



LET WHAT YOU LOVE BE WHAT YOU DO

ACADEMY OF HAIR DESIGN
STUDENT HANDBOOK



2501 West Memorial Road
Suite 229
Oklahoma City, Oklahoma 73134
405-842-2031

W E L C O M E

... to The Academy of Hair Design!

MISSION

At The Academy of Hair Design, it is our strong desire to prepare highly trained and motivated cosmetologists that are respected and prepared for employment in the industry.



*The Academy of Hair Design is accredited by
National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314*

2501 West Memorial Road, Suite 229
Oklahoma City, OK 73134
405.842.2031
www.academyofhairdesignok.com

Last updated January 2024

AHD
ACADEMY OF HAIR DESIGN

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Faculty & Staff

The faculty and staff of the Academy possess years of experience and expertise. They are the reason for the success of our students.

Jean Ann Duncan	Administrative Director/Owner
Shelly Gitthens	Education/Staff Director/Owner
Beverly Quick	Financial Aid Director
Sara Cox	Admissions Director
Zachary Worrell	Client & Student Services Coordinator
Joe Tarnacki	Academy Manager/Master Instructor –18 years, Cosmetologist – 30+ years
Taylor Gentry	Education Director, Master Instructor – 5 years, Cosmetologist – 10 years
Michelle Gondry-Ortiz	Master Instructor – 4 years, Cosmetologist – 9 years
Lyndsie Vestering	Master Instructor – 3 years, Cosmetologist – 4 years

School Facility

The Academy of Hair Design is located inside Quail Springs Mall, one of the most desirable and fastest growing areas in the Oklahoma City Metro.

Upon entering our 8000 square feet of educational space, you are greeted by our receptionist at the expansive retail center that showcases professional hair care lines.

The clinic floor virtually resembles a salon in its accessibility and accommodations for both students and clinic floor clients. There is a dispensary of shampoos, conditioners, styling products, hair colors and developers. A student lounge equipped with two microwaves, a vending machine and coffee maker is provided, as well as two ADA approved rest rooms, available for students, staff and clients.

The Academy has two class rooms. Class Room One, seats 66 students and facilitates the Theory Classes. This class room features audio and video equipment, shampoo facility and client/ training stations for each student, all necessary for contemporary training. The additional classroom is designed to continue the educational experience using audio/video, demonstration and actual client services.

The Academy of Hair Design is approved and regulated by the Oklahoma State Board of Cosmetology, 2401 North West 23rd, Suite 84, Oklahoma City, Oklahoma 73107.

School License #123200

Telephone number 405-521-2441.

Parking

Adequate parking is available near the main northeast entrance (Entrance “D”) to the mall and our school. See “Employee Parking” diagram on next page. Students are required to park in this area.

Eating and Drinking

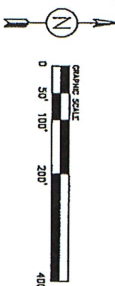
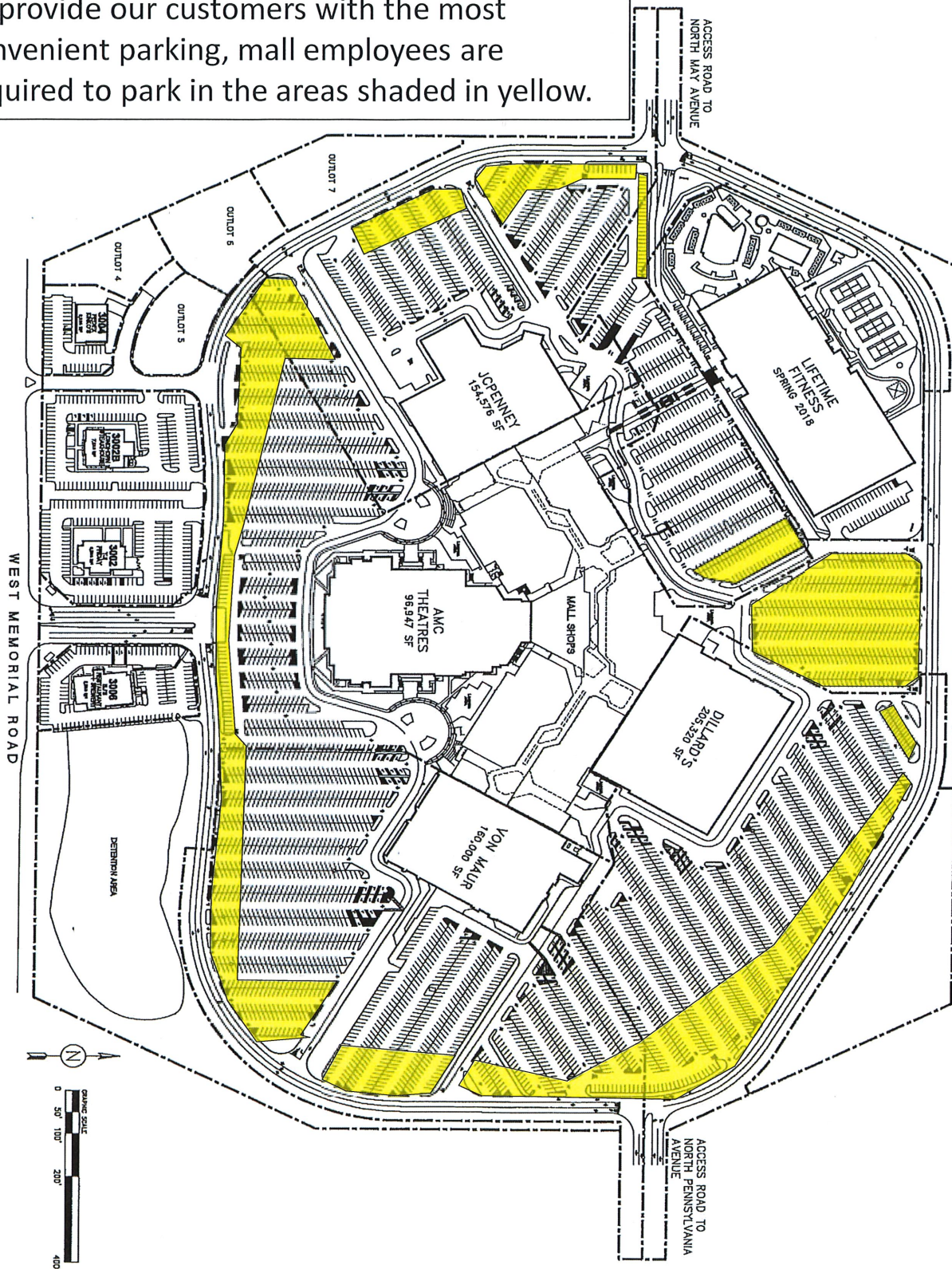
Consuming of food and/or beverage shall not be permitted at work/styling station or in a classroom.

Telephones

Personal phone calls except for emergency calls will not be taken at the reception desk or in any office, messages will be taken. Students are strictly prohibited to take or make personal calls from your cell phone on the clinic floor or in classrooms and absolutely **NO SPEAKER PHONE OR FACETIME inside the facility. No headphones allowed on the clinic floor or in classrooms.** If you are caught using face time, your first offense will result in a warning, on any subsequent offenses you will be given a violation.

EMPLOYEE PARKING

To provide our customers with the most convenient parking, mall employees are required to park in the areas shaded in yellow.



DATE: August 2018
SHEET NO.: SP1
DESCRIPTION: SITE PLAN
PROJECT NO.: 3000
DESIGNER: [Redacted]
APPROVED: [Redacted]
BY: [Redacted]
DATE: [Redacted]

QUAIL SPRINGS MALL
 2501 WEST MEMORIAL ROAD, SUITE 100
 OKLAHOMA CITY, OKLAHOMA 73134

Brookfield Properties

Enrollment Requirements and Procedures

All prospective students are required to interview and tour with the Admissions Director. The interview is designed to educate prospective students on the Academy's expectations and discuss the prospective student's expectations of the Academy. After a brief interview has been given, a tour of the facility is conducted. Students are given a brochure, where further Pre- Enrollment documents and procedures are provided (as listed below).

Pre-Enrollment Documents

Prior to Enrolling you must complete and submit all forms listed in the section below.

Demonstration of commitment: The enrollment process at the Academy of Hair Design will not be a simple or easy journey to undertake. Before you can successfully complete your admissions process, you must demonstrate a commitment to successfully complete your education and succeed in a beauty industry career by keeping appointments and completing the admissions and financial aid application requirements on a timely basis during the enrollment process.

Step one: Complete and submit your financial aid application. www.fafsa.gov (School Code 041444) A student may request an adjustment to their FAFSA award for a special or unusual circumstances.

Step two: Make an appointment to tour the school (*You must show up on time and be dressed in a professional manner*)

Step three: Complete an essay, this should include a description of your career and educational goals while attending The Academy of Hair Design. You will need to include a cover page with the following information: First and last name, Address, phone number, and email address.

Step four: Two professional References (name, how you know them, and phone number).

Step five: Submit (2) pictures, the pictures should be a recent head and shoulder shots of you. Digital Format please.

Step six: Upon completion of steps 1-5, our Admissions Director will Email you a letter of acceptance and contact you to set up a time to come in and enroll. (*Please bring your High School Diploma or Equivalent, a valid driver's license, and your \$100 registration fee.*)

Your financial Aid application will automatically be submitted to the school upon completion.

Please email all other pre-enrollment documentation to contact@academyofhairdesignok.com

The Academy of Hair Design does not recruit future professionals who are already enrolled in a similar program at another institution. Such future professionals must first disengage from that institution before conducting their INTERVIEW section of our Admissions Procedure.

Applicants will not be denied admission on the basis of race, sex, age, religious preference, national origin, color, ethnic origin, marital status or handicap.

Program Start Dates

(Classes start every 7 weeks)

January 9th, 2024
February 27th, 2024
April 16th, 2024
June 18th, 2024

August 6th, 2024
September 24th, 2024
November 12th, 2024

Basic Cosmetology Course begins every 7 weeks.
Master Instructor Course start dates are set at the time of enrollment.

Course Admission Requirements

Basic Cosmetology Course

Students registered in the basic cosmetology course must:

1. Be at least 18 years of age.
2. Submit Proof of a high school diploma, state issued home school certificate or General Education Diploma (GED) must not be enrolled at a primary or secondary institution; Ability to Benefit is not recognized at our school.
3. Submit proof of age
4. Each student must then be registered and Admissions will submit the following to the Oklahoma State Board of Cosmetology and Barbering:
 - 4.1. Submit completed student registration application accompanied by a fee of \$5 before attending classes.
 - 4.2. Submit a copy of the completed student/school enrollment agreement with the student registration application.
5. Must submit the pre-registration documents.

Master Instructor Course

Students registered in the master instructor course must:

1. Be at least 18 years of age
2. Submit Proof of a high school diploma, state issued home school certificate or General Education Diploma (GED). Must not be enrolled at a primary or secondary institution; Ability to Benefit is not recognized at our school.
3. Submit proof of age.
4. Submit a valid Cosmetology license or show proof of registration for the Basic Cosmetology Examination. If any person enrolled prior to examination shall fail to appear or fail to pass Basic Cosmetologist, he/she shall immediately cease Master Instructor training until such time as he/she shall again register for and show proof of achieving a passing score on the Cosmetologist Exam.
5. Each student must then be registered and Admissions will submit the following to the Oklahoma State Board of Cosmetology.
 - 5.1. Submit completed student registration application accompanied by a fee of \$5 before attending classes.
 - 5.2. Submit a copy of the completed student/school enrollment agreement with the student registration application.
6. Must complete the Pre-registration Documents

Transfer Students

We do not accept transfer hours.

Attendance Policy

Attendance

Our school hours are 9:00AM – 4:30PM Tuesday through Saturday. Maintaining 90% attendance is mandatory. Program hours and days may be adjusted by the administration to allow for holidays or other events warranting schedule adjustments. Please see admissions if you must leave early for the day.

Any time a student must miss school for any reason, a block out form is required to be turned in. For more information on block out forms, please see the front desk. Clocking out and leaving early without having filled out a block out form member will result in a violation.

Tardiness

If a student plans on being tardy, they must maintain communication with AOHD staff, a phone call or text message will suffice. A student is required to clock in by 9:00 AM each day, a student is considered tardy at 9:01 – 9:29 AM. Failure to clock in before 9:01AM for any reason will result in a tardy. If a student does not clock in by 9:30 AM they will be considered absent for the day. Theory is held in the mornings, from 9:00 AM until 10:30 AM, a student is considered late for Theory at 9:01 AM. A student is allowed **three tardies per month before suspension**, and will be sent home and considered absent for that day on the

4th and any subsequent tardies within a one-month period. Students are given a thirty (30) minute lunch according to their schedule. Students are required to clock- out and clock-in. A student that clocks-in thirty-one (31) minutes after clocking-out will be considered tardy, and the policy for tardiness will apply. **Failure to clock in for the day will result in a tardy for that day.**

Please note that you may not continuously call in to be late. While we appreciate the effort to let us know you are delayed, it is your responsibility to ensure you have given yourself enough travel time to ensure you arrive at The Academy in time to start your day properly. The Academy understands that things can create challenges in your lives so we allow **(3) tardies each month.** Exceeding this amount will result in a violation. **After 10 violations the student may be dropped from the program.**

Absenteeism

Students are allowed absences as outlined below. Absences exceeding the allotted number will result in a verbal warning, and may result in failure to maintain Satisfactory Academic Progress. As the contract is written for a specific time period, a student must complete the course by the Completion Date, which includes hours for absences, as listed in the section below. All coursework must be completed within a 150% of start time to continue to receive Federal Funding. Our regular timeframe is 43 weeks, so coursework must be completed by 64.5 weeks. If the student does not complete the course by the completion date, the student must then pay additional tuition for the remaining hours required for the course, *for more information on this see "On Time Completion" on page 15.* **No call no show will result in violation, if this results in a missed Saturday, a suspension will Saturday attendance standards will apply.**

Basic Cosmetology Course 1500 hours – 100 absentee hours (28 of 100 hours for weather related)
Master Instructor Course 1000 hours – 67 absentee hours (14 of 67 hours for weather related)

Makeup Hours

Makeup hours are offered upon approval Tuesday – Saturday from 8:30AM to 9AM, as well as every day at lunch. Students will be completing varying assignments, assigned by instructors, to receive hours during this time. Students may only begin making up hours upon approval from admissions.

Saturdays

If you are planning on missing a Saturday, a block out form must be completed before the missed Saturday. Calling in on a Saturday will result in suspension for the following Tuesday. After the student's second suspension due to missed Saturdays, said student is up for termination from the program. No call, no show on a Saturday, will not be tolerated, and will result in 3 day suspension, day 1 starts the following Tuesday. If you can provide a doctor's note or other means of verification that your reason for missing was an emergency, the suspension may be waived, students who have used all of their Saturdays will still be suspended whether they bring a doctor's note or not. **Students who miss more than 3 Saturdays during their contract period will be suspended for 3 days for the 4th and subsequent Saturday absences.**

Holiday Closures

The following holidays are observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Weather Related Closures

Students will be notified of school closings through the listings on local television channels. **AOHD has factored additional time into your contract end dates for inclement weather as follows: 28 hours for fulltime cosmetology courses 16 hours for Master Instructor courses.** Your safety is our priority. In case of inclement weather, please arrive as soon and as you safely can, unless notified of closure.

Leave of Absence Policy

All coursework must be completed within a 150% of start time to continue to receive Federal Funding. Our regular timeframe is 43 weeks, so coursework must be completed by 64.5 weeks. A student may request a leave of absence (a minimum of thirty (30) days, a maximum of sixty (60) days during the period of contract enrollment) in the event of unforeseen circumstances, such as medical reasons, which will affect the student or an immediate family member, military service requirements or jury duty. A student will not be granted an LOA if the LOA, together with any additional LOA's previously granted, exceeds a total of 180 calendar

days within a 12 month period. Proof of these situations will be required, as well as a written signed and dated leave of absence request, which includes the reason for the request, and must be submitted for approval, for the leave and anticipated date of return to the program. Any changes, such as an early return, must be initialed by both parties. The Academy may grant a LOA to the student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution has documentation for the decision and collects the request from the student at a later date. For example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of an accident. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Should the student not return by the date specified, the last date of attendance (LDA) is used as the withdrawal date. Should the student be entitled to a refund, it will be made to the student, within thirty (30) days of the last day of the approved leave. For an LOA to be approved we must have reasonable expectation that the student will return from the LOA. There will be no additional institutional charges as a result of the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required. The student's contract will be extended by the same number of days taken in the LOA.

Basic Cosmetology Course

	Minimum	Maximum
Week 1 - 4	140	160
Week 5 - 8	280	320
Week 9 - 12	420	480
Week 13 - 16	560	640
Week 17 - 20	700	800
Week 21 - 24	840	960
Week 25 - 28	980	1120
Week 29 - 32	1120	1280
Week 33 - 36	1260	1440
Week 37 - 40	1500	1600

Master Instructor Course

	Minimum	Maximum
Week 1 - 4	128	160
Week 5 - 8	272	320
Week 9 - 12	426	480
Week 13 - 16	576	640
Week 17 - 20	728	800
Week 21 - 24	883	960
Week 25 - 27	1000	1066

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within six (6) months of the last day of attendance will return in the same satisfactory academic progress status at the time of withdrawal.

Re-Enrollment Policy

Each student is required to complete the minimum course hours by the Completion Date to be eligible for the Oklahoma State Board Exam and to receive a diploma from The Academy of Hair Design. If the minimum requirement of course hours has not been achieved, the student shall be terminated from the program, and would thereafter be permitted to re-enroll, on a cash pay basis, for the additional training hours needed to complete the course. A withdrawal fee of \$100 plus a non-refundable Re-Registration Fee of \$100.00 (not considered tuition) will be required for any student requesting a re-entry to the Academy under these circumstances. Additional training is charged at \$12 per hour with a minimum charge of 7 hours per day. Title IV funds cannot be used for any of these over contract charges. The Course start date for re-enrollment will be based on available space. Students who have left The Academy of Hair Design in good standing and

wish to return should make their intent known to the Administrator and will be required to complete a new Enrollment Agreement.

Students who wish to return to the Academy after being asked to withdraw for academic or disciplinary reasons, must apply for re-admission through the Admissions Office. The decision on re-entry for students not in good standing is the responsibility of the Academy Administrator. Students granted re-entry status, which were on probation or suspension at the time of termination, will retain such status as a condition of their re-entry.

Ethics

The Academy of Hair Design believes in focusing on the best in others and does not promote unethical behavior such as gossiping. Avoiding gossip will provide students with a positive learning environment. Being a professional with students, as well as clients, is an integral part of the program. Keeping conversations with clients positive and avoiding sensitive topics such as religion, politics, personal relations, or gossip will aid the students in building a solid relationship with a client. Vulgar or profane language will not be acceptable; **Bullying is a terminable offense.**

Student Report/ Probation – Levels of Corrective Action

A student will be given written notification from the instructor or administrative staff member of a violation by record on the Student's Report Log. Ten (10) violations will result in grounds for termination from the program.

Suspension

An immediate out of school suspension from The Academy of Hair Design can be given in the event that a student causes extreme disruption during school. An out of school suspension will be for a period of up to three (3) days, not to exceed two (2) suspensions. A violation of school policy or conduct after the second suspension period will result in grounds for termination from the course. A student will be counted as absent during a suspension period.

A student will be suspended for non- payment of tuition until tuition schedule is brought current.

A student will be suspended for a day on the 4th tardy and subsequent offenses within a one-month period.

A student will be suspended for three days on the 4th and subsequent Saturday absences. If you are planning on missing a Saturday, a block out form must be completed before the missed Saturday. Calling in on a Saturday will result in suspension for the following Tuesday. Penalty for non-approval absence, no call/no show is a three (3) day suspension. If you can provide a doctors note or other means of verification that your reason for missing was an emergency, the suspension may be waived.

Grounds for Termination

Termination of a student is defined as no longer clocking hours, whether by the student's voluntary withdrawal, dismissal by the school as disciplinary action, or as non-compliance with Title 175. Oklahoma State Board of Cosmetology Rules and Regulations.

A student will be considered terminated under the following conditions:

1. A student in non-attendance who has not notified the school, verbally or in writing of their intent to drop, shall be terminated from their program fourteen (14) days after the last day of physical attendance.
2. Possession or obvious use of drugs and/or alcohol during Academy hours.
3. Refusal to provide assigned client services.
4. Disruptive, disrespectful behavior toward students or instructors and/or refusal to perform assigned tasks.
5. Theft from the school, a client, a staff member, or a fellow student.
6. Not Adhering to probation guidelines
7. Non-payment of tuition according to the terms of the program and payment in the Enrollment Agreement.
8. Unsatisfactory attendance preceded by verbal warning, and probation.
9. Misrepresentation of personal information on contracts or documents.
10. Violation of school policies as listed in our catalog by verbal warning, probation, and suspension.

11. Not completing the requirements of the course by the Completion Date.
12. Failure to return from a leave of absence
13. Failure to meet school's attendance of 90% / grade standards of 80%
14. After your 5th missed Saturday / second suspension
15. 10 Violations

Daily Schedule

- 8:30-9:00 AM Makeup hours, complete morning assignments provided by instructors
- 8:45-9:00 AM Class preparation. This includes observing our school dress code, looking professional, make-up applied, hair groomed and having a prepared station for clients, including the proper tools.
- 9:00 AM Clock in and be seated in the classroom. Class begins promptly at 9:00 AM.
- 10:15 AM Class is complete. Basic Cosmetology Course students return to their classroom or stations to begin their morning session. Master instructor students, should see their instructor for further direction for the day
- Lunch Break A thirty (30) minute lunch break is required to be taken. Based on state regulations, students must clock in and out for lunch. Students who are servicing clients past their regular lunch time are required to report this to the Instructor or Administrative Staff. By doing so, adjustments can be made to the afternoon schedule.
- 2:00-4:00 PM Afternoon Session
- 4:00-4:30 PM Sanitation and Closing. Each student is assigned a duty. Please complete the duty you have been assigned with pride. All duties are to be completed prior to leaving.

Daily Duties

All students will be assigned daily duties. Please be thorough and take pride in fulfilling these tasks. Students will not clock out until all duties have been completed. Styling stations and mirrors need to be cleaned and sanitized each day. Items should not be left out or left overnight. Personal items need to be secured either in your locker, or your locked station. The break room, classrooms and the clinic floor should be cleaned daily. Additionally, all areas where clients are serviced should be maintained properly per state regulations. These areas include the shampoo area, rest rooms, styling stations, etc. If you are planning on leaving early, please make sure that you have completed your duties prior to clocking out.

Basic Cosmetology - Course Description

Total Hours – 1500 clock hours (43 week minimum, 46 week maximum)

One hour is equal to sixty (60) minutes and all courses are conducted in English.

The Academy of Hair Design offers a Basic Cosmetology program to individuals seeking to become licensed within the field of Hairdressing. The Academy recognizes and develops an individual's potential, thus producing qualified hairdressers invested in the concept of hair fashion. The Basic Cosmetology course is taught in four phases designed to introduce and guide beginner students in the areas of modern haircutting, coloring and hairdressing. These techniques are designed to challenge students to meet and exceed the state-required level of cosmetology. The courses outlined below are to meet the goal of preparing students for passing the Oklahoma State Board of Cosmetology Examination and to begin a professional career in the cosmetology industry.

Each student begins the Twelve-Week Basic Course in the Basic Section. During the Basic Course, theory and practical sessions will entail all aspects of cosmetology, in addition to basic haircutting and coloring. After completing Basics successfully, students then accelerate to the clinic where they will continue practicing techniques on a mannequin, and begin servicing clients.

Theory portions are held Tuesday through Thursday from 9:00am to 10:30am using the required Milady's Cosmetology book and Milady's theory IPad App in a classroom setting. Theory is taught through Instructor led lecture, video presentations, discussion, workbook completion and weekly testing. Demonstrations are provided by Instructors, guest speakers, and video presentations. Practical applications are performed on mannequins, fellow students, and school clients with testing for all sections and a mock state board exam every six weeks.

Basic Theory - 150 hours (150 Hours Theory)

This course consists of the introduction to cosmetology, health, sanitation, infection control, products, tools, equipment use, equipment safety, product knowledge, product safety, Chemistry, Anatomy, Bacteriology / Biology, compensation packages and payroll deductions, licensing requirements and regulations, and the cosmetology sciences.

Manicuring and Pedicuring - 90 hours (42 Hours Theory/Demonstration & 48 Hours Practical)

The study of nail theory; nail structure, growth, diseases, disorders and conditions, natural nail care, shapes, essentials, infection control and safety, client consultation, basic manicure, male manicure, basic pedicure, pedicure essentials, with acrylic overlay, sculptured nails and artificial nail services. Practical applications of manicuring will be completed.

Facials - 30 hours (10 Hours Theory/Demonstration & 20 Hours Practical)

The study of skin through discussions of theory, functions of the skin, skin chemical procedures, composition of the skin, types of skin, skin diseases and disorders, skin care and treatments, skin care essentials, infection control and safety, client consultation, massage, basic facials, facial masks, hair removal, hair removal essentials, infection control and safety, client consultation, basic waxing, temporary hair removal and permanent hair removal. The make-up curriculum covers facial shapes, color theory, make-up essentials, infection control safety, client consultation, make-up techniques and products, basic make-up and applications of cosmetics. Practical applications of facials will be completed.

Scalp Treatments - 30 hours (30 Hours Theory)

The study of scalp diseases, disorders, scalp treatments and hair treatments, hair theory and the breakdown of the hair shaft (hair structure and behavior), hair growth, bulk formation and natural hair color, hair care, evaluation, common hair conditions, scalp conditions and hair loss.

Shampooing/Conditioning Rinses - 60 hours (2 Hours Theory/Demonstration & 58 Hours Practical)

The study of basic draping, shampooing and conditioning, shampooing and scalp massage theory, scalp massage essentials, infection control and safety, as well as basic scalp massage and diseases and disorders. Practical applications of shampooing, conditioning and rinses will be completed.

Hairstyling – 390 hours (112 Hours Theory/Demonstration & 278 Hours Practical)

The study of hairstyling theory; primary hairstyling considerations, hairstyling fundamentals, hairstyling essentials, infection control and safety, and client consultation will be the focus. In the thermal styling section students will be prepared in the areas of thermal styling theory, infection control and safety, thermal styling procedure overview, air forming solid form, air forming graduated form-round brush, air forming layered form-round brush, air forming combination form-round brush/ curling iron and air forming combination form-nine row brush. In the pressing and curling section, press and curl variation, no part will be covered. In the wet styling section, finger waves, pin curls, skip waves, rollers, wet-styling, procedure overview, finger waves and flat pin curls, straight volume rollers and pin curlers, and curvature rollers and pin curls are covered. Practical applications of hairstyling will be completed.

Hair Color - 120 hours

(40 Hours Theory/Demonstration & 80 Hours Practical)

The study of color theory, hair coloring; what color is, law of color, identifying existing hair color, melanin, gray hair, identifying natural level and tone, identifying artificial tone and intensity, changing existing hair color, hair color chemistry, hair color techniques, essentials, infection control and safety, client consultation, product and application overview, temporary color, semi-permanent color, oxidative color lighter results, oxidate color darker results, surface painting, partial highlight slicing, gull highlight weaving, double process blonde, black tint, hair color removal techniques, as well as hair color problems and solutions. Practical applications of hair coloring will be completed.

Haircutting - 180 hours

(40 Hours Theory/Demonstration & 140 Hours Practical)

The study of haircutting theory; form, haircutting fundamentals, essentials, infection control and safety, client consultations, haircutting procedures overview, haircutting procedures, solid form haircut, solid form variation, increased layered front hairline, increased layered form haircut, graduated form haircut, uniformly layered form haircut, combination form haircut, square form haircut, over-comb techniques, and fade haircut. Practical applications of haircutting will be completed.

Lash and Brow Tinting - 30 hours

(8 Hours Theory/Demonstration & 22 Hours Practical)

The study of tinting and arching; students are taught how to arch eyebrows learning to reshape the eyebrow to suit the clients features. Students are also taught to color eyebrows to match the client's hair color. Practical applications of lash and brow tinting will be completed.

Personality, Shop Management - 180 hours

(180 Hours Theory/Demonstration)

Industry study, fundamentals of business management; "What you need to know," personal goals, job search, resumes, job interviews and evaluating a salon are explained. Other areas of study are professional ethics, communication, networking, building a clientele, stylist-client relationship, stylist- staff relationship, human relations, performance review, salon ownership, self-appraisal, types of salon ownership, requirements of a salon, getting the right advice, space requirements and floor plans, borrowing money, retail agreements, types of insurance, tax expenses and income, salon philosophy, policies and procedures. The salon operations section includes salon retailing/selling, professional products, closing the sale, buyer tips, follow-up and effective displays.

Hair Restructuring - 240 hours

(72 Hours Theory/Demonstration & 168 5 hours Practical)

The study of chemical relaxing theory and permanent waving; chemical relaxing essentials, infection control and safety, client consultation, product and application overview, virgin sodium hydroxide relaxer, virgin thin relaxer, relaxer retouch and curl reforming. Practical applications of lash and hair restructuring will be completed.

GRADING POLICY

In order to receive a Diploma of satisfactory course completion from The Academy of Hair Design, an average of 80% must be maintained on all written and practical exams. The Academy uses the following grading scale.

96% to 100%

90% to 95%

85% to 89%

80% to 84%

Below 80%

Written

Grading system is a percentage of the total questions per exam with an 80% of the total being a passing grade on a scale from 0 to 100%.

Practical

A ten (10) point grading system with each point representing 10% of the total grade on a scale from 0 to 100%.

Master Instructor - Course Description

Total Hours – 1000 clock hours (29 week minimum, 31 week maximum)

One hour is equal to sixty (60) minutes and all courses are conducted in English.

The Academy of Hair Design Master Instructor Course is designed for individuals seeking to become a licensed Instructor by utilizing practice and teaching scheduled classes at the Academy. Students will have an opportunity to teach in all sections of the Academy's Basic Cosmetology Course.

The courses outlined below are to meet the goal of preparing students for passing the Oklahoma State Board of Cosmetology Master Instructor Examination and begin a successful career in the cosmetology industry as an Instructor.

Theory portions are held in the morning from 9:00am to 10:00am using the required Milady's Cosmetology book and Milady's theory workbook in a classroom setting. Theory is taught through Instructor led lecture, video presentations, discussion, work book completion and weekly testing. Demonstrations are provided by Instructors, guest speakers, and video presentations. Practical applications are performed on mannequins, fellow students and school clients with testing and a mock state board exam every ten weeks.

Orientation – 60 hours

(60 Hours Demonstration/Observation)

This is the process of becoming oriented with the school's principles of teaching, our facilities, and the progression of teaching and learning student sections, providing an overview of the program for which each student is training for and getting to know staff and students.

Introduction to Teaching and Curriculum – 120 hours

(120 Hours Theory)

Theory portions are held Tuesday thru Friday from 9:15am to 10:15am from the required Milady's

Educators Student Course Book workbook in a classroom setting. Theory is taught through Instructor led lecture, video presentations, discussion and weekly testing. The purpose of this course is to educate students on the history of teaching, development and use of teaching aids, oriented classroom management, assessment of student learning, presentation of techniques, professional ethics and effective communication. Along with fundamentals of business management, preparing for licensure and employment covering the preparation of resumes, interviews, compensation package and payroll deductions.

Course Outline and Development – 330 hours (330 Hours Demonstration & Observation)

The study of teaching the following areas: Basic Theory, Manicuring & Pedicuring, Facials, Haircutting, Lash & Brow Tinting, Personality & Shop Management, Hair Restructuring, Scalp Treatments, Shampooing/ Conditioning, Rinses, Hairstyling and Hair Color. Students will first sit in and observe a class for each section that is taught to the Basic Cosmetology and Basic Cosmetology for Licensed Barber students. Followed with detailed demonstrations by your instructor of how to create lesson plans, ensure proper use and development of teaching aids, presentation techniques and lead the class to promote a motivated and positive learning environment. Master Instructor students will receive a test out once a month where they will teach a mock class using the instructor as the student to ensure each student has an understanding of course development before beginning your teacher assisting and practical teaching sections. All test outs will be graded and reviewed with each student.

Cosmetology Law, School Management & Record Keeping – 90 hours (90 Hours Theory)

The study of The Oklahoma State Board of Cosmetology Rules and Regulations covering licensure, state and federal regulatory requirements, We will also track and record student's academic progress through written testing, practical test outs and progress reports.

Teaching Assisting – 150 hours (150 Hours Observation/Demonstration)

Shadowing an Instructor daily in the classroom and practical setting and assisting in the administrative duties of an Instructor. Master Instructor students will begin to assess each basic student's learning curve, assist the instructor in providing guidance to specific areas that the student requires and summarize overall progress. Students will also engage in the development and use of testing instruments and handouts through academic advising of practical test outs and progress reports.

Practical Teaching – 250 hours (250 Hours Practical/Observed)

Serving as an Instructor with the full responsibilities of an Academy Instructor. Assess each basic student's learning curve, provide guidance to specific areas that the student requires and summarize overall progress. Students will give academic advising through test outs and progress reports, all practical teaching and testing by the student is under the supervision of an instructor ensuring that each student understands the development and use of testing instruments and handouts. Lesson plans will be turned in and graded monthly.

Grading Policy

In order to receive a Diploma of satisfactory course completion from The Academy of Hair Design, an average of 80% must be maintained on all written and practical exams. The Academy uses the following grading scale.

96% to 100% Excellent
90% to 95% Very Good

85% to 89% Exceeds Minimum Standards
80% to 84% Satisfactory
Below 80% Needs Improvement; Does Not Meet Standards

Written

Grading system is a percentage of the total questions per exam with an 80% of the total being a passing grade on a scale from 0 to 100%.

Practical

A ten (10) point grading system with each point representing 10% of the total grade on a scale from 0 to 100%.

Progress Reports

Students will be issued at least four (4) progress reports during the duration of the selected course as follows:

Basic Cosmetology 250, 750, 1050, 1300
Title IX Requirements 450, 900, 1200
Master Instructor 150, 450, 750
Title IX Instructor Requirements 450, 900, 1000

Graduation Requirements:

All courses of study are full-time enrollment, 35 hours per week for all students, each student is required to complete the minimum number of hours as outlined in the programs course description by the Enrollment Agreement Completion Date, to be eligible to receive documentation to register for the State Board Exam. To receive a Diploma, students must also have a passing written and practical grade of 80% or higher. If the minimum requirement of hours has not been achieved, the student will need to Re-Enroll for the additional training hours needed to complete the course. Upon successful completion of the course the student will receive a Diploma from the Academy, & after successful State Board Exam and subsequent licensing, the graduate then becomes a Licensed Cosmetologist or Master Instructor.

The Academy provides lists and referrals to employers in the area who are seeking or who have hired our graduates. However, the Academy does not guarantee the placement or employment of our graduates.

Students will receive their estimated graduation date when they are 100 hours away from graduation, 1400 hours completed for Basic Cosmetology and 900 hours completed for Master Instructor. It is important to note that this is a clock hour program, so this will just be an estimate, and is subject to change. It is important to maintain communication with the Admissions office if you must miss for any reason after receiving this estimated date and time. Remember, missing even just a few minutes can change your graduation time.

On Time Completion

Because we maintain such high standards for attendance, for the purpose of this metric, we define "normal time" and "on time" as having completed the program with at least 90% attendance or higher. At this time, "normal time" is also our minimum attendance requirements. **A student has 1605 SCHEDULED hours in their contract. If they have NOT completed 1500 ACTUAL hours they are an incomplete graduate. They are required to pay additional \$100.00 withdrawal fee plus additional \$100 registration fee and \$12.00 per hour for every hour they need to complete the program with 1500 hours.**

For our FULL TIME 35 hour week program, **1605** scheduled hours equals **230** days, or **46** weeks. 100% Attendance = 43weeks (1500hrs/ 35hrs a week = 43 weeks)
Maximum attendance = 46 weeks (or 3 additional weeks at 35 hrs a week)

- Students who fail to complete the program in the scheduled time, and must complete over-contract hours, will be moved to the back of the clinic floor to complete the program.

Make Up Work

The Academy of Hair Design seeks to not only prepare our students for achieving their professions licensure, AOHD is also committed to fully preparing them for success in the cosmetology industry. Part of this success hinges on their ability to fully commit. A student who has missed a test, will be allowed to makeup the test starting the next Tuesday. Tests may be retaken on Tuesday, Wednesdays, and Thursdays. We encourage you to make up tests as soon as possible, failure to do so may result in probation for grades.

Withdrawal

To officially withdraw from The Academy of Hair Design, the student must initiate the withdrawal process with the Administration Office by completing a Withdrawal Form, attending an exit interview, and making arrangements to satisfy any unpaid tuition & fees owed to the school. The tuition refund policy will apply to withdrawn students. Students with a balance following withdrawal must pay this balance before they can enroll in any other program mandated by the Oklahoma State Board of Cosmetology and Barbering.

Unofficial withdrawals will be made when a student has not attended fourteen (14) consecutive days of attendance. The student will be notified in writing. The last date of attendance will be used to calculate the Refund and R2T4 Calculations.

Student Tool Kit Refund Policy

Upon withdrawal or termination, all kit supplies will be returned to the Academy of Hair Design.

Institutional Progress Reports

Institutional progress is checked at 150hr, 300hr, 450hr, 600hr, 750hr, 900hr, 1050hr, 1200hr, 1350hr, and 1500hr scheduled clock hours. A student who is NOT maintaining at least a 90% attendance standard and 80% academics will be placed on institutional probationary status for 30 school days, individual details of which will be outlined by Admissions. Any student on institutional Probation who does not bring their attendance above 90% by the next month will be up for termination from our program, with an automatic right to appeal. This is an in-house probation and is separate from the Financial Aid Title IV SAP Policy.

Tuition and Fees

Students and/or Guardians are responsible for paying the total tuition of \$18,000 for Basic Cosmetology course and \$12,000 for Master Instructor or \$12.00 per clock hour and fees including the student kit of \$2,995.00 (required), \$100.00 non-refundable registration fee, as outlined below

The tuition of **\$21,095** (Fees and Kit) is required for the 43 week **1500 hour Basic Cosmetology Course**, as defined by the contract.

The tuition of **\$15,095** is required for the 29 week **1000 hour Master Instructor Program**, as defined by the contract.

Adjustments may be made to the price of the kit, depending upon your needs.

Tuition and fees are the responsibility of the student. All tuition payments are due on start date and then every 30 days thereafter until paid in full.

Finance charges will not apply. Payment will be accepted in the form of MasterCard, Visa, cashier's check, money order, personal check or cash. If the last payment due before graduation is received on or after the 4th day of the month the payment will only be accepted in the form of cash, money order or cashier's check.

A list of Books, Equipment and Supplies provided to the student as part of tuition are available from the

Academy Administrator. The items in the kit may be changed at any time, without notice to the student. Additional items for the kit may be purchased through the Academy or other outside sources, as long as it is an approved item by the Academy.

Other fees associated with the program: \$5 for The Oklahoma State Board of Cosmetology Student Registration Application Fee, \$15 for The Oklahoma State Board of Cosmetology Examination Fee. The Academy has made every effort to itemize the anticipated costs associated with the program. However, the Academy does not claim that the costs listed will be the only expenses incurred by the student. The Academy of Hair Design reserves the right to change tuition and fees for each course as needed.

VA beneficiaries are not penalized in any way as a result of a delayed VA payment.

REFUND POLICY – NOTICE OF CANCELLATION

If a student cancels the enrollment agreement not later than midnight of the third day after the date the agreement is signed by the student, excluding Saturdays, Sundays, and legal holidays, regardless of whether the student has actually started training, all monies will be refunded (not including the non-refundable registration fee). A student who requests cancellation more than three (3) days after signing an enrollment agreement will be refunded according to the chart outlined below, minus a \$100 withdrawal fee and other non-refundable fees, less the \$100 Registration Fee. The cancellation policy shall apply whether or not the student has started training. The cancellation notice must be submitted in writing and the date will be determined by postmark or by the date that notification was delivered in person.

Refunds are processed within thirty (30) calendar days of the date of written cancellation. Unofficial withdraws for clock hour students are determined by the school through monitoring clock hour attendance weekly.

Tuition is charged on a per hour basis. In the event the Academy cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, we will provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school. A student not accepted by the school shall be entitled to a refund of all monies. If a student withdraws from a course they must complete and submit the Student Request to Withdraw form, available through the Academy's Admissions office.

Requests must be submitted on or before the date of withdraw. Any student who is in non-attendance for fourteen (14) days and does not notify the Academy will be automatically withdrawn and the refund policy will apply. If a student on an approved leave of absence notifies the school that he or she will not be returning and the refund policy will apply. This policy also applies to students the Academy has terminated as outlined in the Grounds for Termination Policy in the catalog.

Refunds are provided according to the chart outlined minus a \$100 withdrawal fee and other non-refundable fees.

Should the Academy cancel a course before instruction has begun, a full refund of all monies paid will be returned.

Refunds are based on the actual hours, not scheduled hours. The refund will be calculated based on the student's last day of attendance.

Hours completed
to total length of course:

Amount of total tuition owed
to the school:

1 to 74.99	20%
75 to 149.99	30%
150 to 224.99	40%
225 to 374.99	45%
375 to 749.99	70%
750 to 1500	100%

Refunds will be processed within thirty (30) calendar days. All outstanding balances for, but not limited to, books, videos, supplies, and/or equipment must be paid. If not, the balance will be deducted from the refundable amount.

In the unforeseen event that the Academy should close or cease classes, the Administrative Office will submit the required documentation to the Oklahoma Board of Cosmetology for the student to transfer. The Pro-Rata Refund Policy will apply.

Title IV Eligibility

In order to determine eligibility for Title IV students must comply with the SAP Policy included in this Catalog. All programs are full time (35 minimum hours per week).

Students must be enrolled at least half time to receive assistance from the Federal Student Loan Programs. Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits and do not have property subject to judgment lien for a debt owed to the United States and are not liable for a grant of Federal Perkins Loan overpayment. Pell awards are prorated based on attendance.

The Academy does not provide Campus-based aid programs.

The Academy works with Title IV Federal Student Aid Programs, funding determinations are made directly through that agency.

The first thirty days are considered a trial period. Any student who withdraws within the first thirty days will not be entitled to Title IV funds. Loans and grants will be disbursed following the first thirty days.

Notice to the student that, should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or institution, if applicable .

Federal Title IV eligibility is as follows:

1. Student has verifiable Social Security Number
2. Be a citizen or national of the United States; or provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident; a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs.
3. Student has no previous Title IV student loan default.
4. Student has not exceeded annual or aggregate loan limits to date.

Students with a state or federal drug conviction for possession or sale of illegal drugs must meet the following requirements to be eligible for student aid. A student must resolve any drug conviction as outlined in 34 CRF 668.32: A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; the Academy will only confirm if receive conflicting information. A conviction that was reversed, set aside, or removed from the student's record, received when the student was a juvenile, unless he/she was tried as an adult, are not considered. All other convictions

for sale (includes convictions for conspiring to sell drugs and/or possession is subject to the following:

Offense	Possession of illegal drugs	Sale of illegal drugs
1st	1yr from date of conviction	2 yrs. from date of conviction
2nd	2yr from date of conviction	Indefinite period
3+	Indefinite period	

1. If both offenses apply the student will be ineligible for the longer period
2. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - a. Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - b. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
 - c. Be administered or recognized by federal, state or local government agency or court.
3. Be administered or recognized by federal, or state-licensed hospital, health clinic, or medical doctor.

Return of Federal Funds

This policy applies to all recipients of Federal Title IV Financial Aid Funds and is in addition to the Refund Policy, as students that are no longer attending the Institution may still owe funds to the school to cover unpaid tuition. Additionally, the school may attempt to collect any funds from a student that the school was required to return. The calculated amount is referred to as "Return of Title IV Funds" (R2T4) and does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's tuition. All students subject to this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The school has 45 days from the date the school determines the students withdrew to return all unearned funds for which it is responsible. The school will notify the student via a written notice of the amount of funds that must be returned. The school will advise the student and/or parent that they have 14 calendar days from the date the school sent the notification to accept a post- withdrawal disbursement. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds; the school will return any earned funds that the school is holding to the Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

Withdrawal after 60%

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The school will still perform a R2T4 to determine the amount of aid that the student has earned.

Calculating Return to Title IV

Title IV funds are earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. The school is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. The withdrawal date is always the last date of academic attendance as determined by the Academy of Hair Design

from its attendance records. The last day of attendance is determined by Guest Vision software schedule of hours.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized FFELP loans, Subsidized FFELP loans, Unsubsidized Direct Loans, Subsidized Direct Loans, Federal PLUS loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV aid earned by the student by taking the hours scheduled to complete in the payment period, divided by the total hours in the payment period (excluding breaks of 5 days or more AND days the student was on an approved LOA)

$$210 \text{ (scheduled hours)} = 46.6\% \text{ (\% of payment period)} \quad 450 \text{ (total hours)}$$

2. Calculate the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.

$$46.6\% \times \$2,805 = \$1,307.13 \text{ (Amount of aid earned by student)}$$

3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

Post Withdrawal Disbursement

If a student has not received all of the funds that are earned, a post-withdrawal disbursement may take place. If the post-withdrawal disbursement includes loan funds, a student's permission will be required before disbursement. The school encourages a recipient to decline some or all of the loan funds to avoid incurring additional debt. The school may automatically use all or a portion of the student's Post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees.

When the school is not required to return all of the excess funds, the borrower must return the remaining amount in accordance with the terms of the promissory note.

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. Students must make arrangements with the school or the Department of Education to return the unearned grant funds.

Earned AID

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS loans
- Federal Pell Grants

The Academy of Hair Design Institute's responsibilities in regard to the return of Title IV funds follow:

- Providing students with the information given in this policy
- Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students
- Returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- A student may rescind his or her official notification of intent to withdraw on the Withdrawal Form

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at:

1-800-4-FEDAID (1-800-433-3243)

TTY users may call:

1-800-730-8913

Information is also available on Student Aid on the Web at www.studentaid.ed.gov

Student Account Collection Policy

Students who leave the school owing a balance must contact the business office within 30 days of their departure to make payment arrangements for the debt owed to the school. The student's transcripts will not be released until their financial obligation has been fulfilled. The school has no responsibility for any personal property (including but not limited to; Kit, and/ or books) left on school premises for longer than 30 days following a withdrawal after 30 days any unclaimed personal property will be disposed of, the school will not accept responsibility for these items. The business Office will send monthly invoices to the student for the balance owed. The business office will work with the student to arrange a monthly payment arrangement plan in order to resolve an account balance. It is important for anyone owing a balance to keep the business office informed of any changes in address, telephone number, etc. If there is no response from the former student, the school may find it necessary to send the unpaid fees to a collection agency, American Recovery Service Inc. If an account is assigned to an outside collection agency, the student loses the opportunity to deal with the school directly. The student will be responsible to pay any reasonable collection fees and/or legal fees associated with said collections of the amount owed to The Academy of Hair Design. Also, once assigned to an outside collection agency, the account will be reported to a national credit bureau as a past due debt.

Satisfactory Academic Progress (SAP) Policy

All new students are considered to be making SAP until the next scheduled evaluation.

Qualitative Requirement

The school expects all of its students enrolled in a program of 600 clock hours or more to maintain SAP as outlined below.

1. SAP is evaluated at the following evaluation period

Basic Cosmetology		Master Instructor	
450 clock hours	13 weeks	450 clock hours	13 weeks
900 clock hours	26 weeks	900 clock hours	26 weeks
1200 clock hours	35 weeks	1000 clock hours	29 weeks
1500 clock hours	43 weeks		

A minimum grade of 80% is required to maintain satisfactory progress. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 80% and pass a final written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better. If the performance does not meet satisfactory requirements it is not counted and the performance must be repeated. Numerical grades are given on the following scale:

- . 96% to 100% Excellent
- . 90% to 95% Very Good
- . 85% to 89% Exceeds Minimum Standards
- . 80% to 84% Satisfactory
- . Below 80% Needs Improvement; Does Not Meet Standards

2. Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance scheduled in order to be considered maintaining.

3. Satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The student is notified whether or not he/she is meeting or not meeting SAP during the evaluation period they are given their SAP results and they are able to request a progress report at any time. If the student is not meeting SAP they must sign the report indicating they are not meeting SAP for proof of notification of Unsatisfactory SAP report. 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 80% cumulative attendance since the beginning of the course which indicated that, given the same attendance rate, the student will graduate within the maximum time allowed.
4. Complete the course within a maximum time frame agreed to in the Enrollment Agreement.
5. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be meeting SAP until the next progress reporting period.

Quantitative Requirement

Students who exceed the Maximum timeframe of 150% will convert to cash pay.

Course	ACADEMIC WEEKS	MAXIMUM
Master Instructor 1000 Hours	29 weeks	44 weeks
Basic Cosmetology 1500 Hours	43 weeks	65 weeks

Losing and Regaining Eligibility

Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will receive a warning until the following evaluation period. Students will be considered to be making SAP progress and remain eligible to receive aid during this warning period. If the institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous determination prior to being placed on probation; and the student prevails upon appeal of a negative progress determination prior to being placed on probation; and the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or the institution develops an academic progress requirements by a specific point within the maximum timeframe established for the individual student. A student who does not achieve the minimum standards is no longer eligible for Title IV funds, if applicable. Unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status probation.

Reinstatement of Aid

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid. A student may be paid Pell Grant funds for the actual hours remaining in which he/she resumes satisfactory academic progress. For Stafford and Plus loans, he/she will regain eligibility for the entire payment period, upon meeting SAP standards.

Appeal

If a student is determined to be making unsatisfactory academic progress, the student may appeal the determination. 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. Reason must be an extenuating circumstance, such as death of a relative, an injury, or illness of the student, or other allowable special circumstances (please note that simply not making SAP is not a valid excuse for an appeal) and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. A student who does not achieve the minimum standards is no longer eligible for Title IV funds, if applicable.

Noncredit and Remedial Courses

Noncredit and remedial course do not apply to the institution. Therefore, these items have no effect

upon the school's satisfactory progress standards.

Success Rates

Graduation Rate: 88%
Licensure Rate: 93%
Placement Rate: 90%

Access to Student Information and Records

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records.

At the Academy, FERPA rights apply to a student and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the institution, regardless of the person's age. Under FERPA, a **student or Guardian** has the right to

- inspect and review his or her educational records
- request to amend his or her educational records
- have some control over the disclosure of information from his or her educational records

The directory information made available by The Academy is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location
- Course
- Dates of Attendance
- Degrees & Awards received
- Most recent previous educational institution attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the Academy asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting an Academy Administrator and filing a request to be excluded from the directory or from any other requests for open directory information. A request to access information will be required for each release request.

According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record means any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker are used only as a personal memory aid and are not accessible or reviewed by any other person, except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists. Employment records, provided that employment is not contingent upon being a student.
- Law enforcement records.
- Records collected about an individual after the individual is no longer a student at The Academy of Hair Design.

The Academy will disclose information from a student's education record, without the written consent of the student, to appropriate Academy staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal,

and accrediting agencies as required.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, the Academy shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by students in the presence of an Academy Administrative Staff Member. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the Academy Administration.

It is the policy of the Academy that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the Academy will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of the Academy that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin. If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605.

Additional information is available at www.ed.gov/policy/gen/guid/fpco

Parent Rights Under the Family Educational Rights and Privacy Act (FERPA) At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it, unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission for their parents' access to their educational record by completing the Non-Directory Information Release Form and remitting it to the Academy.

In emergency or crisis situations, the Academy may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

Student Support Services

The Academy does not provide housing, meals, financial assistance or professional counseling; however the Academy Administration will do their best to assist where we can. In the event a student experiences a situation that is beyond the expertise of the Academy's staff, the Academy will provide assistance in locating the appropriate professional agency.

Career Opportunities

Welcome to the world of cosmetology! As you begin, you may not know whether you prefer working with hair,

skin, or nails. Enter the classroom with an open mind as you begin your program of study. The following vocations are options you may want to consider upon graduation.

Occupational Title	Employment	Entry Level	Median	Experienced
Manicurists & Pedicurists	86,900	\$15,448.00	\$26,400.00	\$47,208.00
Hairdressers, Hairstylists, & Cosmetologists	351,960	\$16,523.00	\$25,832.00	\$53,730.00

COSMETOLOGY

Professional Stylist Skin Care Specialist Makeup Technician Nail Technician Platform Artist Product Representative Salon Owner or Manager Specialist State Board Member/Examiner

ESTHETICS

Skin Care Specialist Makeup Technician Product Representative Salon Owner Salon Manager Platform Artist Theatrical Makeup Artist Aromatherapist

NAIL TECHNOLOGY

Nail Care Specialist Synthetic Nail Technician Nail Salon Manager Nail Salon Owner Platform Artist Product Representative Retail

INSTRUCTOR

Private School Instructor Public School Instructor Product Representative Director of Education School Administrator Platform Artist Board Member/Examiner School Owner/Manager Education Consultant

Cosmetologists and other personal appearance workers receive income from a variety of sources. They may receive commissions based on the price of the service or a salary based on number of hours worked. All receive tips, and many receive commissions on products they sell. In addition, some salons pay bonuses to employees who bring in new business.

Physical Demands of the Profession

While performing the duties as a Cosmetologist you will be required to regularly use all five senses. Cosmetologists are occasionally required to stand, walk, stoop, kneel, or crouch. A Cosmetologist must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Safety Requirements for the Profession

Every precaution shall be taken to prevent infection by sanitizing all cosmetology tools. All combs, brushes and other instruments, after being used, shall be sanitized as follows:

1. Hair and other soil shall be cleaned from brushes and combs.
2. Implements and other articles shall be washed in warm water and detergent.
3. Articles shall be rinsed thoroughly in plain water.
4. Articles shall be sanitized in wet sanitizer with EPA registered liquid sanitizing solution.
5. Articles shall be dried and placed in dry sanitizer without fumes.
6. Work/styling station and shampoo area shall be maintained in a neat and orderly manner at all times. Instruments, which have been used, shall not be placed on work station or on the floor. Loose/cut hair must be removed from styling/work station/chair and floor immediately after patron service is complete.
7. Walking through the school as opposed to running.
8. Aisles and work areas must be clear from clutter and obstruction.
9. Avoid lifting heavy objects by yourself; seek assistance from another person
10. Report anything that would cause an injury or place someone in a dangerous situation, such as chipped glass, broken equipment, sharp or rough edges, electrical problems or water seepage or spills.
11. Immediately report any incident that results in an injury or threatened safety.
12. Report any situation which may be suspicious or out of the ordinary.

Dress Code

The uniform dress code shall meet or exceed the Oklahoma State Board of Cosmetology rule requirements as pertaining to professional uniform and safe and sanitary training practices. We are in a fashion and image consulting business. Look great. Be authentic. Your hair, make-up and clothes send a message to the guests that you serve. Remember, you have chosen to be in the beauty industry and must look the part.

- All clothing must be SOLID BLACK (no patterns) clean, pressed and not faded, stained, or torn (including aprons).
- Low-cut, low-rise, and short attire prohibited (no crop tops).
- No more than 3 piercings can be visible on the facial area.
- No sunglasses or any eye wear with colored lenses
- Hair must be clean and styled appropriately upon arriving to school. If hair is worn in ponytail or an up-do, braid, or bun it must look like effort was made when styling it.
- Makeup must be appropriately applied prior to arriving at school (at minimum must have base powder, bronzer or foundation, mascara and lips).
- Fashionable hats are allowed, ABSOLUTELY NO beanies or baseball caps.
- Hoodies, sweatshirts, jackets/coats, & gloves/mittens are not to be worn in the classroom or the salon area/clinic floor. These items are to be kept in your locker or locked in your station.
 - If you get cold, you may wear solid black jackets **without a hood**, or solid black cardigans.
- No under garments or armpits showing.
- No athletic/sport wear or biker shorts. **NO LOGOS LARGER THAN A QUARTER**
- No Graphic tees, Screen-print t-shirts are not allowed unless they are Academy of Hair Design shirts.
- Nothing too casual **No sweat pants**; dress like you are going to work in a trendy salon.

Aprons: Academy apron must be clean, wrinkle free, and worn at all times. If you cannot locate your apron in 2 school days, the student must purchase a replacement. (\$25) (Aprons must be tied)

Footwear: Colored footwear may be worn. Opened-toed or high healed shoes are NOT allowed. Footwear must be clean and professional. Athletic tennis shoes are allowed but must be clean. Fashion tennis shoes (ex. Chucks, Converse, Sperry's, Keds, Vans, Toms etc.) are allowed, they must be clean and have no holes.

Name Tags: Name Tags (provided by Academy of Hair Design) must be worn at all times. If the student is unable to locate the permanent name tag **within two school days**, they must purchase another name badge for \$10.00 prior to clocking in.

***on Wednesdays and Saturdays, the students may wear blue jeans with rips in them, however, the rips may not be above mid-thigh.**

Dress code for Guest Artist and / or Salon owners

Treat this as if it's an interview, this could be your future employers so it's extra important to put your best foot forward.

- Low-cut, low-rise, and short attire prohibited.
- All clothing must be clean, pressed and not faded, stained, or torn
- Hair must be clean and styled appropriately upon school arrival (no ponytails).
- Make-up must be appropriately applied prior to school arrival (eyes, lips and cheeks.)
- No hats or head covers are allowed.
- Hoodies, sweatshirts, jackets/coats, scarves, gloves, or hats are prohibited in the classroom or the salon area/clinic floor. These items are to be kept in your locker. (**This includes AOHD shirts, they are not allowed on these days.**)
- No under garments showing.
- No **ATHLETIC** tennis shoes allowed during these days
- Above the waist attire: Clothing must be solid black. Shoulders must be covered.
- Below the waist attire: Solid Black slacks, or capris, **NO SHORTS OR SKIRTS ARE ALLOWED**
- Footwear: Colored footwear may be worn, no tennis shoes, Open-toed shoes are not allowed.
- Footwear must be clean, polished and professional.
- Accessories: Jewelry and headbands may be different colors

Student Conduct

The Academy of Hair Design wants to prepare students for success. To establish a path of success, there are particular guidelines, in which to adhere, or the student may not benefit from the program as intended. Proper student conduct is important for the culture of the school, as it is our desire to lead everyone to a successful career path. The Academy of Hair Design complies with all local, state, and federal laws that apply. Corrective action (see section of Levels of Corrective Action beginning on page 9) will be taken for any violation of the policies listed within this catalog. Students may be terminated for lack of attendance, failure to adhere to school regulations and rules, violation of the DRUG, ALCOHOL policy, and/ or not maintaining Satisfactory Progress.

STANDARDS OF CONDUCT

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all Students. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance your potential for success. However, violation of any of the standards could result in probation, suspension, or dismissal. All Students agree to:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.

2. Hair and makeup should be done BEFORE clocking in, if you must style your hair or fix your makeup upon arrival, you may not clock in until you are ready. If this causes you to clock in after 9:00 a.m., this will result in a Tardy.
3. Arrive for all classes on time. A Student is considered late if clocking in after 9:00 a.m. if the student arrives after 9:30 a.m. they will be sent home for the day.
 - Excessive tardiness could result in suspension.
4. Complete all assigned theory, practical, clinic assignments or tests in the designated time frames. It is the Student's responsibility to contact the Instructor regarding makeup exams. See the office staff for test retake guidelines.
5. Do NOT leave your guest at the front desk alone, you are to wait with your guest until they have checked out, unless approved by a staff member
6. Notify Admissions at least 30 minutes before scheduled arrival of absenteeism or late arrival so that proper arrangements can be made to service clients that may be scheduled.
7. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others. All students must clock out when leaving The Academy of Hair Design for any reason (including breaks and lunches).
8. Obtain permission from a staff member to leave the facility for any reason other than lunch time and closing.
 - Always clock out when leaving the facility.
9. Comply with the published dress code policy and practice proper hygiene and grooming at all times. **Students not in compliance with dress code and grooming standards will be sent home for the day.**
10. DO NOT smoke, chew gum, eat or drink except in the designated areas. Smoking is allowed only outside the back door cigarette butts must be disposed of in the container provided.
11. No food or drink is allowed on the clinic floor or in the classroom, **NO EXCEPTIONS**
12. Comply with scheduled lunch breaks. Lunch is to be taken between 11:30-2:30PM. The time for the lunch break will depend on the classes scheduled and the student salon floor services that are assigned. As a consideration to fellow students, clients, and instructors, please notify the school if you are not returning from lunch.
13. NOT perform any services on clients until student has successfully completed the Basics portion of the program
14. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
15. Follow all state laws and regulations at all times during school.
16. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all Students to follow Sanitation rules and practices at all times.
17. Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
18. Be fair, honest, and never steal; refrain from the willful destruction of property.
19. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a Student Salon/Spa service.
20. Be involved in curriculum related activities at all times when clocked in. Excessive time in the Student Lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
21. Students may have their mobile phones, smart phones, and tablets in the classroom and on the salon floor but they must be placed on "silent at all times. If a call/text must be taken the student must exit the room or the salon floor. If the approved electronic device becomes a disruption to class or interferes with student's participation, the instructor will intervene. Mobile phones can only be used on the salon floor/spa to take before and after pictures.
 - There is absolutely **NO facetime or speakerphone** permitted on the premises
 - No headphones allowed on the clinic floor or in the classroom
22. Park only in the designated areas for Student parking. Front row parking is ALWAYS reserved for client use. The school does NOT provide parking for its Students.
23. Keep all client analysis and service records up to date and confidential.
24. All personal items (purses, backpacks, etc.) are to be kept in the assigned locker. The Academy of Hair Design is not responsible for lost or stolen items.
25. Students may not, under any circumstances, bring their children to school.
26. Service tips may be accepted but not solicited from guests.
27. Students must follow a corrective action plan if they are placed on one.
28. Avoid making statements using social media (Facebook, Instagram, Snapchat, Twitter, etc.) that could violate any of The Academy of Hair Design's policies, including discrimination, harassment, or obscene material. Any defamatory statements about The Academy of Hair Design or its students, instructors, or employees could result in disciplinary action or termination.
29. Use of drugs and/or alcohol by staff or students on its property or as part of any of its activities is strictly prohibited. For more details see the Drug Abuse Prevention section of the student catalog
30. You must have all supplies ready, iPads are for school use, and must be charged for class each day, **you may not use your personal phones during class.**
31. **Students must have a pass when leaving the building for a break, this means outside or in the Mall.**

Failure to follow these standards of conduct will result in corrective action.

Non-Smoking Policy

A smoke-free environment is provided for all students and staff. Students may smoke outside, in a designated area **only during approved breaks**. Students may not congregate or loiter in front of the school or adjacent to surrounding businesses at any time. Students must check in and out with the front desk when taking a smoke break.

Student Services

At The Academy of Hair Design, we like all of our students to look the part of a professional. We encourage everyone to get services! Please follow the criteria when you are going to receive student services.

- Students are permitted to receive chemical services one day per six weeks.
- Students should refrain from getting their hair washed at school, as they should always arrive to school with clean fresh hair for the day. In the event that styling is an assignment on your daily assignments, you may use another student **UPON INSTRUCTOR APPROVAL**
- All haircuts, shampoos, styles, and waxes are FREE. All other services are 60% off the ticket price.
- When purchasing any hair care product, you will receive 50% off.
- Due to demand in the beauty industry, there will be no student services given on Fridays or Saturdays. (Clients always come first! If a student is needed to perform a service their student service may need to be rescheduled.)
- A student must be 80% satisfactory in all classes and attendance.
- Students who are in basics will not be eligible for student services until they have completed the basics portion of the program.
- Students must be maintaining a satisfactory SAP status to receive services.

Complaint and Grievances

Should a student have a complaint, the complaint needs to be reported in a written statement and submitted to the Director of Admissions. Upon receipt, the complaint will be discussed with the administrative staff and a response will be provided within 5 (five) working days.

The school is accredited by the National Accrediting Commission for Cosmetology Arts and Sciences. If a student does believe that their complaint has been adequately addressed, they may contact NACCAS, in a written format, to NACCAS: 3015 Calvin St., Alexandria, VA 22314, (703) 600-7600. The Academy is also licensed by the Oklahoma State Board of Cosmetology, their contact information is, The Oklahoma State Board of Cosmetology: 2401 NW 23rd St. Suite 84, Oklahoma City, OK 73107, (405) 521-2441.

Receptionist Desk

Students are not permitted behind the receptionist desk at any time. In addition, congregating around the front desk is not allowed. The receptionists are working hard to make appointments and service clients to assist you in your education. Your help is greatly appreciated by greeting clients in a timely manner, assisting them in making product purchases and checking out. If you are checking your client out, we ask that you please keep your client company until they leave the building.

Client Services

As a learning establishment, students are required to perform practical applications. Refusing to service a client or any action not consistent with the operating procedures of The Academy of Hair Design will result in corrective action. All services performed on a client should begin with a consultation with an instructor. All clients should be greeted in a timely manner and assisted both in making product purchases and checking out. Refusal of a client will result in a violation and you will be sent home for the day.

School Probation

A student will be placed on probation for 30 – 60 days after dropping below 90% attendance, or 80% academics. If on probation for attendance student will be required to arrive at school 30 minutes early, work through lunch, and have all absences approved through admissions. At the end of their probation if the student isn't at required standard they will be up for termination from the program. Student services are not allowed during this time.

Lockers and Workstations

Students are responsible for all of their belongings. Personal belongings and professional tools and supplies must be stored at the Academy in a designated locker or station. All student stations have a designated lock and key, students must provide locks for their personal lockers. If a student leaves a program by transfer, withdrawal, or extended LOA, they are required to take all of their personal belongings with them. Items left in locker and/ or workstation will be disposed of after 5 school days in order to provide space for other incoming students. AOHD is not responsible for lost,

Missing, or stolen items.

Station keys will be provided to each student, when assigned a work station. Keys must be turned in prior to changing stations, failure to turn in key in working condition will result a \$50 lost key fee.

Gratuities

Students may receive tips from clients, however, please do not solicit tips from the clients. It is strictly the client's prerogative to leave a tip and should not be expected.

Receiving a tip is a compliment to a student; however, a client may have reasons, whether economical, personal, or otherwise for not offering a tip.

Textbook Information

Milady's Cosmetology

ISBN-13: 9781305632028

List Price- \$297

Milady's Master Educator

List Price- \$297

Federal Consumer Information Addendum

All the requirements, counseling, assistance and documents referred to in this section and within the catalog may be obtained by request to the Director of Financial Aid, and/or the Director of Admissions during regular daytime business hours Tuesday thru Saturday from 9:00 AM. – 5:30 PM.

A current year FAFSA (Free Application for Federal Student Aid) is required to be completed prior to a determination of eligibility for all Title IV funds. Directions to complete this application, an MPN (Master Promissory Note), and Entrance Counseling are located on the "Directions to Apply for Federal Student Aid", the US Department of Education's annual publication of "Funding Education Beyond High School: The Guide to Federal Student Aid" and Direct Loan Basics for Students" available from the Admissions Office and/or Financial Aid Office; or:

FAFSA Information Center1-800-433-3243 FAFSA website

.....www.studentaid.ed.gov

The school currently participates in the Pell Grant, Stafford Direct Loan and Parent PLUS Direct Loan programs. The school does not coordinate but will certify veterans, state, local government and private funding sources.

Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation:

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility Non-Need Based

Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation: COA - EFA (Expected Financial

Assistance/all other aid) = Non-Need Eligibility

COA = Budget – each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget.

The COA includes the following items:

Tuition & Fees, Room and Board, Transportation, Misc/Personal, Kit/Supplies and Other items such as special circumstances or expenses related to disabilities.

All students have the following rights and responsibilities: The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; its instructional, laboratory, its physical facilities, and its faculty.
- About the cost of attending and the institutions policies concerning refunds
- Return to Title IV (R2T4) to students who withdraw.
- What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.
- About the procedures and deadlines for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start

repaying.

- Deferral of repayment or forbearance for certain defined periods, if you qualify and if you request deferral or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed. How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP.
- How failing to maintain SAP affects your Title IV eligibility.
- What special facilities and services are available to students with disabilities and how to request a reasonable accommodation.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent you from receiving aid timely.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign. Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferral or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the school to determine the net balance of your account with the school, as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the
- enrollment contract you will be asked to sign. Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student resulting in funds being awarded that a student was ineligible to receive, either advanced to you or credited to your school account.

Private Education/Institutional Loans are provided only after a student has demonstrated need and exhausted all Federal Student Aid eligibility. A Private Education Loan Application Self-Certification must be completed before funds will be certified. The school does not employ any students who are currently receiving financial aid and are attending the school programs. All students who borrow a Stafford Loan while attending the school must complete Direct Loan Entrance Counseling before funds will be certified.

Exit Counseling must be completed by all students who are graduating or withdrawing from school. If a student is unavailable to complete the Exit Counseling at the school, a Direct Loan Exit Counseling Guide will be mailed to them for completion. Counseling may be provided in person (individually or in groups), using audiovisual Materials, US Department of Education Publications, and /or online. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating, or ceasing at least half-time enrollment.

Due to a class size of under 50 students at a time, we do not release the gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants; doing so would lead to individually identifiable student recipients and violate their right to privacy.

NSLDS (National Student Loan Data System) is available at www.nsls.ed.gov where borrower's loan history can be reviewed. Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by schools and the Department of Education and may not always have the most current information available.

The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed at 1-877-557-2575.

The Annual Cleary Crime Report is published annually before October 1st annually online at: www.academyofhairdesignok.com. The school and the Federal Government want to encourage all American Citizens to register to vote when it comes to an election day. You can register to vote in the State of Oklahoma at: http://www.ok.gov/elections/Voter_Registration/.

We celebrate Constitution Day on or near September 17 of each year as required [http:// www.constitutionday.com](http://www.constitutionday.com)

COPYRIGHT & COMPUTER USE POLICY

The School supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The School requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the college supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and

reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553)

ADMINISTRATIVE RULE:

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and students who make use of materials created by entities other than themselves. This includes, but is not limited to, materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for school publication.
3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.
4. The School considers the educational environment to consist of traditional on- campus instruction.
5. Staff and students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system is prohibited.
7. The only software programs, other than students' projects, to be used on systems in the school are those products for which the school owns a valid license or the school may legally use. Copying the school's software from the computer system is considered theft and is a serious offense. Copying or modifying school software and/or borrowing software from the labs is not permitted. If you have a question, please see the system administrator.
8. In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of United States Code, the school shall have a Designated Agent "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for the School will be the Administrative Director.

Fair Use:

Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. **The purpose and character of the use**, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. **The nature of the copyrighted work**;
3. **The amount and substantiality of the portion used** in relation to the copyrighted work as a whole; and
4. **The effect of the use upon the potential market** for or value of the copyrighted work.

The School encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application school constituents and the school avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" according to Sections 107 and 504c of United States Code title 17.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq

School Disciplinary Actions

Disciplinary action may be taken in the event that the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

Internet Guidelines

Internet access is now available to students and staff. The goal in providing this service to instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The school's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and instructors and staff may have access to:

- Electronic mail
- Information and news
- Opportunity to research
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The School firmly believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the School.

Privileges

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The School may request the system administrator to deny, revoke, or suspend specific user accounts.

USERS' OBLIGATIONS

- Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.
- School related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited, to copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Playing games on the school's computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the system administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your
- own or any other computing accounts.

NETIQUETTE

Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.
- Do not use the network in a way that you disrupt the use of the network by others.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a system administrator will result in cancellation or user privileges. Specifics regarding our cyber security policy may be on our website www.academyofhairdesignok.com.

EMERGENCY RESPONSE

Each student must learn exit routes from AOHD including back exits. Listen for announcements and information from mall personnel. If an event is obvious or communication is not possible, take the appropriate action whether it be shelter or evacuation. Additional details may be listed on our website. www.academyofhairdesignok.com.

VANDALISM

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator or system administrator.

ACCOUNTS AND ACCOUNT PASSWORDS

You may be required from time to time to update your user account. This may require changing your password or deleting some of your files

Do not use another individual's account. **DO NOT REVEAL YOUR PASSWORD TO ANYONE.**
Attempts to log into the network as system administrator will result in immediate cancellation of user privileges.

Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network. You must maintain secure passwords to your account. You must follow all directions of the System Administrator with respect to security of passwords and take reasonable precautions against unauthorized access.
You may not set up an account for another user

You may not make any attempts to find out the password of a service for which you have not been authorized, including accounts set up for other users.

True and Correct Statement

The information contained in this Catalog and its supplements is true and correct as of publication

The Academy of Hair Design Campus Security, Drug, Alcohol and Sexual Assault Policies

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to annually disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following report reflects this institution's crime statistics for the period between: 1/1/2020 – 12/31/2022.

Students will be notified annually of any changes to this report, and the most recent copy will be made available on the school's website, and copies will be available in the office for current students. This report is also contained in our most recent Student Handbook, and each student is required to complete orientation, which includes reviewing the campus safety and security report and statistics.

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to local law enforcement or other emergency response agencies by dialing (911). Mall Security (located in the mall, downstairs above the food court on the west side) 405-755-6007 and the School Director 405-842-2031 should also be notified.

All students and employees are required to report any crime or emergency to a staff member promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing a staff member with or without a signature who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency or by calling (911) if appropriate. An "Incident Report" should be completed by a staff member for any instance of crime or emergency within the physical walls of the Quail Springs Mall and parking lot, and posted within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, Information regarding any crimes committed on the campus will be available cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request, in compliance with federal government regulations for a drug-free workplace for students and employees. Any student caught in possession, use, or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Students convicted for any offense, during a period enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

Students will have access to the campus facilities during the following times:

Tuesday – Saturday

8:30 AM – 4:30 PM

During these times, staff members will be present, including instructors and administrators. Outside of normal business hours, if a student needs to report a crime, or safety concern at the mall, they are encouraged to contact Mall Security or dial (911).

Current policies concerning campus law enforcement are as follows:

- a. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- b. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911).
- c. Individual discretion must be used, as undue risk should not be taken as when to call Mall Security.
- d. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following rules are designed for the prevention of crimes on campus.

- a. Do not leave personal property in classrooms

- b. Report any suspicious persons to your institutional official.
- c. Always try to walk in groups outside the school premises.
- d. If you are waiting for a ride, wait within sight of other people
- e. Emergency procedures are outlined in the catalog and are covered on the first day of class.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution or underage use of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or

expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following information is provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

Health Risks

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems. Steroids can cause sterility in males and females, as well as impotency in males.

Barbiturates/Depressants (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. It may result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure. **Cannabis** (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. It may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer.

Combined with alcohol, marijuana can produce a dangerous multiplied effect. Narcotics (heroin, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes

to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Oklahoma Drug Charges and Drug Trafficking Laws Simple Possession Charges

There are basically five (5) different drug charges, aside from drug trafficking, currently in effect as statutes in Oklahoma. There are several factors that could lead to a conviction of these drug charges to be considered either a felony or a misdemeanor, and the difference between these two (2) classifications is critically important. A felony conviction can result in a term in prison up to a defendant's natural life, while a misdemeanor conviction cannot carry a term of incarceration longer than one (1) year in Oklahoma.

Unlawful Possession of Marijuana

Unlawful possession of marijuana can be classified as either a felony or a misdemeanor, depending on the defendant's prior record of possession. Generally, a defendant will be charged with possession if he or she is found to possess an amount of marijuana that's small enough to be considered for 'personal use.' Usually, a defendant will face a misdemeanor charge and up to one (1) year in prison for a first offense and between two (2) and ten (10) years for each subsequent offense.

Possession of Controlled Dangerous Substance

There are schedules in Oklahoma that define a 'controlled dangerous substance,' and if a defendant is found to be in possession of such contraband, he or she could be charged with a felony or a misdemeanor depending on the amounts involved. A defendant could also be found to have 'actual' possession or 'constructive' possession, which means that the defendant had control over the substance even if it wasn't on his person.

Possession of a Controlled Drug

Possession of a controlled drug can also be classified as either a felony or a misdemeanor, and the length of prison terms will depend on the number of prior convictions. For a first offense, a defendant can face between two (2) and ten (10) years in prison, and for a second offense, he or she will face between four (4) and twenty (20) years in prison.

Possession of Paraphernalia

A defendant faces a misdemeanor charge if he or she is charged with possession of paraphernalia. Paraphernalia refers to any object, tool or device that's used to effectuate drug use or drug cultivation, and a misdemeanor is punishable by up to one (1) year of incarceration. Possession with Intent to Distribute

This is a statute that carries heavy prison terms upon conviction, and basically, any defendant found to be in possession of a controlled substance with too much volume on hand to be reasonably possible for personal use or who is found with any materials, including scales, bags, packaging supplies and the like will probably face this charge. This offense is a felony and can carry a heavy prison term.

Drug Trafficking

In Oklahoma, there is an entire law dedicated to this offense, and it is known as the Trafficking in Illegal Drugs Act. This act proffers stiff penalties for those who are convicted under the provisions of this statute, and the law lays out several different substances to be considered as drugs and punishments that are to be handed down upon conviction of drug trafficking.

Basically, a convicted defendant will face a prison term commensurate with sentencing guidelines, and these guidelines are at least partially defined by the amount, or volume of a controlled substance or substances found in the possession or control of a defendant, regardless of actual amount. Generally, a conviction for drug trafficking in Oklahoma will almost surely carry a significant prison term.

Federal Law

OFFENSE

MINIMUM PUNISHMENT

MAXIMUM PUNISHMENT

Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to five (5) years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to one (1) year, and a fine of \$1,000.	Imprisonment for not more than twenty (20) years or not less than five (5) years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to fifteen (15) years and a fine not to exceed \$250,000.

Referral and Hotline Information:

The school does not offer professional counseling services but offers the following recourse information:

National Drug and Alcohol Treatment Service (M-F, 8:30 AM - 4:30 PM) 1- 800-662-HELP

National Alcohol & Drug Abuse Helpline 1-800-234-0420 Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)

Anti-Harassment and Discrimination Policy (for students and employees)

The Academy of Hair Design (AOHD) is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training. This training will occur during New Student Orientation class and at each New Hire Orientation. The school will offer free in-house education and prevention from the local police department or other certified trainer at least annually. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, ethnic origin, genetic information or any other basis protected by the federal, state or local law.

The Academy of Hair Design's anti-harassment policy applies to all persons involved in the operation of AOHD, and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, AOHD will take appropriate corrective action.

Like racial, religious, or ethnic intimidation, sexual harassment in an educational environment creates a psychologically-harmful atmosphere. Failure to comply with these policies will result in dismissal, termination, and/or prosecution. Conduct that violates these standards is handled by the President. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault.

Definitions

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Stalking is defined as harassing or persecuting someone with unwelcome and obsessive attention

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity and includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication). Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment.
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Academy of Hair Design social platforms will be used to showcase the work and artistry of our students. We will not post about anything political, religious or inflammatory. We will be respecting our culture of unity where there is no room for bigotry, prejudice, misogyny, or hatred in our company or on our associated social media feeds. Students are allowed to associate themselves with the company when posting but they must clearly brand their online posts as personal and purely their own. Employees should also refrain from attire, imaging or promotional materials worn or posted in the school that violates these boundaries. The company should not be held liable for any repercussions the

students content may generate.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator (AOHD Director) as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors and Instructors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator (AOHD Director). The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaint.

The Academy of Hair Design Title IX Coordinator:
Sara Cox, Admissions Director

Michelle Gondry-Ortiz, Master Instructor

Lyndsie Vestering, Master Instructor

2501 W Memorial #229
Oklahoma City, OK 73134
(405) 842-2031
contact@academyofhairdesignok.com

The Academy of Hair Design / Employee Title IX Coordinator:
Jean Ann Duncan, Director 2501 W
Memorial #229
Oklahoma City, OK 73134
(405) 842-2031
contact@academyofhairdesignok.com

The Academy of Hair Design ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the AOHD's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the School's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Investigation of Complaints

In response to all complaints, The Academy of Hair Design promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. AOHD shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, AOHD will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning AOHD will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, AOHD will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If AOHD determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and AOHD will take steps to prevent the recurrence

of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with AOHD's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Retaliation Prohibited

The Academy of Hair Design will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator (AOHD Director).

Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The Academy of Hair Design will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The School reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator (AOHD Director) with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at:

<http://www.hhs.gov/ocr/>.

Sexual Assault

A person commits an offense if the person:

1. Intentionally or knowingly:
 - a. Causes the penetration of the anus or sexual organ of another person by any means without that person's consent;
 - b. Causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
 - c. Causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
2. Intentionally or knowingly:
 - a. Causes the penetration of the anus or sexual organ of a child by any means;
 - b. Causes the penetration of the mouth of a child by the sexual organ of the actor;
 - c. Causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
 - d. Causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
 - e. Causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

Sexual assault under Stat. Tit. 21, § 1111 is without the consent of the other person if:

1. The actor compels the other person to submit or participate by the use of physical force or violence;

2. The actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believe that the actor has the present ability to execute the threat;
3. The other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
4. The actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
5. The other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
6. The actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
7. The actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
8. The actor is a public servant who coerces the other person to submit or participate;
9. The actor is a mental health services provider;
10. The actor is a clergyman;
11. The actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Subtitle A, Title 1, Family Code.

Any person who may be a victim or is aware of a victim of sexual assault on campus should immediately report the incident to the school Administrative Director and/or any staff member in which the student is comfortable in confiding.

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene where there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Students, faculty, and staff are strongly encouraged to report sexual assaults to the Oklahoma City Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is. If the assault occurs off campus, the school will assist a victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred

It is important for persons who have been sexually assaulted to seek medical attention. A representative from the STARS (Sexual Trauma & Assault Response Services) is available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired. A medical examination specifically tailored for sexual assault victims is conducted by the hospital staff. This will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and will initiate an investigation.

The school does not provide programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses due to the fact that no students reside on campus or participate in activities outside the supervision of instructors.

The school will work with local law enforcement to investigate all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by Oklahoma State Law.

If you have been sexually assaulted:

- Call 9-1-1 on campus from a cell phone or off campus phone line.
- DO NOT shower, bathe, or douche
- Have a trusted friend take you to a medical center that performs sexual assault examinations. Take the clothes in which you were assaulted with you to the hospital in a paper bag, not plastic.
- Obtain counseling services recommendations from the hospital or law enforcement.

Remember it is not your fault. How to file a sexual assault complaint:

If the complainant elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the school Administrative Director. Disciplinary actions assessed in a

particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions can include the following:

- Disciplinary warning
- Disciplinary probation
- Withholding of grades, official transcript or degree
- Bar against readmission or drop from current enrollment
- Restitution
- Suspension of rights and privileges
- Suspension
- Expulsion
- Other penalty as deemed appropriate under the circumstances

Campus Sexual Assault Victims' Bill of Rights

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires that all universities afford sexual assault victims certain basic rights, such as:

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement
- Survivors shall be notified of counseling services.

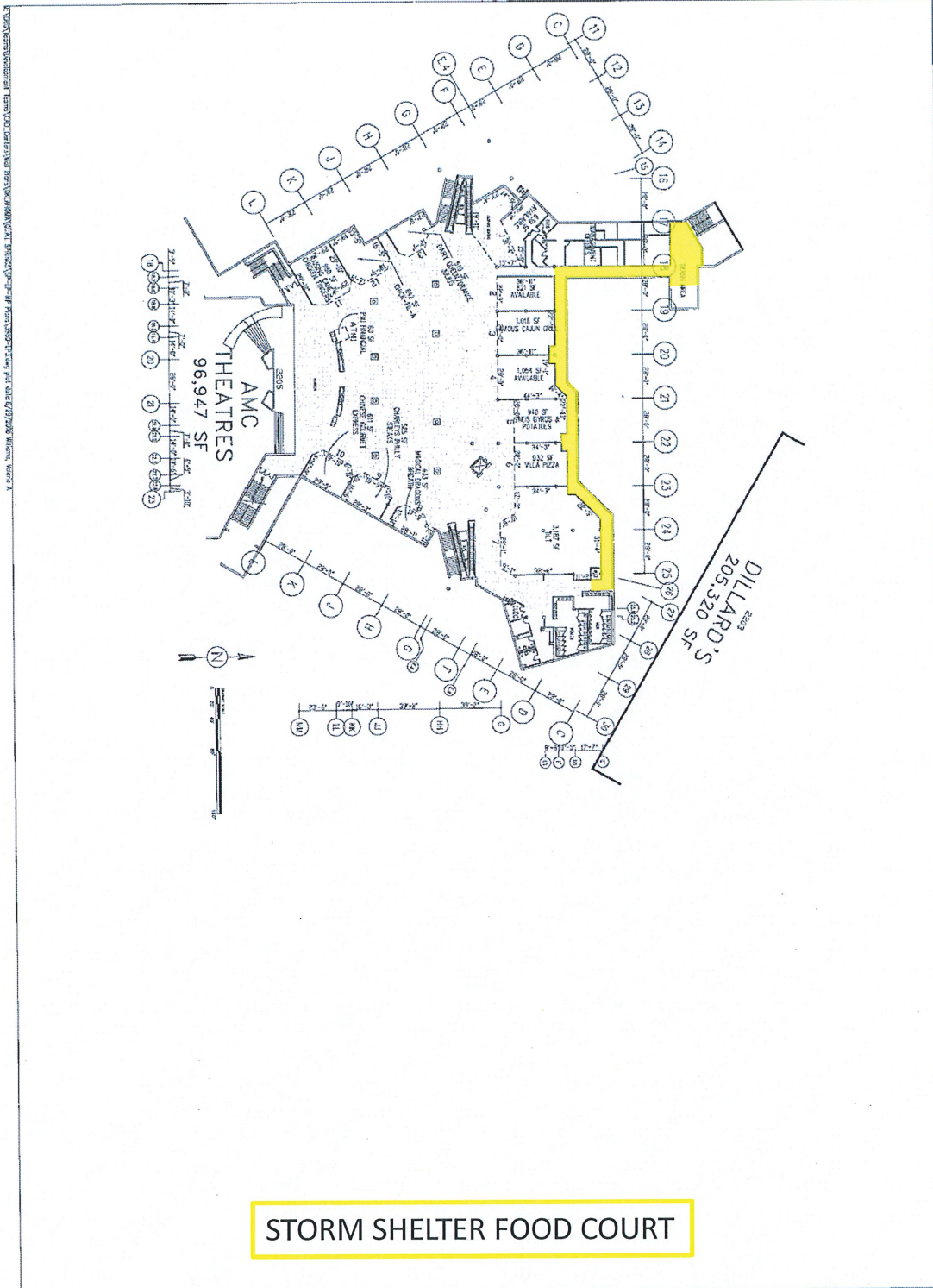
The State of Oklahoma Sex Offender registry can be found at this website: <http://www.ok.gov/doc/>

Scroll to the bottom of the page and select "Sex Offender Lookup"

Evacuation Plans

In the event of severe weather/tornadoes, please refer to the attached storm shelter map for the entire mall. We also encourage students to familiarize themselves with these locations throughout the mall.

In the event of a fire, students should follow the malls "Exit" signs, if not in the school facility. If the student is in the school facility, all students, clients, and staff are to exit the school via the back door, if safe to do so, and students will meet on the lawn across the parking lot. We will then take roll to ensure that all students in attendance are accounted for.



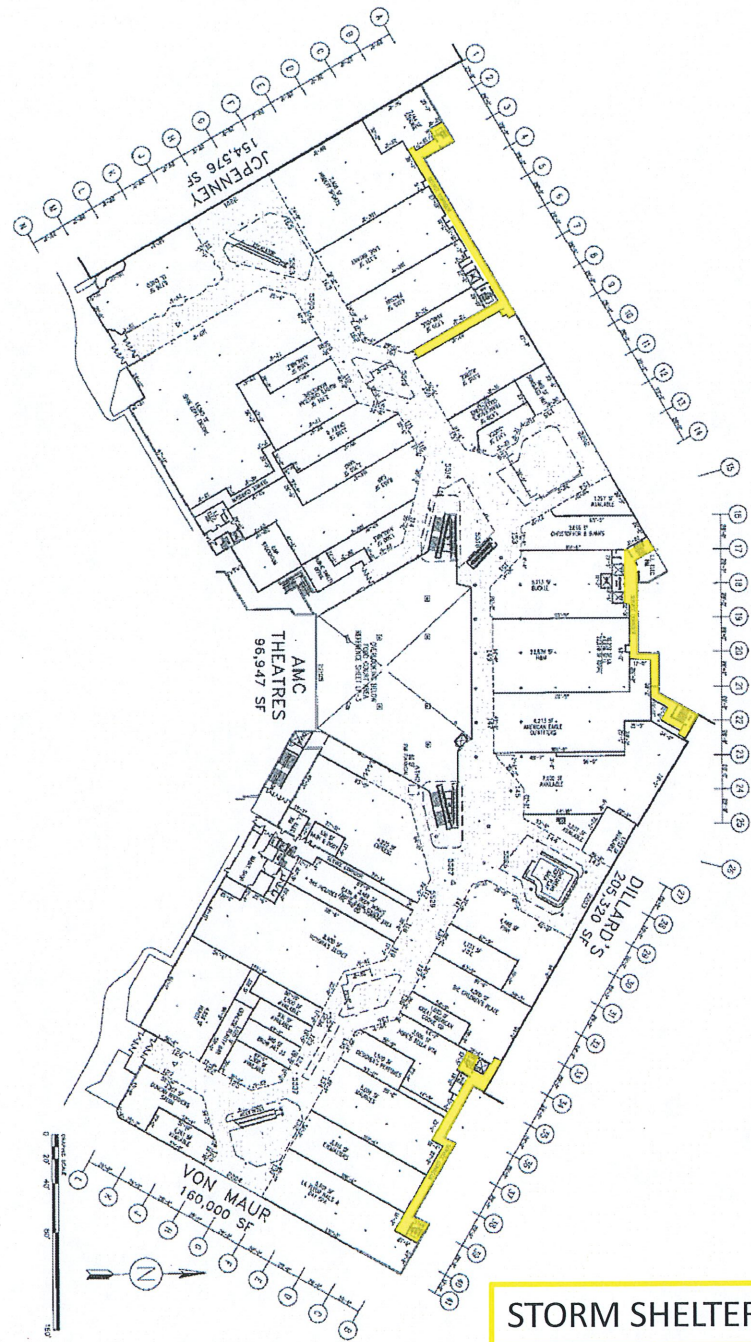
STORM SHELTER FOOD COURT

QUAIL SPRINGS MALL
 2501 WEST MEMORIAL ROAD, SUITE 100
 OKLAHOMA CITY, OKLAHOMA 73134



<p>DATE: 7/20/18</p> <p>SHEET NO: LP3</p>	<p>DESCRIPTION: LEASE PLAN FOOD COURT</p>	<p>PROJECT NO: 1800</p> <p>OWNER: GGP</p> <p>DATE: 7/20/18</p>	<p>SCALE: AS SHOWN</p> <p>NOTES: 1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE. 2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE. 3. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE. 4. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE. 5. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE. 6. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE. 7. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE. 8. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE. 9. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE. 10. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.</p>
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STORM SHELTER LEVEL 1

QUAIL SPRINGS MALL
 2501 WEST MEMORIAL ROAD, SUITE 100
 OKLAHOMA CITY, OKLAHOMA 73134



PROJECT NO. 2015	DATE: 03/20/2016
DESCRIPTION:	LEASE PLAN
	LOWER LEVEL
SHEET NO.	LP1

Agreement and Signature

By signing this catalog cut sheet, I assert that I have received a copy of the Pre Enrollment data, including, but not limited to, completion rates, Licensure rates, Placement rates, Compensation a successful graduate may reasonably expect, the physical demands of the profession, some safety requirements of the profession, and our state licensing requirements. In addition, I assert that I have received a complete copy of the Handbook for the **Academy of Hair Design** and agree to abide by the rules and regulations contain therein.

By signing here, I also assert that I am aware that the Consumer information and Safety and Security Report may be found online at www.academyofhairdesignok.com

Signature _____

Name (printed) _____

Date _____

Admissions signature _____

Date _____