensed cosmetologists in the basic skills required to obtain licensure as an instructor through the State of Delaware and for entry-level employment in the instructional field or a related career field. The program includes instruction in cosmetology arts and sciences teaching principles; student learning styles; professional curricula development; instructional planning; instructional methods and aids; student counseling and career assistance; test development; and classroom/clinic management, customer service, professionalism and applicable professional labor laws and regulations. The State of Delaware has specific requirements for teacher training.

TEACHER TRAINING II

A student instructor (licensed in their field for less than 2 years and /or less than 2 years of recent related work experience) is required to complete 500 hours of training.

Program Levels

Level 1(8 weeks FT or 14 weeks PT) Introduction to instructing, includes instruction in basic teaching skills, classroom instruction and management and lesson plan development and presentation.

Level 2(10 weeks Ft or 14 weeks PT) Continued instruction in classroom teaching and management. Instruction in professional development to improve educator performance.

Program Requirements

Program Length: 500 Clock Hours

Normal completion time for a full-time student is 18 weeks and for a part-time student is 28 weeks.

Units of Instruction

Orientation
Practical laboratory management
Classroom teaching & management
Theory, Laws & testing
Total hours

Required Practical Activities (minimum)

Theory Lectures 3; Practical Demonstrations 3

TEACHER TRAINING I

A student instructor (licensed in their field for more than 2 years and has over 2 years of recent related work experience) is required to complete 250 hours of training.

Program Levels

Level 1 (4 weeks FT or 7 weeks PT) Introduction to instructing, includes instruction in basic teaching skills, classroom instruction and management and lesson plan development and presentation.

Level 2 (5 weeks FT or 8 weeks PT) Continued instruction in classroom teaching and management. Instruction in professional development to improve educator performance.

Program Requirements

Program Length: 250 Clock Hours

Normal completion time for a fulltime student is 9 weeks and for a part-time student is 15 weeks.

Units of Instruction:

- Orientation
- Practical laboratory management
- Classroom teaching & management
- Theory, Laws & testing

Required Practical Activities (minimum)

Theory Lectures 3; Practical Demonstrations 3

CLASS SCHEDULES

- **Full-time:** Monday through Friday; 9 am until 4 pm
(5 class periods per day, ½ hour lunch break & 3 ten minute class change breaks)
- **Part-time:** Tuesday, Wednesday, Thursday; 5 pm until 9 pm & Saturday; 8 am until 3:30 pm
(Evenings: 4 class periods, 2 ten minute class change breaks; Sat: 6 class periods, ½ hour lunch break & 2 ten minute class change breaks)

2017 PROGRAM START DATES

Cosmetology & Brush Up Program

Full-time class start dates: January 18th, March 6th, April 19th, June 5th, September 5th, October 18th and December 4th 2017.

Part-time class start dates: January 18th, March 7th, April 19th, June 6th, September 5th, October 18th and December 5th 2017.

Teacher Training I or II Programs

Students may begin class any Monday.

Nail Technology

Part-time start dates: Please contact admissions office for start dates.

Please contact the admissions office for additional information regarding start dates and schedules.

2017 HOLIDAYS OBSERVED & SCHEDULED CLOSINGS

January 2, 2017	New Year’s
January 16, 2017	Martin Luther King Day
February 20, 2017	Presidents Day
April 3 & 4, 2017	In-Service Day / Professional Development
May 29, 2017	Memorial Day
July 3 & 4, 2017	Independence Day
September 4, 2017	Labor Day
October 9, 2017	Columbus Day
November 23 & 24, 2017	Thanksgiving
December 25, 2017	Holiday Break
December 26, 2017	Holiday Break

The School annually observes Constitution and Citizenship Day in-house on September 17th with an education program on the Constitution. If the 17th of September falls on a non-school day we observe Constitution and Citizenship Day on a day designated by the school either before or after the 17th. The school does not close when observing Constitution and Citizenship Day.

NOTE: School closings for inclement weather will be posted on the schools app. Please enable push notifications for timely notice of any notifications. This information may also be posted on the schools social media page.

PROGRAM FEES *

Cosmetology Program

The fee for the 1500 hour cosmetology program is \$16,300.00, and is divided as follows:

Tuition	\$14,425.00
Registration Fee	100.00
Freshman Kit	1,098.00
Junior Kit	137.00
Senior Kit	87.00
Books/online module	453.00

Brush Up Program

The fee for the 500 hour Brush Up program is \$6,473.00, and is divided as follows:

Tuition	\$4,805.00
Registration Fee	100.00
Kit, freshman	1,098.00
Kit, junior	137.00
Books/online module	333.00

Teacher Training I or II Program

The fee for the Teacher Training I or II program is \$6,635.00, and is divided as follows:

Tuition	\$6,250.00
Registration Fee	100.00
Books/Online module	249.00
Uniform	36.00

Nail Technology Program

The fee for the nail technology program is \$3,194.00, and is divided as follows:

Tuition	\$2,715.00
Registration Fee	100.00
Kit with Books	250.00
Uniforms	129.00

***ALL PROGRAMS:** Program fees are not all inclusive. Students will be required to replenish used items in their kit, purchase additional materials for some activities, supply their own note taking items and pay lab fees for some activities, all at their own expense and in addition to the program fees listed above.

EXTRA INSTRUCTIONAL CHARGES POLICY - OVERTIME

Each program has been scheduled for completion within an allotted time frame. This time frame takes into account scheduled and unscheduled school closings. It is not realistic to expect to receive an education for free. The school has reserved space, equipment and licensed instructors for each student and program. If the student does not complete the required program hours or graduate by the contract ending date, the student will be charged an hourly fee of **\$10.00** per clock hour of instruction required to graduate/complete the program. This charge will be payable in advance, on a weekly basis, unless other agreeable financial arrangements have been made with the business office. Students may not be permitted to clock in until applicable payments are made. It is possible to have consecutive overtimes if the student does not complete the required program hours or graduate by the ending date on the overtime contract.

Example: A student enrolled in the 1,500 hour cosmetology program is scheduled to graduate per their contract ending date on January 15th. As of the end of the day on January 15th the student has a total of 1,450 actual hours of attendance. Therefore, the student still needs 50 hours to complete the program. The overtime charge to complete would then be the number of hours remaining (50 hours) multiplied by the current hourly overtime rate (\$10). The overtime charge in this example would be \$500.00. The student would also have a new contract ending date in order to complete the 50 hours. If the student does not complete by the new ending date, this calculation would continue to repeat in order to determine additional overtime charges as needed.

PAYMENT OPTIONS

In-House Payment Options

*Monthly/weekly payments may be used in conjunction with other payment options. The examples below reflect using only the in-house option.

Cosmetology

A deposit of \$1,651.00 is due prior to the start of class.

Fulltime: The balance is to be paid in 10 monthly installments of \$1,464.90

Part time: The balance is to be paid in 12 monthly installments of \$1,220.75

Brush Up

A deposit of \$1,476.00 is due prior to the start of class. The balance is to be paid in 3 monthly installments of \$1,647.33 for full time students or 6 monthly installments of \$823.66 for part time students.

Teacher Training

A deposit of \$2,050.00 is due prior to the start of class. The balance is payable in 2 monthly installments of \$2,292.50.

Nail Technology

A deposit of \$500.00 is due prior to the start of class. The balance is to be paid in 9 weekly installments of \$299.33 for full time students or 4 monthly installments of \$673.50 for part time students.

There is no interest or finance charge associated with in-house payments.

Accounts more than 10 days past due will become payable in full unless acceptable arrangements are made with the school.

Diplomas are not distributed until balances are paid in full or other agreeable financial arrangements are made.

Federal Student Aid Programs

Federal Student Aid programs are available to cosmetology students who qualify based on Federal guidelines. The school participates in the following Aid programs: Pell, FSEOG and Direct Loan. See page 20 for more info on these programs. School representatives are available to assist in the completion and processing of the Federal Student Aid Application.

Other Accepted Funding Sources

Including but not limited to: Veterans Administration, Department of Labor, Ace Grants, Community Scholarships, Division of Vocational Rehabilitation, Division of Employment and Training and various alternative funding sources, Institutional Scholarship (instructor only).

Institutional Scholarship Policy, Teacher Training program only

Due to the limited number of licensed and practicing instructors in the State of Delaware, the school may from time to time, offer an institutional scholarship to an individual for the purpose of completing the teacher training program for future employment at the school. This scholarship is awarded solely at the discretion of the school. The selected recipient of this scholarship must agree to the terms of the scholarship in order to have the fees for their teacher training program waived.

ADMISSIONS POLICY

Admissions Requirements

All applications will be reviewed by the school to determine the applicant's ability to benefit from and ability to meet/performance all requirements of the training program. The decision to approve an applicant for admittance rests solely with the school and an applicant may be denied admittance if the school determines that the applicant is not a good candidate for its program.

Cosmetology, Brush Up and Nail Technology Programs: All applicants must possess a High School Diploma or a recognized equivalent and must be 16 years of age or over. No person under the age of 16 can be considered for enrollment. Home school diplomas may be considered for admittance under certain conditions. Documentation must be provided.

Brush Up Program: All applicants must have been previously licensed as a Cosmetologist and previously completed the hour requirement for licensure as a cosmetologist in the State of Delaware. Documentation of a current or expired cosmetology license must be provided for admittance.

Teacher Training I or II Program: All applicants must possess a current, valid Cosmetologist license issued from the State of Delaware, a High School Diploma. Documentation of a current license and High School transcript must be provided for admittance.

Forms of Acceptable Documentation

High School Transcript or GED*

An official High School Transcript or official GED, a certificate demonstrating that the student has passed a state authorized examination that the state recognizes as the equivalent of a high school diploma.

Home School Transcript/Completion Credential*

Has completed a home school program that is equivalent to high school level.

A home school transcript is acceptable for admittance only if the secondary school education was in a home school that state law treats as a home or private school. All home schooled applicants and must provide the school a copy of their official transcript. If the state the applicant was home schooled in issues a secondary school completion credential for home schooling, he/she must obtain and provide this credential to the school to be eligible for enrollment.

Proof of Age

Including but not limited to; birth certificate, driver's license, government issued identification, passport, birth registration.

*All documents must be verified by the schools admissions department for validity. Validity of these documents will be determined by the school through its Validation of High School Diploma Policy. Should these documents be found invalid or unverifiable by the school, the applicant will be deemed ineligible for admittance.

If education is obtained outside of the United States it must be evaluated by International Research Foundation (www.ierf.org) to determine and document equivalency. The applicant is responsible for providing documentation to the school from I.E R.F.

Transfer students: please see **transfer policy** for additional admission requirements.

Schilling-Douglas School of Hair Design, LLC does not recruit students enrolled or actively attending a similar program at another school.

It is the policy of the Schilling-Douglas School of Hair Design, LLC that no person or applicant shall be subjected to discrimination on the grounds of race, color, religion, marital status, gender, gender expression, sexual orientation, national or ethnic origin, age, handicap, disability, military or veteran status.

GENERAL ADMISSIONS PROCEDURE

All applicants must complete and submit a Schilling-Douglas School of Hair Design, LLC application for admittance.

All applicants must submit documentation to demonstrate they meet the admission requirements for their program of study. All applicants must schedule an enrollment interview with the admissions office. The enrollment interview gives the applicant the opportunity to tour the school, obtain information on payment options, and answers to any other questions regarding the school. All enrollment forms for the school are completed at this time. Parents and spouses are strongly encouraged to accompany the applicant during the enrollment interview.

All applicants who are denied admission will receive official written notice with reasons via U.S. mail.

There are no application fees.

The registration period for a semester is governed by class size. An acceptance letter from the school does not guarantee a place in the applicant's desired program. Enrollment is only secured by completing the registration contract during the enrollment interview.

All applicants for the Teacher Training program must also submit a copy of their current Delaware Cosmetology License.

All applicants for the Brush-Up program must also submit documentation of previous licensure.

TRANSFER & RE-ENTRY POLICY

Transfer from Schilling-Douglas School of Hair Design, LLC

Transcript or transfer service for eligible students will be provided at a cost of \$10.00. We reserve the right to withhold transcripts, including academic scores and accumulated hours, from students under certain circumstances including but not limited to defaulting on a Federal Student Loan or an unsatisfied account balance with the school. The school cannot guarantee that any hours or academic scores obtained at Schilling-Douglas School of Hair Design, LLC will be accepted by any other institution for transfer purposes. This is at the discretion of accepting institution and it is the student's responsibility to confirm if their hours/academics will be accepted by another institution.

Transfer / Re-Entry to Schilling-Douglas School of Hair Design, LLC

Students wishing to transfer into the school must present, prior to enrollment, official documentation of their previous hours and availability for transfer. This documentation must be an official notarized transcript from the original school listing the hours earned by the student in the required curriculum areas. If the original school is out-of-state, verification from the appropriate licensing authority that the original school is licensed in that state must also be obtained. The school will, prior to enrollment, administer a written and practical exam to the transferee to determine hour acceptance and placement within our program.

All applicants transferring hours must do so prior to enrollment. Transfer hours will not be accepted once the applicant is enrolled in their program of study.

All students re-entering will have their prior available academic and attendance records reviewed by the school to determine if any credit for previous training will be given by the school and placement within the program. Full, partial or no hour credit may be given at the discretion of the school. If an excessive period of time has lapsed from the student's last day of attendance, the re-entering student will be administered, by the school, a written and practical exam to determine acceptance of hours and placement in our program. This exam will take place prior to the re-entering student's enrollment. The determination made by the school may only be challenged prior to the start of the new enrollment. Once the final determination is made, the student will sign an acknowledgement of hours being accepted and/or a statement to acknowledge the student is waiving other previous hours prior to enrollment. Students re-entering Schilling-Douglas School of Hair Design, LLC return at the same satisfactory progress standing as when they left.

Applicants, who are currently licensed by the Delaware Board of Cosmetology and Barbering as a Nail Technician or have previously completed a program in Nail Technology in a Delaware approved school, may transfer 125 hours into the Cosmetology program. This transfer does not require the completion of a written and practical exam by the school, prior to enrollment. No credit will be given toward any academic requirements established for the cosmetology program. Documentation of a current Delaware Nail Technician license or completion of a Nail Technology program in a Delaware approved school must be provided to the school prior to enrollment.

Tuition for transfer and re-entry students is prorated based on the current hourly rate for their program of study. Current hourly rate is determined by dividing the current tuition amount for the full program by the number of clock hours for the full program. The transfer or re-entry student may also be charged the current enrollment fee for their program as well as charges for materials (material kit, textbooks, and uniforms) required for their program of study.

Transfer to Schilling-Douglas School of Hair Design, LLC Cosmetology program: The minimum number of required practical activities for graduation will be prorated based on the number of hours the student is transferring into the school. All other academic requirements for graduation will be based on the student's level placement as determined by the transfer evaluation.

Transfer to Schilling-Douglas School of Hair Design, LLC is only available for our Cosmetology & Nail Technology programs. If a student with previous training wishes to enroll and it is decided that credit will not be given for previous training, the student will sign a waiver for credit from previous training. If a student wishes to enroll and it is determined that credit for all or a portion of their previous training will be accepted the student will sign a transfer hour credit form acknowledging the number of hours accepted for transfer by the school.

Transfer Hours

With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

ADA/504 COORDINATOR

The Schilling Douglas School of Hair Design, LLC community shares a commitment to value all persons and seeks to learn from their diverse experiences and perspectives. Thus, we are dedicated to the full inclusion of individuals with disabilities and to the continual improvement of accessibility to our campus, programs, activities, and services. If you have questions or wish to request accommodations please contact:

The school Director and/or Associate Director 504 Coordinator/Title IV Coordinator 302-737-5100

Your request should be made at least two weeks in advance to allow time to arrange any possible accommodations. You can make this request by phone or email.

You will receive a response within 10 business days from the receipt of your request, you will be notified at that time as to what accommodations will be made.

PROGRAM KITS

Cosmetology Program

FRESHMAN LEVEL KIT

Zuca Sport Bag, Zuca Artist Backpack, Manikin Tote, Yak Hair Manikin, 100% Human Hair Manikin, Protein Fiber Manikins (2), Suction Manikin Stand, Hair Cutting Razor w/ Blades, Manikin Shear, Thinning Shear, Clipper / Trimmer Set, Blow Dryer, 3/4 Inch Marcel Curling Iron, 1” Ceramic Flat Iron, ½ Mini Flat Iron, Heat Resistant Silicon Mat, Carbon Rat Tail Comb, Rat Tail Combs (12), Dual Purpose Comb, Carbon Pin Tail Comb, Styling Combs (12), Contour Brush, 1 ¼”, 1 ¾”, 2” Round Brushes, 3” Round Boar Brush, Styling Brush, Paddle/Cushion Brush, Vent Brush, Teasing Brush, Hair Pins, Bobby Pins, Single Prong Clips, Double Prong Clips, Duckbill Clips, Super Grip Clips (4), End Wraps, Cotton Coil, Spray Bottle, Cold Wave Rods (assorted, 11 dz), Smooth Rollers (assorted), Gel (container), Cholesterol (2), Hair Colorist Tools Set, Color Bowl, Applicator Bottle, Tipping Caps, Foil, Spatulas (12), Vinyl Gloves, Disinfectant Spray, Make-up Kit, Slant Tweezers, Foam Applicators, Shampoo Cape, Shortie Cape, Towels (12), Cleansing Crème, Massage Cream, Masque, Sea Breeze & electronic tablet, Lab Apron.

OPI Nail Kit; Swiss Guard Hand Sanitizer 4 Fl Oz, Swiss Blue Liquid Hand Soap, 20 OPI Linear Tips, 20 OPI Perfection Tips, Thin Set Brush On Nail Adhesive, OPI Absolute Liquid 2oz, 3 Absolute Powders (white, pink, clear), ¼ oz Clarite Liquid, 2 Clarite Powders (pink & white), Clarite Curing Resin, #8 Round Sable Brush, ¼ oz Bondex, Glass Eyedropper, 1oz Brush Cleaner, Wooden Dowels (5), Dappen Dishes (2), Reusable Nail Forms (3), Disposable Nail Forms (20), The Fluffy, Cuticle Stick, Finger Nail/Toe Nail Clipper, OPI Mini Cuticle Nipper, Diamond Coated File, 4 File/Buffer in One, Brilliance Block, Avoplex Exfoliating Treatment, Avoplex Nail & Cuticle Replenishing Oil, Avoplex Moisture Replenishing Lotion, Manicure Bowl, Nail Manicure Brush, Toe Separators, Foot File, OPI Polish Remover, RapiDry Spray Nail Polish Dryer, Start to Finish – Base Coat, Top Coat & Nail Strengthener in one, 2 Assorted OPI Nail Lacquers including OPI Red, Nail Wipes (50), Bond-Aid, NAS99, Expert Touch Table Towels (5), On-The-Go Carrying Case, OPI Product & Procedures Wkbk, Avoplex Tabletop Manicure Instructions, OPI Artificial System Tabletop Instructions.

JUNIOR LEVEL KIT

Styling Capes (2), Fine Shears, Fine Thinning Shears, Texturing Razor, Styling Aids (3), Protein Fiber Manikin (1) and Tote Bag.

SENIOR LEVEL KIT

Manikin Tote Bag, Protein Fiber Manikin, Yak Hair Manikin, Human Hair Manikin.

Nail Technology Program Kit

OPI Nail kit; Swiss Guard Hand Sanitizer 4 Fl Oz, Swiss Blue Liquid Hand Soap, 20 OPI Linear Tips, 20 OPI Perfection Tips, Thin Set Brush On Nail Adhesive, OPI Absolute Liquid 2oz, 3 Absolute Powders (white, pink, clear), ¼ oz Clarite Liquid, 2 Clarite Powders (pink & white), Clarite Curing Resin, #8 Round Sable Brush, ¼ oz Bondex, Glass Eyedropper, 1oz Brush Cleaner, Wooden Dowels (5), Dappen Dishes (2), Reusable Nail Forms (3), Disposable Nail Forms (20), The Fluffy, Cuticle Stick, Finger Nail/Toe Nail Clipper, OPI Mini Cuticle Nipper, Diamond Coated File, 4 File/Buffer in One, Brilliance Block, Avoplex Exfoliating Treatment, Avoplex Nail & Cuticle Replenishing Oil, Avoplex Moisture Replenishing Lotion, Manicure Bowl, Nail Manicure Brush, Toe Separators, Foot File, OPI Polish Remover, RapiDry Spray Nail Polish Dryer, Start to Finish – Base Coat, Top Coat & Nail Strengthener in one, 2 Assorted OPI Nail Lacquers including OPI Red, Nail Wipes (50), Bnd-Aid, NAS99, Expert Touch Table Towels (5), On-The-Go Carrying Case, OPI Product & Procedures Wkbk, Avoplex Tabletop Manicure Instructions, OPI Artificial System Tabletop Instructions, 1 manikin suction stand, 1 manikin practice hand, 1 wrap kit.

Brush Up Program Kit

Program includes the freshman level cosmetology and junior level cosmetology kit.

Teacher Training I or II Programs

No kit is issued for these programs.

*** Slight variations in program kits may occur based on manufacture changes and product availability.**

PROGRAM TEXTBOOKS

Cosmetology & Brush Up Program Textbooks & Online Module (All texts are provided via downloadable e-book)

Salon Fundamentals Cosmetology, 3rd Edition; Pivot Point International, Inc., Evanston, IL 60201, ISBN 978-1-937964-81-8,

Salon Fundamentals Cosmetology Study Guide, 3rd Edition; Pivot Point International, Inc., Evanston, IL 60201, ISBN 978-1-937964-

82-5, Package with online e-book \$158.00

Salon Success, 3rd Edition; Pivot Point International, Inc., Evanston, IL 60201, ISBN 978-1-937964-52-8, \$175.00

Cosmetology Program only (Text is provided via downloadable e-book.)

Salon Fundamentals Stylist Textbook, 1st Edition; Pivot Point International, Inc., Evanston, IL 60201, ISBN 978-1-936663-97-2, Package with online module \$120.00

Nail Technology Program Text

Milady's Standard Nail Technology, Seventh Edition, Cengage Learning, Clifton Park, New York, 2015, ISBN-13: 978-1-285-08047-5, \$129.95

Teacher Training I or II Program Text & Online Module

Mindful Teaching Pro, Pivot Point International, Inc., Evanston, IL 6020, \$249.00

STUDENT UNIFORM

The following items are included in the uniform package provided by the school. Please refer to the rules and regulation section and Uniform Policy for additional information.

WOMEN: 1 school logo lab top, 5 school logo tee shirts (3 short, 2 long), 1 school logo jacket, 1 school id

MEN: 1 school logo lab top, 5 school logo tee shirts (3 short, 2 long), 1 school logo jacket, 1 school id

GRADING SYSTEM

The grading system used by Schilling-Douglas School of Hair Design, LLC is based on a numerical scale and is as follows:

A (90-100)	Excellent
B (80-89)	Above Average
C (70-79)	Average
D (60-69)	Unsatisfactory
F (59 or below)	Failing

The minimum passing score on any examination is 70%.

Students must maintain a cumulative C grade average (minimum of 70%) in order to be considered making satisfactory progress in their program of study. (See satisfactory academic progress policy for additional information)

GRADUATION REQUIREMENTS

Academics

Using the numerical grading scale, a minimum grade of 70 on all assigned written and practical examinations and class projects required per the programs outline are required to graduate. In addition, each program requires completion of the minimum number of assigned practical activities. A minimum cumulative average of 70 % for practical activities is required for graduation.

Transfer Students to Schilling-Douglas School of Hair Design, LLC: The minimum number of required activities practical will be prorated based on the number of hours the student is transferring into the school. All other academic requirements for graduation will be based on the student's level placement upon transfer.

Clock Hours

The minimum required clock hours per program for graduation.

Cosmetology-1500 hours

Brush Up – 500 hours

Nail Technology-300 hours

Teacher Training-500 or 250 hours as applicable

Upon successful completion of the required program hours and academics, a diploma will be awarded to Cosmetology, Nail Technology and Teacher Training I or II program graduates.

A certificate is provided for the completion of the 500 hour Brush Up program.

Additional Requirements

All financial obligations must be fulfilled or other agreeable financial arrangements made before the school will issue a diploma/certificate or release hour credits.

STUDENT ACHIEVEMENT AWARDS

Diploma Seals

An **Academic Excellence** diploma seal is awarded to any student who graduates with a cumulative grade point average of 90 % or higher.

An **Attendance Award** diploma seal is awarded to any student who graduates with a cumulative attendance average of 90% or higher.

Perfect Attendance Award

Perfect attendance awards are distributed on a monthly basis to those students who achieve perfect attendance for a calendar month.

Top Retailer Award

The top retailer award is distributed to the student who achieves the highest number of retail sales in the school laboratory for a calendar month. The minimum number of sales must be met by the student in order to qualify for this award.

All awards are for student recognition only and do effect a student's status, graduation or progress.

STATE OF DELAWARE LICENSING REQUIREMENTS

Cosmetology

An individual must have at least a 10th grade education and must be able to provide documentation to substantiate this. This individual must have completed 1500 hours of formal instruction as a registered student in a state approved school. Any individual who has ever been convicted of a crime may not be eligible for licensure in the State of Delaware, Board Rule 16.0. Any individual with home school diploma may not be eligible for licensure in the State of Delaware. Upon payment of the required state fee, the applicant must then pass both a written and a practical examination as administered by the state board.

Nail Technician

An individual must have at least a 10th grade education and must be able to provide documentation to substantiate this. This individual must have completed 300 hours of formal instruction as a registered student in a state approved school. Any individual who has ever been convicted of a crime may not be eligible for licensure in the State of Delaware, Board Rule 16.0. Any individual with a home school diploma may not be eligible for licensure in the State of Delaware. Upon payment of the required state fee, the applicant must then pass both a written and a practical examination as administered by the state board.

Instructor (Teacher Training Program)

All Individuals must document at least a 12th grade education or equivalent and possess a current Delaware cosmetology license. Any individual who has ever been convicted of a crime may not be eligible for licensure in the State of Delaware. Any individual with home school diploma may not be eligible for licensure in the State of Delaware, Board Rule 16.0. The applicant must have completed 500 hours of instructor training in a registered school of cosmetology or must have at least 2 years of experience as an active, licensed cosmetologist and 250 hours of instructor training in a registered school of cosmetology. Upon payment of the required state fee, the applicant must then pass both a written and a practical examination as administered by the state board.

-Application forms and candidate information bulletins for the Delaware licensing examination are provided by the school to all students upon graduation. Information regarding licensing exams in other states may be obtained from the student services office.

EMPLOYMENT PRE-REQUISITES

All programs instructed at Schilling-Douglas School of Hair Design, LLC require licensure for continued employment within the State of Delaware. Please see the section on licensing requirements for specific information regarding licensure for each program offered by the school.

Cosmetology, Nail Technology & Teacher Training I or II Programs

Graduates are permitted to secure employment in the State of Delaware upon graduation once they have completed the application process for licensure in the State of Delaware including the application for a temporary work permit. The temporary work permit, once received, allows the graduate to work within the field for which they have applied for licensure until their scheduled licensing examination date. Additional information regarding this State issued permit is available from the Delaware Division of Professional Regulation.

EMPLOYMENT PRECLUSIONS

Any individual who has ever been convicted of a crime may not be eligible for licensure in the State of Delaware. Information on convictions which may preclude an individual from seeking licensure in the State of Delaware is available from the Delaware Division of Professional Regulation. Please inform the admissions office prior to enrolling if you have ever been convicted of a crime.

OCCUPATIONAL INFORMATION & OPPORTUNITIES

Cosmetology and Brush Up Programs

Standard Occupational Classification Code 39-5012, Credential level 01

Occupation(s): Hairdressers, Hairstylists and Cosmetologist

Occupation Description: Provide beauty services, such as shampooing, cutting, coloring and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

Tasks: Keep workstations clean and sanitize tools such as scissors and combs; Cut, trim and shape hair or hair pieces, based on customers instructions, hair type and facial features, using clippers, scissors, trimmers and razors; Analyze patrons hair and other physical features to determine and recommend beauty treatment or suggest hair styles; schedule client appointments; bleach, dye, or tint hair, using applicator brush; Update and maintain customer information records, such as beauty services provided; Shampoo, rinse, condition and dry hair and scalp or hairpieces with water, liquid soap, or other solutions; Operate cash registers to receive payments from patrons; Demonstrate and sell hair care products and cosmetics; Develop new styles and techniques.

Knowledge: Customer and Personal Service, English Language, Chemistry

Skills: Active Listening, Service Orientation, Critical Thinking, Speaking, Active Learning, Judgment and Decision Making, Social Perceptiveness, Complex Problem Solving, Coordination, Monitoring

Abilities: Arm-Hand Steadiness, Manual Dexterity, Finger Dexterity, Oral Comprehension, Near Vision, Oral Expression, Originality, Speech Recognition, Visualization, Fluency of Ideas

Work Activities: Performing for or Working Directly with the Public, Thinking Creatively, Updating and using Relevant Knowledge, Assisting and Caring for Others, Getting Information, Establishing and maintaining Interpersonal Relationships, Performing General Physical Activities, Making Decisions & Solving Problems, provide Consultation & Advice to Others, Handling and Moving Objects.

Nail Technician Program

Standard Occupational Classification Code 39-5092, Credential level 01

Occupation: Manicurists and Pedicurists

Occupation Description: Clean and shape customers fingernails and toenails. May polish or decorate nails.

Tasks: Clean and sanitize tools and work environment; Schedule client appointments and accept payments; remove previously applied nail polish, using liquid remover and swabs; Clean customers nails in soapy water, using swabs, files and orange sticks; Shape and smooth ends of nails, using scissors, files, or emery boards; Apply undercoat and clear or colored polish onto nails with brush; Advise clients on nail care and use of products and colors; Assess the condition of clients hands, remove dead skin from the hands and massage them; Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers; Brush powder and solvent onto nails and prepare forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel.

Knowledge: Customer and Personal Service, Sales and Marketing, Administration and management

Skills: Active listening, Social Perceptiveness, Speaking, Service Orientation, Coordination, Monitoring

Abilities: Oral Expression, Arm-hand Steadiness, Finger Dexterity, Manual Dexterity, Near Vision, Speech Clarity, Speech recognition, Deductive Reasoning, Oral Comprehension.

Work Activities: Performing for or Working Directly with the Public; establishing and maintaining Interpersonal Relationships; Updating and Using Relevant Knowledge; Assisting and Caring for Others; Monitor Processes, Materials, or Surroundings; Getting Information; Making Decisions and Solving Problems.

Teacher Training I or II Program

Standard Occupational Classification Code 25-1194, Credential level 01

Occupation: Vocational Education Teaching, Postsecondary

Occupation Description: Teach or instruct vocational or occupational subjects at the postsecondary level (but less than the baccalaureate) to students who have graduated or left high school.

Tasks: Supervise and monitor students use of tools and equipment; Observe and evaluate students work to determine progress, provide feedback, and make suggestions for improvement; Determine training needs of students or workers; Administer oral, written, or performance tests to measure progress and to evaluate training effectiveness; Prepare reports and maintain records such as student

grades, attendance rolls, and training activity details; Conduct on-the-job training classes or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects; Integrate academic and vocational curricula so that students can obtain a variety of skills; develop teaching aids such as instructional software, multimedia visual aids or study materials; Participate in conferences, seminars and training sessions to keep abreast of developments in the field, and integrate relevant information into training programs.

Knowledge: Education and Training, Customer and Personal Service, English language, Administration and Management, Public Safety and Security, Psychology

Skills: Instructing, Learning Strategies, Speaking, Active Listening, Monitoring, Critical Thinking, Active Learning, Reading Comprehension, Writing, Coordination.

Abilities: Oral Comprehension, Oral Expression, Speech Clarity, Problem Sensitivity, Speech Recognition, Written Expression, Deductive Reasoning, Written Comprehension, Near Vision, Inductive Reasoning.

Work Activities: Training and Teaching Others; Performing for or Working Directly with the Public, Coaching and Developing Others; Guiding, Directing and Motivating Subordinates; Making Decisions and Solving Problems; Monitor Processes, Materials or Surroundings; Communicating with Supervisors, Peers and Subordinates; Judging the Qualities of Things; Services or People; Updating and Using Relevant Knowledge; Handling and Moving Objects.

SAFETY REQUIREMENTS

All Programs

In general terms, the safety concerns for all programs instructed at the school are the proper use and care of Sharp Instruments, Electrical Equipment, Hazardous Materials, and the proper sanitation and sterilization of all tools and equipment. All students must take care to not cut themselves while using the tools of the trade. Proper footwear should be worn at all time for protection from dropped tools. All electrical equipment should be handled with great care especially while near water and all cords should be inspected regularly for damage. All hazardous materials and chemicals should be handled and used only in a manner per the manufacturer's directions. It is also advisable to wear protective gloves when working with these materials. Proper sanitation and sterilization of all tools and work spaces should be practiced as instructed to prevent the spread of blood borne diseases and other contagions.

STUDENT SERVICES

Job Placement

The school offers placement service for all programs. The school does not guarantee employment. Although we do not guarantee placement, we will make a concerted effort to place all students. The Associate Director(s) maintains an electronic database of all known employment opportunities. The database consist of the establishment's name, contact person, phone number, and any other information the prospective employer wishes to be listed.

Students who desire employment assistance will be advised individually by the Associate Director. Placement assistance is available for both current students and graduates of Schilling-Douglas School of Hair Design, LLC.

Advisements may include any of the following services:

- Resume writing and overview
- Interviewing procedures and techniques
- Scheduling of interviews
- Opportunity listings
- Licensing requirements
- Assistance in obtaining licensing information to relocate to another State.

Advanced Training and Continued Education

The school does not host advanced training workshops on site. We will assist students in locating advanced or continuing education opportunities, if desired.

Professional Services

The school does not have a licensed counselor on staff, but does offer services to students through different agencies. The school provides students with contact names and phone numbers of agencies pertaining to mental health, substance abuse, and other professional counseling.

OUTCOME ASSESSMENTS

The Student Right-to-Know Act requires schools to disclose information based on a cohort consisting of only full time students who have never attended any other school beyond the high school level that completed the program our program within 150% of the normal time. The 2012 cohort, 4 year average Student Right-to-Know completion or graduation rate is **61%**.

2015 IPEDS

Graduation Rate:59%

The **Retention Rate is 94%** for the Full-time, first time, Fall 2014 cohort (enrollment between August 1st and October 31st 2014 and retention based on August 1, 2015).

The **Retention Rate is 61%** for Part-time, first time, Fall 2014 cohort (enrollment between August 1st and October 31st 2014 and retention based on August 1, 2015).

2015 NACCAS Annual Report

The following findings are based on the **2015 NACCAS Annual Report for Schilling-Douglas School of Hair Design, LLC**

The 2015 **completion rate** for all students enrolled at The Schilling-Douglas School of Hair Design, LLC was **68.48%**.

For the same period of time **77.78% (placement rate)** of the students graduating from the school located employment due to the education they received from this institution (findings based on graduate tracking).

The 2015 **licensure rate** for the school's graduates was **95.24%**.

VACCINATION POLICY

The Schilling-Douglas School of Hair Design, LLC does not have any special requirements regarding required vaccinations of its students. The school strongly suggests that all persons attending the school receive all vaccinations as prescribed by the Department of Health.

STUDENT BODY DIVERSITY

As reported on the IPEDS enrollment and financial aid surveys for the period of 07/01/14 – 06/30/2015 in the following categories:

Male – 2.5%

Female – 97.5%

Federal Pell Grant Recipients –55%

Self-identified members of a major racial or ethnic group

Asian – 1%, Black/African American –18%, Hispanic/Latino – 6%, Two or more races – 7%, White 69%

GAINFUL EMPLOYMENT DISCLOSURES OPEID: 0219040

A link to the schools required gainful employment disclosure template is available on the cosmetology program page at www.schillingdouglas.edu . A copy of the school's gainful employment disclose may also be obtained from the school office by request.

DISCLOSURES

College Navigator: A link to the college navigator is available in the footer of the school's website www.schillingdouglas.edu. College Navigator is a free consumer information tool designed to help students, parents, high school counselors, and others get information about schools.

Net Price Calculator: A link to the schools net price calculator is available in the footer of the school's website www.schillingdouglas.edu. The net price calculator uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances.

FERPA Annual Notification: The annual FERPA notification is provided, in the school catalog, at new student orientation and annually each September in writing to all current students.

Drug and Alcohol Prevention Program / Penalties Associated with Drug-Related Offences: Are presented in orientation for new students and employees and annually in September to all current students and employees. This information is also available on request from the student services office. The school conducts a biennial review of this program to determine its effectiveness and implement changes to the program if they are needed and ensure that any disciplinary sanctions are consistently enforced.

ANNUAL CAMPUS CRIME SECURITY REPORT

The school's Annual campus Crime and Security report is issued annually on or before October 1st. A printed copy of this report is available from the schools Admissions or Directors office. The report is also available for viewing or download from the school website at <http://schillingdouglas.edu/student-resources/>. All staff and students are notified in writing of the availability of the new report.

FEDERAL STUDENT AID

Consumer Information

Note: Additional information on federal student aid may be found on line at www.fasfaed.gov. or www.studentaid.ed.gov. Information is also available from the financial aid office at the school.

The Schilling-Douglas School of Hair Design, LLC participates in the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- William D. Ford Federal Direct Loan Program

The Pell Grant is gift assistance and requires no repayment. Grants to students of up to \$5,920.00 during the 17/18 award year are authorized by Federal legislation. Family income that represents middle to upper-middle income or less would generally make the student eligible for a grant. Students from families with higher income may also be eligible for a grant due to consideration of family size, number of family members in post-secondary school, emergency expenditures or other factors.

The William D. Ford Federal Direct Loan Program allows students and/or parents to borrow money from the U.S. Department of Education. There are four different loan programs currently available for students attending the Schilling-Douglas School: Subsidized Federal Direct Loan, Unsubsidized Federal Direct Loan, Federal Direct PLUS Loan and the Federal Direct Consolidation Loan. All of these loans have a fixed interest rate and differ in repayment requirements. You must be eligible to use the subsidized loan based on need. The fixed interest rate for subsidized loans first disbursed after 07/01/17 is 4.45%. The fixed interest rate for unsubsidized loans is 4.45%. The subsidized and unsubsidized loan programs require repayment to begin 6 months after the student graduates or ceases to attend school. Leave of absence time is counted toward the 6 month deferment. The PLUS loan interest rate is 7.00%. The PLUS loan enters repayment as soon as the loan is fully disbursed. Parent PLUS borrowers may defer repayment under certain circumstance.

Applying For Student Aid

Pell and FSEOG: The student must complete the Free Application for Federal Student Aid online at www.fafsa.ed.gov or a paper application may be downloaded. Assistance is available through the school.

Direct Loan: Completion of the Free Application with the addition of the appropriate loan promissory note. Assistance is available through the school.

Awarding of Aid - Cosmetology students only

Pell: Awarded to students who demonstrate a financial need based on the results of the completion of the Free Application for Federal Aid. Certain other eligibility requirements must be met. Recipients must be enrolled at least half time and cannot have a bachelor degree or other professional degree.

FSEOG: Funds are awarded to students who also demonstrate financial need. However, unlike Pell, FSEOG's are not entitlements. The school has a set amount of funds for FSEOG's and cannot award more funds once the allocation is used up. The school will select the neediest of its students (several from each if it's starting classes) for this award. Due to the minimal amount of money allocated to the school, student awards will range from \$100 - \$400.

Direct Loans:

1. The Direct Subsidized Loan enables students to borrow money from the U.S. Department of Education at a low interest rate to meet educational expenses. Eligible undergraduates may borrow up to \$3,500 for their first academic year and \$3,000 for their second academic year. However, you cannot borrow more than the cost of attendance at your school less any other financial aid you may receive. This program is based on need.

2. The Direct Unsubsidized Loan is a loan available for students who do not otherwise qualify for the subsidized loan. Dependent students may borrow up to \$5,500 for the first academic year less any subsidized loan eligibility and \$4,333 less any subsidized loan eligibility for the second academic year. Independent students may borrow up to \$9,500 for the first academic year less any subsidized loan eligibility and \$7,000 less any subsidized eligibility for the 2nd academic year. This program is not based on need.

3. The Direct PLUS loan is available for parents of dependent students. Parents of dependent students may borrow up to the cost of attendance minus any other financial aid you receive. This program is not based on need. A credit check must be performed to determine the parent's eligibility. If credit is denied the parent, the student may borrow up to the maximum allowed for independent students.

General Eligibility You must;

1. Demonstrate financial need (except for certain loans).
2. Have a high school diploma or GED.
3. Be enrolled or accepted for enrollment at least half time in a program leading to a degree or certificate in an eligible school and

eligible program.

4. Be a U.S. citizen or eligible noncitizen.
5. Have a valid social security number.
6. Register with selective service, if required.
7. Maintain satisfactory academic progress once in school.
8. Certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
9. Certify that you will use federal student aid only for educational purposes.

Frequency of Payments

PELL and FSEOG: Disbursed in two equal payments per academic year. The first half of the payment at the beginning of the program and the second half at 450 hours. Subsequent payments would be disbursed at 900 & 1200 hours. (Actual hours)

LOANS: Cosmetology program: One half of the loan proceeds is disbursed to the school at the beginning of the program after 30 days of attendance and the second half at 450 hours. If the student needs additional loan funds a second year may be disbursed at 900 and 1200 hours. (Actual hours).

Note: Federal Student Aid will be credited directly to the student's account and the student receipted accordingly. All financial aid will be applied first against school charges with any excess subsequently being paid to the student.

Refunds Due to Title IV Programs

The school will determine the amount of a refund in accordance with published refund policies and Federal requirements. If it is determined that a refund is due, the order of distribution is as follows: Unsubsidized loans, Subsidized loans, PLUS, Pell, FSEOG. Rights to use Federal Funding are based on your scheduled hours of attendance.

COST OF ATTENDANCE BUDGETS

The following localized cost of attendance budgets provide a comprehensive estimate on the costs a student may incur while attending a specific program at this institution. They are comprised of personal living expenditures, room & board, transportation expenses and program charges. Some of the budget amounts are based on current and or recent program participant surveys. Additional information may be obtained from the schools financial aid office.

Award Year 2018 Localized COA Budget

Cosmetology Program, 0-900 hours

Living with Parents 0 Dependents			All Others		
Status	Full Time	Part Time	Status	Full Time	Part Time
Months	7 Months	11 Months	Months	7 Months	11 Months
Tuition	\$8,655.00	\$8,655.00	Tuition	\$8,655.00	\$8,655.00
Fees	\$100.00	\$100.00	Fees	\$100.00	\$100.00
Loan Fees	\$56.00	\$56.00	Loan Fees	\$100.00	\$100.00
Books / Supplies	\$1,775.00	\$1,775.00	Books / Supplies	\$1,775.00	\$1,775.00
Room & Board	\$5,215.00	\$8,195.00	Room & Board	\$10,710.00	\$16,830.00
Personal	\$2,030.00	\$3,190.00	Personal	\$2,590.00	\$4,070.00
Transportation	\$2,534.00	\$3,982.00	Transportation	\$2,002.00	\$3,146.00
Total	\$20,365.00	\$25,953.00	Total	\$25,932.00	\$34,676.00

Cosmetology Program, 900- 1,500 hours

Living with Parents 0 Dependents			All Others		
Status	Full Time	Part Time	Status	Full Time	Part Time
Months	4 Months	7 Months	Months	4 Months	7 Months
Tuition	\$5,770.00	\$5,770.00	Tuition	\$5,770.00	\$5,770.00
Fees	\$0.00	\$0.00	Fees	\$0.00	\$0.00
Books / Supplies	\$0.00	\$0.00	Books / Supplies	\$0.00	\$0.00
Loan Fees	\$46.00	\$46.00	Loan Fees	\$74.00	\$74.00
Room & Board	\$2,980.00	\$5,215.00	Room & Board	\$6,120.00	\$10,710.00
Personal	\$1,160.00	\$2,030.00	Personal	\$1,480.00	\$2,590.00
Transportation	\$1,448.00	\$2,534.00	Transportation	\$1,144.00	\$2,002.00
Total	\$11,404.00	\$15,595.00	Total	\$14,588.00	\$21,146.00

ATTENDANCE POLICY

Students not attending class or planning to be late for class must call the school by 10 a.m. for full time students and 6 p.m. for part time students in the evening and 9 a.m. on Saturday. The roll sheet is to be marked “absent - (reason) “signifying that the student did

call. Any student who has not called by the required time is to be marked “unexcused” and several attempts should be made by the office or the student services office to make contact and note the reason for the absence. The excused or unexcused serve no purpose but to distinguish whether the student fulfilled their obligation of notifying the school of their absence reason. It does not change their attendance requirement or contracted ending date in any way.

Students with repeated class absences are to be advised by an instructor, or other school official.

The business administrator will select monthly individual time sheets of students who have shown a pattern of poor attendance during that month for formal advisement by an instructor or other school official. The business administrator will also monitor student attendance at minimum intervals of once per month to ascertain whether a student should be removed from the school rolls. Any student who is absent from attendance for 14 consecutive calendar days and is not on an approved leave of absence, may be terminated from the school.

Tardy Students: Students may not enter a class after the start of the class period. To be admitted to class, the student must be clocked in and physically in class at the scheduled start time. Class is considered started when the bell for that class period has rung. The time on the time clock will prevail at the beginning of each period.

Students who are tardy, may enter class at the start of the next class period. The exception to this rule is for the evening classes only. Evening students may enter 1st period class when they arrive or at the beginning of each class period. A student may not under any circumstances sit in on a class, work in the laboratory or participate in any school activity until they are clocked in.

CANCELLATION AND SETTLEMENT POLICY

This policy applies to all terminations for any reason, by either party, including student decision, program cancellation or school closure. This policy is mandated by the Delaware Department of Education, Chapter 85, Private Business and Trade Schools.

The school will provide a full refund of monies paid by a student if:

- An applicant is not accepted by the school.
- If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within 72 hours (until midnight of the 3rd day excluding Saturdays, Sundays and legal holidays) after the enrollment agreement was signed by the prospective student. The cancellation date will be determined by the postmark on written notification or the date the notification is delivered to a school administrator in person. This policy applies regardless of whether or not the student has actually started training.
- If the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or representations by the owner or representative of the school.
- Within the 72-hour grace period reserved for cancellation, the school will not discount any evidence of indebtedness given by a student applicant, or on an applicant’s behalf, or in any other way place such evidence of indebtedness into the hands of a holder in due course.

The following policy applies of the unused portion of tuition, fees and other charges in the event the student, after expiration of the 72-hour cancellation privilege, fails to enter the program, or withdraws or is discontinued there from at any time prior to completion.

- Refunds will be based on the period of enrollment computed on the basis of program time expressed in clock hours.
- The effective date of the termination for refund purposes will be the earliest of the following: a) the last date of attendance, if the student is terminated by the school; b) the date of receipt of written notice from the student; c) ten school days following the last date of attendance, unless the student is on an approved leave of absence. For students who do not return from leave of absence, the earliest of the following: the date of notification from the student that they do not intend to return or the documented date of expected return will be used as the date of determination of withdrawal.
- If a student cancels his/her enrollment prior to the start of classes, or fails to enter the program, he/she shall be entitled to a refund of all monies paid to the school, less a registration fee of \$100.00.
- All cancellations must be in writing.
- For the students who terminates or withdrawals after attendance has begun, the school may retain \$100 in fees and the percent of total tuition earned by the following schedule.

Percent of scheduled time enrolled to total program	Amount of total tuition owed to school
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Scheduled time enrolled is the time elapsed between the actual starting date and the date of the student's last physical day of attendance in school.

- Refunds based on enrollment will be totally consummated within 30 days after the effective date of termination.
- When situations of mitigating circumstances are in evidence, the school may provide a refund which exceeds this policy.
- Refunds for items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees and service charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner acceptable to the school administrator. Refunds for worn or used items will not be given.
- If a program is cancelled subsequent to a student's enrollment and prior to instruction in the program beginning, the school shall at its option: 1) Provide a full refund of all monies paid; or 2) Provide completion of the program.
- All procedures used for collection purposes will be in good taste and sound, ethical business practices. All collection correspondence from the institution or any other third parties representing the school regarding cancellation and settlement will clearly acknowledge the existence of this cancellation and settlement policy. If any promissory notes or contracts for tuition are sold or discounted to any third party, the third party must comply with this cancellation and settlement policy.
- If the school closes permanently and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall provide the student a pro rata refund of all tuition paid. The school will forward all required records to the Delaware Department of Education and all other required parties, as detailed in its school closure policy.

RETURN OF TITLE IV FUNDS POLICY

In the event of termination or withdrawal

If a student enrolled in a program of study and participates in the Federal Title IV program, withdrawals or is terminated; the Return of Title IV Funds Policy must be followed, per Federal Regulations. Students must earn the right to use Federal Title IV funding based on the scheduled hours of attendance per payment period. When a student separates from the school, the school must calculate what percentage of aid for that payment period has been earned. This calculation is performed by first determining which payment period the student terminates/withdraws and second by determining the number of hours scheduled to be completed in that payment period as of the student's last day of attendance. If 60% or more of the scheduled hours for the payment period have lapsed, the student will have earned 100% of the Title IV funds for that payment period. If less than 60 % of the scheduled hours for that payment period have lapsed, the student will have earned only that same percentage of the Title IV funds for that payment period. The school will then determine the amount of unearned Title IV funds to be returned by the school and any amount that may be required to be returned by the student. The school will notify the student in writing if they are required to return any Title IV funds.

Federal regulations require the school to return Title IV funds to the applicable programs in the following order; Unsubsidized Loans, Subsidized Loans, Plus loans, Pell Grants, Supplemental Educational Opportunity Grants. All returns by the school will be made within 30 days of the date of determination.

Once the Return of Title IV Funds Policy has been performed the school will then apply its cancellation and settlement policy per the contract, to determine the student's financial obligation to the school.

TERMINATION POLICY

While it is the goal of the school for all students admitted into the school to graduate their program of study, it may on occasion be necessary for the school to dismiss or terminate a student from enrollment. This termination may occur due to, but not limited to a violation(s) of the school conduct policy, failure to pay required tuition payments per the enrollment agreement, a breach of the terms of the enrollment agreement or failure to maintain satisfactory academic progress.

COPYRIGHT POLICY

It is unlawful to download, copy, photocopy or distribute copies of any material that is copyrighted, without the expressed written consent of the person or entity that has copyrighted the material. The school prohibits any downloading, copying, photocopying or the distribution of copies of any copyrighted material without written consent of its owner / copyrighter. Any person who violates this policy will be deemed in violation of the school's conduct policy and subject to disciplinary proceedings.

LEAVE OF ABSENCE POLICY

A leave of absence refers to circumstances in which a student is not in academic attendance during a period for which academic attendance is scheduled as part of the student's program. If a leave of absence is approved, the student is not considered to be withdrawn and is considered to be in in-school status for Title IV loan purposes. A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education rather than a withdrawal:

- 1 . The reason for the leave of absence must be medical in nature; such as an illness or accident. Other valid reasons can only

be considered for approval with proper documentation.

2. A leave of absence must be requested in writing and be dated and signed by the student prior to the Leave of Absence unless unforeseen circumstances prevent the student from doing so. When it is not possible to obtain the written request from the student prior to a leave of absence, the school may grant the leave of absence and collect the request at a later date. The request form must be obtained from the school office and be submitted to the Director for approval.

3. The leave of absence may not exceed 180 days in any 12-month period and the 12-month period begins on the first day of the student's leave of absence.

4. More than one leave of absence can be granted for unforeseen circumstances only. Subsequent leaves of absence could be granted for jury duty, military reasons or for a student who meets the criteria covered under the Family and Medical Leave Act of 1993 (FMLA) (P.L. 103-3), enacted February 5, 1993.

5. Typically granted for qualifying circumstances exceeding two (2) weeks in length.

The circumstances that are covered under the FMLA, as applied to students, are:

- Birth of a son or daughter of the student and the need to care for that son or daughter (for 12 months beginning from the date of birth of the child);
- Placement of a son or daughter with the student for adoption or foster care (for 12 months beginning on the date of placement);
- Need to care for the student's spouse, or a son, daughter, or parent, if the spouse, son, daughter, or parent has a serious health condition; and
- Serious health condition that makes the student unable to function as a student.

In addition to the leaves granted for the circumstances identified above, additional leaves of absence may be granted at the institutions discretion. However, the total number of days of all leaves cannot exceed 180 calendar days in any 12-month period.

The approval of a leave of absence will extend the ending date of the original contract by the length of the leave of absence.

Additional tuition will not be charged for the period of the leave of absence. If the student is paying monthly payments on the total school costs, these payments will continue during the period of leave of absence. Any change in the regular payment program must be approved by the Director.

If the leave of absence is not approved, written notification will be given to the student. If the student is not willing to remain in school, the student will be considered to have voluntarily withdrawn from school. If there is a tuition balance due the school, it must be paid in full within 30 days. Likewise, any refunds due to the student or any Title IV funds to be returned must be made within 30 days.

In the event the student does not return from an approved leave of absence:

- The student is considered withdrawn effective the last date of actual attendance.
- Financial settlements must be calculated by the school according to the enrollment agreement refund policy and the Federal Return of Title IV Policy.
- Any required refunds or balances due the school by the student must be paid within 30 days of the expiration of the leave of absence.

TITLE IV (FEDERAL FINANCIAL AID RECIPIENTS)

Your ability to retain any Federal Aid disbursed for your school and/or educational costs is earned by you based on your attendance. If you do not return to school, it is possible that some of the Federal Aid already disbursed for your use may need to be returned. This return may create an unpaid school balance which would then become your personal responsibility.

If you are a Title IV loan recipient and you **do not return** from your leave of absence, you will be exhausting some or all of your grace period for the time that you were considered on leave of absence. Example: if you are on an approved leave of absence for the full 180 days (6 months) and you do not return to school at the end of your leave of absence, you will have exhausted all of your loan grace period and will be expected to begin Title IV loan repayment immediately.

MAKE UP POLICY

All students must obtain a minimum score of 70% on all exams and projects as well as complete the required number of program hours for graduation. If a student misses a regularly scheduled day, the student may attend a make-up day to make up the hours/assignments that were missed.

Students are not permitted to use make up time to get ahead of their scheduled hours. When attending a make-up day, students are to report to the classroom assigned for their level or to the area as directed by the instructor.

1. Full-time students may make up for missed hours by attending class on Saturday (8 am -3:30 pm), Wednesday evening and Thursday evening (5 pm- 9 pm).

2. Part-time students may make up for missed hours by attending class on Monday and Friday (9am – 4pm).
3. Students must complete/submit a make-up request form for approval prior to attending any make-up classes. Violations of the school conduct policy may result in the discontinuance of the student’s ability to attend on make- up days.
4. **Students must be present at the start of the first period to be admitted on make-up days.** Full-time students must be clocked in by 8 am on Saturday and 5 pm on Wednesday & Thursday evening. Part-time students must be clocked in by 9 am on Monday and Friday. Late students will not be admitted to class.
5. Missed and re-take exams may be taken during break and lunch times or before and after school.
6. All students permitted to participate in the lab may volunteer for “in for lunch”.

“In for Lunch” Policy

Students who are performing a service on a patron during the scheduled lunch break will be required to continue the service until completion. Upon completion of the service, the student will be afforded one of the following options;

Option A) The student will be given an additional hour credit of 30 minutes for performing a service through the scheduled lunch period. In exchange for this credit the student voluntarily forfeits their 30 minute lunch break. This credit will be reflected as make up time and does not affect the students scheduled hours.

Option B) The student will be permitted to take a 30 minute break, “**on campus only**”, **immediately** upon completion of the service/patron they were servicing during the regularly scheduled lunch break. Under option B the student is electing to take their 30 minute break, so additional hour credit will not be awarded for working through the scheduled lunch period. Under Option B, the student will be required to clock out when taking their break and in again when returning from their break. This period of time may only be for 30 minutes. Students not returning within the 30 minute time period will not be permitted to clock in and return to class until the start of the next class period.

On campus only: for this purpose only is defined as any area within the confines of the Shoppes at Louviers, the center where the school is located.

To be eligible for either option A or B, the student must be servicing their client until at least the midpoint of the scheduled lunch period.

NOTICE (Cosmetology Program Only)

Students with missing or failed written or practical test grades, assigned projects or have not achieved the minimum number of skill requirements will not be permitted to clock in for class once they reach 1400 clock hours. This will be considered an “academic suspension” and will count as days of absence. This suspension will continue until the student has met all academic graduation requirements. The testing will be done in the lab under the supervision of the lab instructor. Contract ending time will not be adjusted for this suspension and may result in additional overtime costs to the student. The student should make every effort to meet the requirements in a timely manner. Termination may result if the student does not comply within 30 days of the date of suspension.

STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) of 1974 insures students the right to privacy and confidentiality with regard to their educational records.

Information regarding a student is released only upon written instructions from the student or to the student’s parent if the student is considered dependent as defined by the IRS, with the exception of directory information. This restriction does not apply to certain governmental and regulatory agencies. FERPA does allow disclosure of student records without consent, to the following parties or under the following condition:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on the behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

The school will provide access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the commission.

Students are guaranteed the right to have access to their cumulative records by appointment and under the supervision of a school official. Written request from the student is required and will be honored within forty five school days from the receipt of the request. The student also has the right to request an amendment to his/her record and to request a hearing if the request for amendment is denied.

The school will notify students of their rights under FERPA during new student orientation and **annually in September** of every year. The school will also maintain a record in a student's file identifying to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information. (Directory information and school officials with legitimate educational interests are exempt from this requirement)

Transcript or transfer service for eligible students will be provided at a cost of \$10.00. We reserve the right to withhold transcripts from students under certain circumstances including but not limited to defaulting on a Federal Student Loan or an unpaid account balance.

SATISFACTORY ACADEMIC PROGRESS POLICY

Effective 03/01/2017

Satisfactory Academic Progress

This Satisfactory Progress Policy is consistently applied to all students enrolled at the school in all programs and schedules approved by the schools accrediting agency. It is printed in the school consumer handbook / catalog to ensure all students receive a copy prior to the first day of class. The policy complies with the guideline established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Note: Students receiving funds under any Title IV Financial Aid program must maintain satisfactory academic progress in order to continue eligibility for such funds.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress at the evaluation periods for each program as follows:

Cosmetology	450 hours	900 hours	1200 hours
Nail Technology	150 hours	300 hours	
Brush Up	250 hours	500 hours	
Teacher Training I	125 hours	250 hours	
Teacher Training II	250 hours	500 hours	

Evaluation periods are "clocked" actual hours. The frequency of evaluations ensure that students have ample opportunity to meet both the academic and attendance progress requirements of at least one evaluation by the mid-point of the academic year or program, whichever comes first. Academic and attendance progress requirements will be measured at the evaluation period.

Academic Progress Requirement

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 through written theory examinations and class projects. Practical skills are evaluated through practical examinations according to text procedures set forth in practical skills evaluation criteria adopted by the school. At a minimum, at least two practical skills evaluations will be conducted during the program. Practical experiences are evaluated through practical classroom activities and practical laboratory activities. Practical classroom activities are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance is not satisfactory, then it is not counted and must be repeated. Practical laboratory activities are evaluated based on the grading criteria established and adopted by the school for laboratory work. Numeric grades are assigned based on the grading procedure adopted by the school. The numerical grading scale is as follows:

90 – 100	Excellent
80 - 89	Above Average
70 – 79	Average
60 – 69	Unsatisfactory
59 or below	Failing

A minimum cumulative academic average of **70%** must be maintained to be considered making satisfactory academic progress. Students must make up failed or missed tests or class projects. Missed and re-take exams must be made up on the students own time. In order to graduate, the student must obtain a minimum grade of 70% on all written and practical exams and class projects.

Attendance Progress Requirement

For the purpose of satisfactory academic progress, the maximum time frame for completion of the program may not exceed one and one-half times the length of the program (150%). All students must maintain at least a **67% cumulative** attendance average to be considered making satisfactory academic progress. 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% attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

Cosmetology Program, 1500 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 73.5 weeks (2,250 scheduled hours). Note: The contract length for this schedule is 49 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 28.5 months (2,250 scheduled hours). Note: The contract length for this schedule is 19 months.

Nail Technology Program, 300 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 15 weeks (450 scheduled hours). Note: The contract length for this schedule is 10 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 24 weeks (450 scheduled hours). Note: The contract length for this schedule is 16 weeks.

Brush Up, 500 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 27 weeks (750 scheduled hours). Note: The contract length for this schedule is 18 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 42 weeks (750 scheduled hours). Note: The contract length for this schedule is 28 weeks.

Teacher Training I, 250 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 13.5 weeks (375 scheduled hours). Note: The contract length for this schedule is 9 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 22.5 weeks (375 scheduled hours). Note: The contract length for this schedule is 15 weeks.

Teacher Training II, 500 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 27 weeks (750 scheduled hours). Note: The contract length for this schedule is 18 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 42 weeks (750 scheduled hours). Note: The contract length for this schedule is 28 weeks.

Transfer students: The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 67% of scheduled hours.

NOTE: The contracted length of each program allows sufficient time to complete the program allowing for holiday closings and possible snow or emergency closings. However, any student not completing their program hours or academic requirements within the contracted time will be charged \$10.00 per hour for additional hours of instruction needed to complete the program. **Therefore, it is possible to maintain satisfactory academic progress, but be required to pay additional charges in order to complete your program.**

Status of Students Who Exceed The Maximum Time Frame

If it is determined that the student is unable to complete their program within the stated maximum time frame for the program, the student will be deemed ineligible for Title IV programs. The student may continue in school if they are able to fulfill their financial obligation to the school. If the student is not able to fulfill their obligation to the school, they will be terminated from the program.

Determination of Progress Status

Progress evaluations will be performed by the schools administration when the student reaches their evaluation periods. Students meeting the minimum satisfactory requirements for both academic and attendance progress at the evaluation period will be considered making satisfactory academic progress until the next evaluation period. If the student is participating in any Federal Title IV program, they will remain eligible to participate in the program(s). Students deemed not maintaining Satisfactory Academic Progress for failure to meet the minimum academic and/or attendance progress requirements may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Students Not Meeting Minimum Requirements

Warning

Students who fail to meet minimum requirements for attendance and/or academic progress are placed on warning and considered to be making satisfactory 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. If the student is meeting the minimum academic and attendance requirements at the end of the warning period, he/she will be deemed making satisfactory academic progress until the next evaluation period.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the negative progress determination within 15 school days of the beginning of the probationary period and prevails upon appeal. Additionally, students may be placed on probation only if they have the ability to meet the satisfactory academic progress requirements by the next evaluation period or if they have the ability to meet the satisfactory academic progress requirements through an academic plan established by the school, that if followed, will allow the student to do so at a specific point within the maximum timeframe established for the individual student. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will NOT be deemed eligible to receive Title IV funds.

NOTE: The school will notify the student in writing of any satisfactory academic progress evaluation that will impact the student's eligibility for financial aid. If you lose the ability to participate in Title IV programs and you still have a tuition balance due the school, you may be required to pay this balance to complete your program.

Re-Establishment of Satisfactory Progress

Students may re-establish satisfactory progress and Title IV aid eligibility, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

Appeal Procedure

If a student is determined to not be making satisfactory progress, after an initial status of warning, the student may appeal the determination. The reasons for which a student may submit an appeal are death of a relative, injury, illness, or other special circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include why the student failed to make satisfactory academic progress and what has changed about the students' 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 students file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Academic Plan

A written plan provided to the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress requirements by a specific point within the maximum timeframe.

Interruptions, Program 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 students contract period and maximum time frame by the same number of days as taken in the leave of absence and will not be included in the students cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Repetition, Noncredit & Remedial Courses

Course incompletes, repetitions and non-credit remedial courses do not apply to this school and therefore have no effect upon the schools satisfactory academic progress standards.

Transfer Hours

With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school. Transfer students evaluation periods are the established evaluation periods for the program or the midpoint of the contracted hours (actual), whichever comes first.

Satisfactory Academic Progress Evaluations

Students will receive a written copy of all satisfactory academic progress evaluations at the time of the evaluations. Copies of these

evaluations will be maintained in the students file.

CONDUCT POLICY

All students are expected to behave in a professional manner and abide by all school rules, regulations and policies in effect upon their enrollment or as adopted during the students term of enrollment.

Any student failing to behave in a professional manner and to abide by the schools rules, regulations and policies, will be subject to the Progressive Discipline Policy and Procedure. All instances will be considered on an individual basis by school administration.

Grounds for Disciplinary Action

The following list is provided to help students understand some of the school's rules of unacceptable conduct. Providing an exhausted list would be impossible. Therefore, the list represents only examples of unacceptable conduct. These examples are not listed because of, or according to, severity. Other forms of unacceptable conduct exist which are equally or more severe in their nature that are not listed.

- Possession, use or distribution if alcohol or illicit drugs while on school grounds or in attendance at any school sponsored activity.
- Dishonesty, cheating on examinations, submitting another student's work, violation of copyright policy.
- Insubordination- Refusing to obey instructions properly issued by staff or administrators.
- Verbal altercations with classmates, school staff or lab patron.
- Refusal to work or participate in classroom or laboratory activities.
- Willful misconduct
- Negligence or willful damage to school property.
- Theft - any student to have stolen school property or any other person's property while on school grounds or during any school sponsored activity.
- Falsification of time records-any student found to have clocked another student in or out on the schools time clock.
- Willful violation of any school rule or any deliberate action that is detrimental to the school
- Willful violation of security or safety rules
- Negligence or any careless action which endangers the life or safety of another person
- Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on the school's property.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on the school's premises or when representing the school.
- Threatening, intimidating, or coercing fellow students on or off the premises – at any time, for any purpose.
- Dishonesty; willful falsification or misrepresentation on the application for admittance or other records; falsifying other information requested by the school.
- Malicious gossip and/or spreading rumors or engaging in behavior designed to create discord and lack of harmony via any medium including any social media platform; interfering with another students while in attendance.
- Violations of schools harassment policy.
- Use of profanity while in attendance.
- Intentionally leaving the school grounds while on the clock (Stealing time).
- Violation of classroom rules: uniform, not prepared for class (text & materials), eating during class, improper kit bag, unwillingness to participate in class or lab activity, disrespect toward an instructor or staff person, behavior found to be disruptive in the classroom or lab, unwillingness to participate in clean up duties, use of electronic device for personal communication during class.

Grounds for non-admittance to class (progressive discipline not required)

- Late arrival, out of uniform, no id badge, no text or materials, unapproved kit bag.

Discipline: Progressive Discipline Policy and Procedure

Purpose

Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or conduct issues. It has been designed consistent with our organizational mission.

Outlined below are the steps of our progressive discipline policy and procedure. Schilling-Douglas School of Hair Design, LLC reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching and counseling.

Procedure

Step 1: Level 1= Verbal Warning

Step 1 creates an opportunity for the staff member to schedule a meeting with the student to bring attention to the existing conduct issue. The staff member should discuss with the student the nature of the problem or violation of school policies and procedures. The staff member is expected to clearly outline expectations and steps the student must take to improve conduct or resolve the problem. The student will be asked to sign this document. The student's signature is needed to demonstrate the student's understanding of the issues and corrective action needed.

Step 2: Level 2 = 1st Written Warning

While it is hoped that the conduct issues that were identified in step 1 have been corrected, Schilling Douglas School of Hair Design, LLC recognizes that this may not always be the case. A 1st written warning involves a more formal documentation of the conduct issues and consequences.

During step 2, the staff member will meet with the student and review any additional incidents or information about the conduct issues as well as any prior relevant corrective action plans. The staff member will outline the consequences for the student of his or her continued failure to meet conduct expectations. A warning outlining that the student may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Level 3 = 2nd Written Warning with a 1 day suspension

During step 3, the staff member will meet with the student and review any additional incidents or information about the conduct issues as well as any prior relevant corrective action plans. The staff member will outline the consequences for the student of his or her continued failure to meet conduct expectations. A warning outlining that the student may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning along with a 1 day suspension.

Step 4: Level 4 = Final Written warning with a 3 day suspension

During step 4, the staff member will meet with the student and review any additional incidents or information about the conduct issues as well as any prior relevant corrective action plans. The staff member will outline the consequences for the student of his or her continued failure to meet conduct expectations. A warning outlining that the student may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the final written warning along with a 3 day suspension.

Step 5: Level 5 = Termination

The last and most serious step in the progressive discipline procedure is termination. Generally, Schilling- Douglas School of Hair Design, LLC will try to exercise the progressive nature of this policy by first providing warnings, written warnings with suspension and final written warnings with suspension from the school before proceeding to terminate. However, Schilling-Douglas School of Hair Design, LLC reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, students may be terminated without prior notice or disciplinary action.

Appeal Process

Students will have the opportunity to present information that may challenge information staff has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the students conduct issues while allowing for an equitable solution.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at school, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The student will be provided copies of all progressive discipline documentation, including all performance improvement plans. The student will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents. Refusal to sign does not constitute dismissal of the disciplinary action. Copies of these documents will be placed in the student's official permanent file.

Levels of Discipline

	Level 1	Level 2	Level 3	Level 4	Level 5
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No Infractions	Verbal	1 st Written	2 nd Written 1 day suspension	Final Written 3 day suspension	Termination
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GRIEVANCE/COMPLAINT PROCEDURE

Any party who wishes to express a grievance or complaint concerning the administrative or educational sectors at Schilling-Douglas School of Hair Design, LLC, may do so by following the guidelines and procedure set forth in this grievance/complaint procedure. Grievance/complaint procedures are presented in new student orientation to ensure all students are aware of the proper procedure to file a grievance/complaint.

Complaint Format

All complaints must be submitted in writing to the school Director or Owner. The complaint must be signed by the complainant and list the complainants' complete mailing address. Any unsigned complaint will automatically be dismissed. The complainant must outline in detail the nature of the complaint or allegation including the date of occurrence, witnesses and any other pertinent information. If the complainant chooses, they may obtain and fully complete a grievance/complaint form which is available in the schools administrative office. Incomplete forms will not be accepted. All complaints must be filed within 60 days of the date the grievance occurred.

Complaint Process

All complaints which meet the prescribed complaint format will be reviewed by a school official and a meeting between the school official and the complainant will be conducted within 10 business days from the receipt of the complaint. If after careful evaluation, the complaint cannot be resolved through discussion, the complaint will be referred to the schools complaint committee. This meeting between the school official and complainant will be documented and the complainant will receive a copy of the record of this meeting.

Upon referral of the complaint to the schools complaint committee, the committee will meet within 21 calendar days of the receipt of the complaint to review the allegations. The committee will consist of three members, typically the school owner, associate director, director of student services and/or business administrator. All committee members must be unassociated with the complaint. During this committee meeting the complainant will be given the opportunity to present their complaint as well as present witnesses to support the complaint. If the committee requires additional information from the complainant, a letter will be presented to the complainant outlining the additional information needed.

If no further information is needed, the complaint committee will respond to allegations. A response from the complaint committee will be sent to the complainant within 15 calendar days. This letter will serve to inform the complainant of the committee's findings including any actions taken to address the grievance/complaint or recommended resolution.

- Should the complainant wish to pursue the matter further they may contact the following:

The Delaware Department of Education

401 Federal Street Dover, DE 19901; 302-735-4136. The complainant is requested to complete the school complaint procedure prior to filing a complaint with the DE Department of Education.

A complaint form is also available through our accrediting agency. The complainant is required to complete the school complaint procedure prior to filing a complaint with the accrediting agency.

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street, Alexandria, Virginia, 22314; 703-600-7600

- All written complaints and associated records will remain on file for two complete accreditation cycles.

GENERAL RULES & REGULATIONS

Uniform/Dress Code

All students while in attendance or while attending a school sponsored function are required to comply with the schools uniform or dress code and personal appearance requirements. Please refer the Uniform Policy & Student Dress Code Policy for detailed requirements.

Id Badge

All students are provided a photo id badge/time card. This badge is to be worn at all times during class hours. Colored lanyards to display badges are awarded to students upon promotion. Red lanyards indicate freshman level students, blue designate junior and yellow designate senior level students. Nail technology students are designated by purple lanyards. Students must wear the appropriate colored lanyard for their level. Students must have their id badge to attend class. Replacement ID badges are available from the school office for a fee of \$10.00.

Kit / Textbooks

All students are required to bring their complete kit, all textbooks & tablet (if applicable) to school each day. If a student does not have in their possession the materials, text or tablet required for class, the student will not be permitted to attend that class. Students are required to use the provided kit bags to transport their materials. Bags other than the school issued kit bags are prohibited.

In-House Tuition Payments / Financial Responsibilities

Tuition payments will be billed monthly/weekly and are due upon receipt of statement. Payments are due as designated regardless of absenteeism. Hours will not be credited for hours not paid. Students will not graduate or receive a diploma unless total tuition and fees are paid in full or their account is deemed satisfied by the school.

Academic Suspension

Cosmetology program only: All students must successfully complete (70% grade) all academic requirements for graduation prior to reaching 1,400 clocked actual hours. If the student fails to meet this requirement they will be placed on academic suspension and prohibited from attendance until all said requirements are completed. Hour credit will not be awarded for time spent completing academic requirements while on suspension. The students' contract ending date will not be adjusted due to this suspension. Academic suspension may result in additional instruction charges and may affect satisfactory academic progress.

Absenteeism

All full-time students must report by phone on days absent by 10:00 am.

All part-time students must report by phone by 6:00 pm evenings and by 9:00 am on Saturday. Absences not reported by the above times will be considered unexcused. All missed time and assignments are to be made-up in accordance to the make-up work policy. Students may enter class at the beginning of any class period. A monthly attendance printout is provided to each student. It is suggested that students save these printout for their own records. A listing of scheduled hours available is posted on the schools bulletin board, allowing each student to readily calculate their hour standing.

Tardiness

A late student may not enter class until the start of the next class period. All periods will begin at the scheduled start time. To be admitted to class, the student must be clocked in and physically in class at the scheduled start time. Admittance for lateness due to emergency reasons will be considered on an individual basis by the Director. Exception: Part time students may always enter first period in the evening upon arrival.

Leaving the Classroom

Students are required to be in their assigned classroom during class time. Students are not permitted to leave the classroom without the permission of their instructor, unless they are returning to the laboratory to complete a patron.

Breaks

Breaks are to be taken on the school grounds at the scheduled time. Students are prohibited from leaving the school grounds during break times, unless they clock out.

Lunch is permitted either on or off campus at the scheduled time. If a student participates in "in for lunch", the student forfeits their lunch break.

Smoking

Smoking is prohibited in the school building and on school property except for designated smoking areas. Smoking is also prohibited within 25 feet of any entrance. Students are required to place all butts in the provided receptacles and to not litter on school grounds or adjoining properties.

Food/Drink

Beverages are permitted in the classroom during breaks, lunch time and non-workshop classes. Eating is prohibited during class time. A refrigerator and microwaves are provided for student use. There are also snack and beverage vending machines on campus. Food and Drink is prohibited at all times in the school laboratory.

Drugs & Alcohol

Alcoholic beverages and illegal drugs are prohibited on school grounds. The use of illegal drugs or alcohol immediately prior to or during school hours is strictly prohibited. Students found to be in possession of or under the influence of illegal drugs or alcohol will be subject to possible termination. Please refer to our Drug Prevention program, standards of conduct.

Telephone

Students should inform family and friends that the Schilling-Douglas school will accept emergency phone calls only. The school will accept other important messages for students to return by personal phone. Personal phone use is permitted only during breaks and lunches. Please refer to the school's Electronic Device Policy for additional information.

Laboratory

Students are permitted in the laboratory only when working on a patron. Students are not to leave any patron receiving a chemical service unattended. Students are only to perform the service assigned on their work slip. Loitering in the lab and at the reception area

is prohibited. Students are to return to the class room promptly after completing their patron and cleaning their work station.

Cleaning

The cleaning of work areas and the laboratory is the responsibility of all students. Students are required to properly clean their laboratory station at the completion of each service. End of day cleaning will begin ten minutes prior to dismissal. Each student will be assigned a job for end of day cleaning. Students will be dismissed after jobs have been completed and approved by their instructor. Failure to participate in clean-up will result in the student early dismissal from class.

Student Conduct

Students are required to maintain a professional attitude and are not permitted to cause discord while in attendance or during any school sponsored function. Students are required to abide by all rules and regulations set forth by Schilling-Douglas School of Hair Design, LLC at the time of enrollment or as they may be amended during the students period of enrollment. The school expects the same behavior from the student, which an employer would expect of them. Profanity is prohibited. Disrespect toward any school staff member is prohibited. Disruptive behavior is prohibited. Physical and verbal altercations with anyone are prohibited. Additional information is found in the “Student Conduct Policy”

School Office

Students are asked to notify their instructor if they wish to speak with a school administrator. Administrators are available during regular business hours.

General Classroom Rules

Students are to abide by the general classroom rules as posted in each classroom.

Participation

Students are required to participate in all assigned laboratory activities. A student who is unwilling or too ill to participate will be clocked out for the day. Students are required to participate in all practical and theory class activities. A student who is unwilling or too ill to participate will be clocked out for that period.

Personal Property / Locker

All students are responsible for their own personal property. The school accepts no responsibility for lost, stolen or misplaced items. Students are instructed to bring only the items required for class to school. Each student is assigned a locker to secure personal items. A lock is to be provided by the student. All of the students’ property is to be removed from the classroom at the end of each day. The school is not responsible for items left behind or abandoned after a student’s term of enrollment. The school reserves the right to enter the student’s locker at any time. The school is not responsible for any items in the student’s locker or for any items placed in a locker not assigned to that student.

School Property

Students are expected to respect all school property and to use it only in the manner it was intended. Any person found to have maliciously destroyed or defaced school property may be subject to immediate termination from the school.

Address Changes

Students are asked to promptly report any address changes or phone number changes to the school office.

Parking

All students must display their parking permit in plain view at all times while parked in the designated student parking area. Permits are available from the school office, free of charge. Students are requested to park only in the spaces designated for student parking.

Violation of Rules & Regulations

Failure to adhere to the rules and regulations as listed or augmented by bulletins and other notices furnished to the student may result in suspension or dismissal. Please refer to our conduct policy for more information.

UNIFORM POLICY

This policy applies to Nail Technology Students

School issued lab top, school uniform tee shirt and all black slacks. Pants must be full length all black slacks. Jeans, exercise or lounge style pants are not acceptable. Feet must be covered with stockings or solid black or white socks. Shoes must be all black or white leather with rubber sole, closed toe and heel, which must also be less than 1 inch. School lab top is required during classroom and laboratory activities. The wearing of non-uniform items such as hats, scarves, sweaters, jeans and coats is prohibited. Additional school issued items are available in the school office

All students are required to bring their complete kit and books and wear their school ID tag daily.

STUDENT DRESS CODE

This policy applies to Cosmetology, Brush up & Teacher Training Students

You have chosen to work in the beauty industry which puts us in the fashion spotlight more than the average career. We expect your clothing to be pressed, clean and fashionable. As we represent the Beauty & Health industry it is imperative that your hair, nails and makeup represent current trends as well as presenting a complete look daily. As a Cosmetology School we see ourselves as a step above the rest and in that we have a strict dress code:

- Student ID badge must be worn at all times.
- Schilling-Douglas School Logo wear is permitted.
- All clothing and shoes must be Black, White or Grey.
- Shoes must be closed toe, closed heel, leather upper with rubber soles, any heel less than 1 inch.
- Bright red colored accessories are acceptable- includes earrings, bracelets, necklaces
- Hair must be styled at all times (your hair may not be wet)
- All pants must be properly hemmed, and may never drag on the floor.
- Dress attire must be trendy, business casual.
- Denim is allowed as long as it's neat, fashionable, with no holes or tears and well-fitting when worn with shoes and a top that creates a dressy, professional look.

PLEASE NOTE: The Laboratory Apron must be worn at all times when performing services, or during training sessions in the Laboratory. Participation in certain school related events may require students to wear the prescribed School Uniform.

As students training to be professionals the following are prohibited items:

- Any clothing with words or images
- tank tops, spaghetti straps tops, undershirts,
- mini-skirts, (shorter than 5 inches above the knee)
- shorts
- Hats, or hooded tops, coats
- Any clothing with foul or explicit language/ images
- Athletic wear including sweatshirts
- Exposed midriffs or exposed cleavage.
- Logo tops other than the schools logo tops
- Poorly fitted clothing

In rare cases that the students clothing is in question but not a clear violation, the student will be permitted to attend class but asked to not wear the article of clothing in question to school in the future. In cases where a definite violation has occurred a student will be asked to clock out and go home and change.

DIRECTORY INFORMATION NOTICE UNDER FERPA

for Schilling-Douglas School of Hair Design, LLC

FERPA sets our requirements designed to provide parents and student's privacy and other rights with respect to education records. When an individual reaches 18 years of age or is attending a postsecondary institution, the rights accorded to the parents transfer to the student. However, the institution **may** still disclose information from the students' education record to the parent(s) of a student, if the students' parent(s) claim the student as a dependent for federal tax purposes This disclosure is permissible without the students consent.

An institution may disclose Directory Information if it has given public notice to parents, as appropriate, and students of the types of information that the institution has designated as directory information without prior written consent. Directory information means information contained in the student's education record which would generally not be harmful or seen as an invasion of privacy. The information designated as directory information at the Schilling-Douglas School of Hair Design, LLC is:

- Students name
- Address
- Electronic email address
- Telephone number

- Date of Birth and place
- Program of study
- Dates of attendance
- Diplomas, honors or awards received
- Photograph
- Most recent educational agency or institution attended

The student or eligible parent may refuse to let the school release directory information without prior written consent. If this is desired, a written statement must be given to the school office personnel to be retained in the students file.

In the case of an emergency, personally identifiable information from an education record to appropriate parties in connection with the emergency can be released if knowledge is necessary to protect the health or safety of the student or other individuals. This emergency procedure will be followed regardless of prior refusal.

Note:

If a student is expecting someone to contact the school for information in connection with the student’s educational record (prospective employer, spouse, etc...) for reasons other than directory information: The school will not relate any other information without a signed statement of consent (form available in office) specific to **each** inquiry.

Annual Notification of Rights under FERPA
for Schilling-Douglas School of Hair Design, LLC

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

A student should submit to the business office, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Schilling-Douglas School of Hair Design, LLC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

ELECTRONIC DEVICE POLICY

Schilling-Douglas School of Hair Design, LLC: Policy regarding use of electronic devices in the classroom Introduction:

In our efforts to provide an environment that fosters and supports learning and the exchange of ideas, the Schilling-Douglas School of Hair Design, LLC finds that the proliferation of personal electronics in our instructional arenas makes it necessary to address the acceptable use of these devices during class sessions and examinations. Using an electronic device for activities unrelated to the

learning experience coordinated by the course instructor distracts the student using the device, his/her neighbors, and the professor. Additionally, this usage is viewed as disrespectful of all others (students and instructor) engaged in the teaching/learning process. The quality of the learning experience suffers when these discourteous distractions occur.

Scope:

The Schilling-Douglas School of Hair Design, LLC views the use of personal electronics as affecting everyone involved with a learning experience. Therefore, the use of these devices is dictated by the unit's acceptable technology use policies and is not solely an individual's choice. These policies apply to but are not limited to: cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless tablets, beepers, and palms, Ipods, MP3 players, texting calculators, camera phones, digital cameras or laptops.

Policies:

1) All extraneous devices, including cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless tablets, digital recorders, beepers, palms, Ipods, MP3 players, texting calculators, camera phones, digital cameras or laptops, are not to be used during class unless the instructor authorizes their usage for a class-related purpose.

- In particular, cell phones are to be turned off and are not to be used during a class.
- If the instructor gives permission for the use of a personal computer and or digital recorder for note-taking that is the sole purpose to which these devices should be put.

2) The use of any electronic devices during examinations, other than those sanctioned by the instructor in charge of the testing, is strictly prohibited.

3) Cell phones/camera phones are to be turned off and not used during any testing or examination period. During the testing session cell phones/camera phones are to be stored in a case, book bag, knapsack, or purse, and may not be placed on the table, desktop, or individual's lap.

4) Students may access the internet during class sessions for only instructor authorized, class-related purposes. It should be noted that the Schilling-Douglas School of Hair Design, LLC controls the internet connectivity in classrooms and may elect to "turn-off" the network during class time or restrict student passwords for wireless connections.

5) All PEDS are brought to school at the user's own risk. The Schilling-Douglas School Of Hair Design, LLC is not responsible for theft, loss or damage to PEDs.

Procedures and Reactions:

Students enrolled in the Schilling-Douglas School of Hair Design, LLC courses are expected to comply with the acceptable use policies for personal electronic devices. Individuals using these technologies without instructor approval and appropriate authorization are subject to disciplinary actions in accordance with the School's Progressive Discipline Policy and Procedure.

Emergency Contact:

The Schilling-Douglas School of Hair Design, LLC realizes that there are times when students face personal emergencies and may need venues to receive pertinent information while they are attending class. In the event an individual faces an urgent situation he/she should follow these steps.

1) Inform those who may be trying to contact you as to your daily class schedule. Coordinate times outside of your scheduled classes during which you will place and receive telephone calls.

2) Students, enrolled in classes who anticipate that an emergency might arise may provide the School telephone number (302-737-5100) as the contact point. A School staff member can receive the call and unobtrusively inform the instructor of the need for you to leave a class so you may respond to your personal situation without disturbing the learning of others.

VOTER REGISTRATION

If you are not a registered voter and would like to be, you may obtain a voter registration form from the school office. You may also obtain information and register online at <http://electionsncc.delaware.gov/votreg.shtml>