

WELCOME

to The Academy of Hair Design!

Mission Statement:

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 the
National Accrediting Commission of Career Arts and Sciences
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Alexandria, VA 22314*

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Section I: Facility, Faculty, & Staff

School Facility

Conveniently located inside Quail Springs Mall, the Academy of Hair Design is Oklahoma City's premier school of cosmetology. With 8,000 square feet of educational space, the Academy offers students a unique environment that fosters learning while also providing a clinic-floor experience similar to that found in any of the Metro's high-end salons.

The Academy has two classrooms. The larger classroom seats 66 students, features audio and video equipment, and has 12 professionally-equipped training stations, all necessary for contemporary training. The Academy's second classroom is designed similarly but equipped for a smaller number of students. A student lounge equipped with two microwaves, a vending machine, and a coffee machine is provided, as well as two ADA-approved restrooms available to students, staff, and clients.

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. Phone: (405) 521-2441.

School License: 123200

Faculty & Staff

The faculty and staff of the Academy possess years of experience and expertise.

Jean Ann Duncan	Administrative Director/Owner
Shelly Gitthens	Staff Director/Owner
Beverly Quick	Financial Aid Director
Sara Cox	Admissions Director
Sarah Habayeb	Client & Student Services Coordinator
Joe Tarnacki	Academy Manager/Master Instructor: 20 yrs, Cosmetologist: 30+yrs
Taylor Gentry	Education Director/Master Instructor: 7 yrs, Cosmetologist: 11 yrs
Lyndsie Vestering	Master Instructor: 5 yrs, Cosmetologist: 6 yrs
Kathrine Duncan	Master Instructor: 20 yrs, Cosmetologist: 28 yrs

Success Rates

AHD students consistently experience success in their education and careers. Annually, the Academy of Hair Design reports performance numbers to the National Accrediting Commission of Career Arts & Sciences (NACCAS). The Academy's most recent performance numbers are as follows: graduation rate, 85%; licensure rate, 82%; job placement rate, 97.5%.

Holiday Closures

AHD observes the following holidays: 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 listings on local television channels and by schoolwide text. **AHD factors additional time into student contracts for inclement weather as follows: 24 hours for the Basic Cosmetology course and 16 hours for the Master Instructor course.** In cases of inclement weather, slight changes to the school's schedule—such as a delayed start or an early release—may be made. In all situations, students are encouraged to use their best judgment when deciding to travel to/from school during inclement weather. Student safety is priority.

Parking

Adequate parking is available near the main northeast entrance to the mall (Entrance D), between Von Maur and Dillard's. Students are required to park in this area. Refer to the "Employee Parking" diagram on the following page.

Student & Employee Parking Map

Section II: Getting Started

Enrollment Requirements & Procedures

Prospective students are required to interview and tour with the Admissions Director. The interview is designed to educate prospective students regarding the Academy's expectations and discuss the students' educational and career goals. Additionally, prospective students are given the Academy's "Welcome Brochure," which outlines the enrollment steps.

Pre-Enrollment Documents

Before enrollment, students must complete and submit the steps outlined below.

Step One: Visit www.fafsa.gov to complete and submit a financial aid application. AHD's unique school code is 041444. A student may request an adjustment to their FAFSA award for special or unusual circumstances.

Step Two: Make an appointment to tour the school. Please arrive on time and dressed in professional attire.

Step Three: Complete an essay. This should include a description of the student's career and educational goals while attending the Academy of Hair Design. Please include a cover page with the following information: first and last name, address, phone number, and email address.

Step Four: Provide two professional references. Include the individual's name, how you know them, and their phone number.

Step Five: Submit two pictures. The pictures should be recent head and shoulder shots in digital format, please.

Step Six: After the above-mentioned items are received, the student will be contacted to schedule an appointment to finalize their enrollment. Students should bring a copy of their high school diploma or GED, a valid driver's license, the \$100 AHD registration fee, and the \$10 State Board registration fee.

The financial aid application will be automatically submitted to the school once completed. Please email all other pre-enrollment documents to contact@academyofhairdesignok.com.

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

Students of Other Cosmetology Programs

The Academy of Hair Design does not recruit future professionals who are enrolled in a similar program at another institution. Such future professionals must first disengage from other institutions before beginning the enrollment process at the Academy of Hair Design.

Transfer Students

The Academy of Hair Design does not accept transfer hours.

Program Start Dates

January 20, 2026

March 10, 2026

April 28, 2026

June 16, 2026

August 4, 2026

September 20, 2026

November 10, 2026

Basic Cosmetology courses begin every seven weeks. Master Instructor course start dates are set at the time of enrollment.

Section III: AHD Programs

Course Admission Requirements: Basic Cosmetology

Students registered in the Basic Cosmetology course must:

1. Be at least 18 years of age.
2. Submit the pre-enrollment documents outlined in the “Welcome Brochure.”
3. Submit proof of a high school diploma, state-issued home school certificate, or General Education Diploma (GED), and must not be enrolled at a primary or secondary institution.
4. Submit proof of age.
5. Register with the Oklahoma State Board of Cosmetology and Barbering. AHD will manage this process before students begin their courses; the Admissions Director will submit the following documents:
 - 5.1. A completed student registration application accompanied by the required \$10 fee.
 - 5.2. A copy of the completed student/school enrollment agreement.

Course Admission Requirements: Master Instructor

Students registered in the Master Instructor course must:

1. Be at least 18 years of age.
2. Submit the pre-enrollment documents outlined in the “Welcome Brochure.”
3. Submit proof of a high school diploma, state-issued home school certificate, or General Education Diploma (GED), and must not be enrolled at a primary or secondary institution.
4. Submit proof of age.
5. 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 the Basic Cosmetology exam, he/she shall immediately cease the Master Instructor course until such time as he/she shall again register for and show proof of achieving a passing score on the Basic Cosmetology exam.
6. Register with the Oklahoma State Board of Cosmetology and Barbering. AHD will manage this process before students begin their courses; the Admissions Director will submit the following documents:
 - 6.1. A completed student registration application accompanied by the required \$10 fee.
 - 6.2. A copy of the completed student/school enrollment agreement.

Course Description: Basic Cosmetology (35hrs/wk)

Total Hours: 1,250 clock hours (36-week minimum, 39-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 cosmetologists. The Basic Cosmetology course is designed to introduce and guide beginner students in the areas of modern haircutting, coloring, and hairdressing. These techniques will appropriately challenge students, equipping them to meet and exceed the state-required level of achievement and ultimately pass the Oklahoma State Board of Cosmetology examination and begin a professional career in the cosmetology industry.

The AHD Basic Cosmetology course begins with a seven-week Foundations class. During Foundations, students receive instruction in all aspects of cosmetology with emphasis on basic haircutting and color. Class includes both theory and practical sessions. After successful completion of the Foundations class,

students advance to the clinic floor, where they will continue practicing techniques on mannequins and begin servicing clients.

Students continue to have Theory class after advancing to the clinic floor. Theory is taught in a classroom setting Tuesday through Thursday from 9:00 am to 10:30 am using the required Milady's Cosmetology book and Milady's theory iPad app. Instruction includes instructor-led lectures, video presentations, discussions, workbook completion, and weekly testing. Demonstrations are provided by AHD instructors, guest speakers, and video presentations. Practical applications are performed on mannequins, fellow students, and school clients, and students complete a mock state board exam every seven weeks.

Basic Theory: 125 hours

An 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: 70 hours

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, acrylic overlay, sculptured nails, and artificial nail services. Practical applications of manicuring will be completed.

Facials: 130 hours

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 & Shampooing/Conditioning Rinses: 25 hours

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.

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: 250 hours

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 taught 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: 140 hours

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 and 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: 160 hours

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 from haircut, uniformly layered form haircut, combination form haircut, square form haircut, over-comb techniques, and fade haircut. Practical applications of haircutting will be completed.

Personality, Shop Management: 150 hours

Industry study, fundamentals of business management, “What you need to know,” personal goals, job search skills, 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 reviews, 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, and policies and procedures. The salon operations section includes salon retailing/selling, professional products, closing the sale, buyer tips, follow-ups, and effective displays.

Hair Restructuring: 200 hours

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.

Course Description: Master Instructor (Full Time 35hrs/wk)(Part Time 24hrs/wk)

Total Hours Full Time: 600 clock hours (18-week minimum, 21-week maximum)

Total Hours Part time: 600 clock hours (25-week minimum, 29-week maximum)

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

The Academy of Hair Design’s Master Instructor course is designed for individuals seeking to become licensed instructors. Students will have an opportunity to teach in all sections of the Academy’s Basic Cosmetology course.

The classes outlined below are designed to prepare students to pass the Oklahoma State Board of Cosmetology Master Instructor examination and begin a successful career in the cosmetology industry as an instructor.

Theory is taught in a classroom setting each morning from 9:00 am to 10:00 am using the required Milady’s Educator’s Student Course book. Instruction includes instructor-led lectures, video presentations, discussions, workbook completion, and weekly testing. Demonstrations are provided by AHD instructors, guest speakers, and video presentations. Practical applications are performed on mannequins, fellow students, and school clients, and students complete a mock state board exam every 10 weeks.

Orientation: 30 hours

Students will become familiar with the school's principles of teaching, its facilities, the progression of teaching, and will learn the 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: 60 hours

Students will learn the history of teaching, the development and use of teaching aids, effective classroom management, assessment of student learning, presentation techniques, professional ethics, and effective communication. Additionally, students will learn the fundamentals of business management, preparing for licensure, and future employment issues, such as the preparation of resumes, interviews, and understanding compensation packages and payroll deductions.

Course Outline and Development: 165 hours

This class will prepare students for 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 taught to the Basic Cosmetology students. Students will receive detailed demonstrations of how to create lesson plans, choose effective presentation techniques, and utilize various teaching aids to lead a class and promote a motivated and positive learning environment. Master Instructor students will receive a test-out once a month in which they will teach a mock class using an AHD instructor as the student to ensure the Master Instructor student has an understanding of course development before beginning his/her teacher-assisting and practical teaching sections. Test-outs will be graded and reviewed with each student.

Board Rules, Regulations, and Statutes; School Management; and Record Keeping: 45 hours

This class covers the Oklahoma State Board of Cosmetology Rules and Regulations regarding licensure and state and federal regulatory requirements. AHD will also track and record students' academic progress through written testing, practical test outs, and progress reports.

Teaching Assisting: 75 hours

This class involves 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 Cosmetology student's learning curve, assist the instructor in providing guidance in specific areas that students require, 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: 125 hours

In this class, students serve as an instructor with the full responsibilities of an Academy instructor. They assess each basic student's learning curve, provide guidance to specific areas that students require, and summarize students' overall progress. Instructor 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.

Textbook Information

Milady's Cosmetology

ISBN-13: 9781305632028

List Price: \$250

Prosper U Business Training Program
Digital Student Kit
List Price: \$250

Milady's Master Educator
List Price: \$250

Daily Schedule

8:30 am-9:00 am	Makeup hours, complete morning assignments provided by instructors
8:45 am-9:00 am	Class preparation. This includes observing the school dress code, looking professional, having make-up applied and 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 a.m.
10:00 am	Class is complete. Basic Cosmetology students return to their classroom or stations to begin their morning session. Master Instructor students will 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.
1:00 pm-4:00 pm	Afternoon Session
4:00 pm-4:30 pm	Sanitation and Closing. Each student is assigned a duty. Students are encouraged to complete duties with pride. All duties should be completed prior to leaving.

Grading Policy

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 Assignments

Students earn credit for the percentage of questions answered correctly on any written assignment. Assignments must earn a minimum score of 80% to receive a passing grade.

Practical Assignments

A 100-point grading system is used for all practical assignments.

Progress Reports

Students will be issued at least four (4) progress reports during their selected course. A student who is NOT maintaining at least a 90% attendance standard and 80% academic standard will be placed on institutional probationary status for 30 days. Individual details will be outlined by Admissions. Any student on institutional probation who does not bring his/her attendance to 90% or better by the next month will be up for termination. Students have a right to appeal. This is an in-house probation and is separate from the Financial Aid Title IV SAP Policy. Progress reports are issued as follows:

Basic Cosmetology: 250 hours, 750 hours, 1075 hours, and 1250 hours

Title IV Requirements: 450 hours, 900 hours, 1075 hours

Master Instructor: 150 hours, 300 hours, and 600 hours

Title IV Requirements: 300 hours

Graduation Information & Requirements

Students receive an estimated graduation date when they are within 100 hours of graduation—1,150 hours completed for Basic Cosmetology and 500 hours completed for Master Instructor. It is important to note that any absence—even just a few hours—after a student is given his/her estimated graduation date will likely change the student's graduation date, as AHD courses are based on total clock-hours. Students are encouraged to maintain communication with the Admissions office if they must miss for any reason after receiving their estimated graduation date.

AHD full-time programs require 35 hours per week, part-time programs require 24 hours minimum per week. Students must complete the minimum number of hours as outlined in the program's course description by their Enrollment Agreement completion date to be eligible to receive documentation to register for the State Board exam. If a student reaches the end of his/her contract and has not met the minimum required hours, the student must re-enroll for the remaining hours necessary to complete the course.

To receive a certificate of completion, students must have clocked 1,250 hours, completed their program's coursework, and received a passing overall average of 80% or higher. Upon successful completion of the course, students will receive a certificate of completion from the Academy, and after successful completion of the State Board exam and subsequent licensing, the graduate will become a licensed cosmetologist or master instructor.

The Academy provides advice, guidance, and support to graduates seeking employment. However, the Academy does not guarantee the placement or employment of our graduates.

On-Time Completion

The Basic Cosmetology program has 1340 SCHEDULED hours in its contract. In order for students to complete the program "On-Time," they must complete 1250 hours by their contract end date. If they fail to complete 1250 ACTUAL hours by the contract end date, they are an incomplete graduate. In order to complete the program, they then must pay a \$100.00 withdrawal fee plus a \$100 registration fee and \$16.00 per hour for every hour they need to complete the program.

Because we maintain such high standards for attendance, we define “normal time” and “on time” as having completed the program with at least 90% attendance or higher.

Basic Cosmetology program: 1340 scheduled hours equals 39 weeks.

Normal Attendance = 36 weeks (1250 hrs/35 hrs a week = 36 weeks)

Maximum Attendance = 39 weeks (three additional weeks at 35 hrs/week = 39 weeks)

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. In the event the clinic floor is at capacity, students who are over-contract will be moved to one of the classrooms and are expected to do manikin work. The Academy cannot guarantee personal workstations for students who are over-contract.

Tuition & Fees

Students and/or guardians are responsible for paying the total tuition of \$20,000 for the Basic Cosmetology course and \$9,600 for the Master Instructor course or \$16.00 per clock hour and fees, including the student kit of \$3,295.00 (required for cosmo, optional for master instructor) and the \$100.00 non-refundable registration fee, as outlined below.

The tuition of **\$23,395** (kit and fees) is required for the 36-week, **1,250-hour Basic Cosmetology course**, as defined by the contract.

The tuition of **\$9,600** (plus kit and fees) is required for the 18-week, **600-hour Master Instructor course**, as defined by the contract.

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

Tuition and fees are the responsibility of the student. All tuition payments are due on the student's start date and then every 30 days thereafter until paid in full. Finance charges will not apply. AHD accepts MasterCard, Visa, cashier's check, money order, personal check, or cash.

A list of books, equipment, and supplies provided to the student as part of tuition is 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 they are approved items.

Other fees associated with the program: \$10 for the Oklahoma State Board of Cosmetology Student Registration Application fee and \$50 for the Oklahoma State Board of Cosmetology Exam Registration fee. The Academy makes every effort to minimize and 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 students. The Academy of Hair Design reserves the right to change tuition and fees for courses as needed.

Refund Policy—Notice of Cancellation

If a student cancels the enrollment agreement no 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, excluding 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, other non-refundable fees, and 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 the notification was delivered in person.

Refunds are processed within thirty (30) calendar days of the date of written cancellation. Unofficial withdrawals 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, AHD will provide a prorated 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, less the non-refundable application fee. 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 withdrawal.

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

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, the refund policy will apply. This policy also applies to students the Academy has terminated, as outlined in the Grounds for Termination Policy.

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

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:	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%

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, and the Pro-Rata Refund Policy will apply.

Student Kit Refund Policy

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

Student Support Services

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

Section IV: Withdrawals, Leaves, & other Separations

Withdrawals

To officially withdraw from the Academy of Hair Design, a student must initiate the withdrawal process with the Administration Office, attend an exit interview, complete the necessary paperwork, and make arrangements to satisfy any unpaid tuition & fees owed to the school. The tuition refund policy will apply. Students with a balance must satisfy the balance before being allowed to enroll in any other program mandated by the Oklahoma State Board of Cosmetology and Barbering.

Unofficial withdrawals will be made when a student fails to attend the Academy for fourteen (14) consecutive days. The student will be notified in writing that he/she has been withdrawn. The last date of attendance will be used to determine any refund, balance due, and R2T4 calculations.

Leave of Absence

A student may request a leave of absence (LOA) in the event of unforeseen circumstances such as medical reasons that will affect the student or an immediate family member, military service requirements, or jury duty. Proof of the student's circumstances will be required, as well as a written, signed, and dated leave of absence request. The request must include the reason for the LOA and the anticipated date of return and be submitted for approval. Any changes to the LOA, such as an early return, must be agreed upon and initialed on the request by both parties.

An LOA is granted for a minimum of thirty (30) days and a maximum of sixty (60) days. Students may be granted multiple LOAs during the course of their contract. However, a student cannot be granted an LOA if the LOA, together with any LOAs previously granted, exceeds a total of 180 calendar days within a 12-month period.

The Academy may grant an LOA to a student who does not or cannot request an LOA due to unforeseen circumstances. In such instances, the institution will have documentation for the decision and will collect the request from the student at a later date. The beginning date of the LOA will be the first date the student is unable to attend the institution because of an unforeseen circumstance.

For an LOA to be approved, the Academy must have a reasonable expectation that the student will return. There are no additional institutional charges as a result of an LOA. A student who is granted an LOA 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. Changes made to a student's contract must be initialed by both the student and AHD, or an addendum must be added to adjust the contract.

If a student does not return by the date specified, the last date of attendance (LDA) is used as the withdrawal date. If the student is entitled to a refund, it will be paid within thirty (30) days of the final day of the LOA.

Note: All coursework must be completed within 150% of the start time to continue to receive federal funding. The regular timeframe is 36 weeks, so coursework must be completed by 54 weeks.

Interruptions & Course Incompletes

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as before 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

Students are required to complete the minimum course hours by their "Enrollment Agreement" completion date to receive a diploma and be eligible for the Oklahoma State Board Exam. If the minimum required hours are not achieved, the student shall be terminated from the program and thereafter permitted to re-enroll on a cash-pay basis for the remaining hours needed to complete the course. A withdrawal fee of \$100 plus a non-refundable re-registration fee of \$100.00 (not considered tuition) is required of any student requesting re-entry to the Academy under these circumstances. Additional training is charged at \$16 per hour with a minimum charge of 7 hours per day. Title IV funds cannot be used for any over-contract charges. A course start date for re-enrollment is based on available space. Students who leave the Academy of Hair Design in good standing and wish to return must make their intent known to the Admissions Director and are 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 regarding re-entry for such students is at the discretion of the Academy Administrator. Students granted re-entry status who were on probation or suspension at the time of termination will retain such status as a condition of their re-entry.

Section V: Attendance Policy

Attendance

The Academy's hours of operation are 9:00 am-4:30 pm, Tuesday through Saturday. Students are expected to maintain 90% attendance. Program hours and days may be adjusted by administration to allow for holidays or other events warranting schedule adjustments.

Anytime a student must miss school, a block-out form must be completed. Block-out forms are kept at the front desk. Students complete the form and submit it to the AHD front desk staff, who then blocks-out the student's schedule and pass the form along to the Admissions Director so that the absence is recorded as an approved absence. Clocking out and leaving early without completing a block-out form results in a violation.

In the event that a student cannot anticipate an absence and follow the block-out procedure, he/she **MUST** text Admissions before 9:30 am to report the absence for the day. This process is referred to as "Calling Out" for the day. Failure to call out by 9:30 am is a no-call/no-show and results in a violation. The only day students may **NOT** call out is Saturday. Calling out on a Saturday results in a suspension.

Tardiness

To avoid a tardy, students must clock-in by 9:00 am. A student is tardy from 9:01 am—9:30 am. Failure to clock in before 9:01 am **for any reason** results in a tardy. Students who clock-in after 9:30 am are considered absent for the day and are sent home. Students are allowed **three tardies per month**. Additional tardies within the same month are considered excessive and are counted as an absence rather than a tardy. **With the 4th and any subsequent tardies within a one-month period, students are counted absent for the day and sent home.**

If a student realizes that he/she will be tardy, the student should contact AHD Admissions via text to alert the school that the student is running late. **Failure to clock-in for the day results in a tardy for that day.**

Students are given a thirty (30) minute lunch according to their schedule and must clock- out and clock-in for the timeframe they observe lunch. Students who exceed the 30-minute lunch break will be considered tardy.

Absenteeism

Students are allowed absences as outlined below. Absences exceeding the allotted number will result in a verbal warning, may result in a student being placed on probation, and may cause a student to fail to maintain Satisfactory Academic Progress. As a 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 below.

Basic Cosmetology course

90 absentee hours (24 of 90 hours for weather-related absences/school closures)

Master Instructor course

67 absentee hours (16 of 67 hours for weather-related absences/school closures)

All coursework must be completed within 111% of the start time to continue to receive federal

funding. The Academy's regular timeframe is 36 weeks, so coursework must be completed by 46 weeks. If a student does not complete the course by the completion date, the student must then pay additional tuition for the hours remaining that are required to complete the course.

A no-call/no show results in a violation. If this results in a missed Saturday, a suspension according to the Saturday attendance standards applies.

Saturdays

Students are allowed three (3) Saturday absences during their program with no consequence as long as proper procedures are followed for the absences. Unlike absences on any other day of the week, Saturday absences must be planned for in advance. A block-out form must be submitted in advance of the day for which the absence is being requested; students may not simply call out on a Saturday.

If a student does not follow the proper procedures and calls out on a Saturday absence, the student will be suspended the following Tuesday, able to return to school on Wednesday. If the student is a no-call/no-show for a Saturday, the student will be suspended for the next three (3) school days, capable of returning to school on Friday. If a student can provide a doctor's note or other means of verification that the reason for missing was an emergency, the suspension may be waived. However, students who have used all of their Saturdays will still be suspended accordingly, regardless of whether they provide a doctor's note.

Students who miss more than 3 Saturdays during their contract period will be suspended for 3 days for the 4th and subsequent Saturday absences.

Makeup Hours

Makeup hours are offered upon approval, Tuesday – Saturday from 8:30 am – 9:00 am, as well as every day at lunch. Students complete various assignments assigned by instructors to receive hours during this time. Students may only begin making up hours upon approval from Admissions.

Section VI: Student Conduct

Dress Code

The Academy of Hair Design's 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. This is a fashion and image consulting business. Look great. Be authentic. Hair, make-up, and clothes send a message to the guests that one serves. Having chosen to be in the beauty industry, students are expected to look the part.

- All clothing must be SOLID BLACK (no patterns), clean, pressed, and not faded, stained, or torn (including aprons).
- Shorts, skirts, and dresses are not allowed.
- Low-cut, low-rise, and short attire are prohibited (no crop tops).
- No more than three (3) piercings may be visible on the facial area.
- No sunglasses or any eyewear with colored lenses are allowed.
- Hair must be clean and styled appropriately upon arrival at school. If hair is worn in a ponytail or an up-do, braid, or bun, it must look like an effort was made when styling it.
- Makeup must be appropriately applied prior to arriving at school. (At minimum, students must wear base powder, bronzer, or foundation, mascara, and lip color.)
- Fashion hats are allowed, but ABSOLUTELY NO beanies or baseball caps.
- Hoodies, sweatshirts, jackets/coats, and gloves/mittens are not to be worn in the classroom or the salon area/clinic floor. These items are to be kept in a student's locker or locked in one's station.
- Solid black jackets **without a hood** or solid black cardigans are allowed and are a good item to have during cold weather.
- No undergarments or armpits are permitted to show.
- No athletic/sport wear is allowed. Shirts shall have **NO LOGOS LARGER THAN A QUARTER**.
- Graphic tees and screen-print t-shirts are not allowed unless they are Academy of Hair Design shirts.
- **Sweatpants are NOT allowed**, nor anything too casual.

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

Footwear: Colored footwear may be worn. Opened-toed or high-heeled shoes are NOT allowed. Footwear must be clean and professional. Athletic 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 a student is unable to locate his/her name tag **within two school days**, he/she must purchase another name badge (\$10).

On Wednesdays and Saturdays, students may wear blue jeans. They may have rips and holes; however, the rips and holes may not be above mid-thigh.

Dress Code when Guest Artists & Salon Owners Visit

Students are encouraged to consider visits by guest artists and salon owners as though the visit is an interview and the guest could be one's future employer. Students should look their best and put their best foot forward.

- Low-cut, low-rise, and short attire are 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 AHD shirts; they are not allowed on these days.)**
- No undergarments or armpits are permitted to show.
- No **ATHLETIC** tennis shoes are 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.
- 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 of different colors.

Standards of Conduct

The 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 goals during training enhances students' 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 a student must style his/her hair or fix makeup upon arrival, he/she may not clock-in until the student is ready. If this causes the student to clock-in after 9:00 am, this will result in a tardy.
3. Arrive for all classes on time. A student is considered late if clocking in after 9:00 am. If a student arrives after 9:30 am, he/she will be sent home for the day. Excessive tardiness can result in suspension.
4. Complete all assigned theory, practical, and 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 guests at the front desk alone. Students are to wait with guests until they have checked out, unless approved by a staff member.
6. Notify Admissions at least 30 minutes before any 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 lunches).
8. Obtain permission from a staff member to leave the facility for any reason other than lunch time and closing.
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 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 am--2:30 pm. Lunch breaks depend on the classes scheduled and the student salon floor services that are assigned. As a consideration to fellow students, clients, and instructors, students should notify the school if they are not returning from lunch.
13. DO NOT perform any services on clients until a 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 workstations and work areas. 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, smartphones, 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 students' 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.
22. Headphones are not allowed on the clinic floor or in the classroom.
23. 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.
24. Keep all client analysis and service records up to date and confidential.
25. 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.
26. Students may not, under any circumstances, bring their children to school.
27. Service tips may be accepted but not solicited from guests.
28. Students must follow a corrective action plan if they are placed on one.
29. 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.
30. Use of drugs and/or alcohol by staff or students on school property or as part of any of its activities are strictly prohibited. For more details see the Drug Abuse Prevention section of the Student Handbook.
31. Students must have all supplies ready. iPads are for school use and must be charged for class each day. **Students may not use their personal phones during class.**

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

Daily Duties

All students are assigned daily duties. Students should be thorough and take pride in fulfilling these tasks. Students cannot clock out until all duties have been completed. Styling stations and mirrors must be cleaned and sanitized each day. Items should not be left out or left overnight. Personal items need to be secured either in one's locker or 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, restrooms, styling stations, etc. If students are planning on leaving early, they must make sure that they have completed their duties

prior to clocking out.

Make-Up Work

Students who miss a test will be allowed to make up the test starting the next Tuesday. Tests may be retaken on Tuesdays, Wednesdays, and Thursdays. AHD encourages students to make up tests as soon as possible; failure to do so may result in probation for grades.

Receptionist Desk

Students are not permitted behind the receptionist's desk at any time, and congregating around the front desk is not allowed. Students should greet clients in a timely manner and assist them in making product purchases and checking out. When clients are checking out, students should keep their clients company until they leave the building.

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 from taking or making personal calls from their cell phones on the clinic floor or in classrooms, and absolutely **NO SPEAKER PHONE OR FACETIME is allowed inside the facility. No headphones are allowed on the clinic floor or in the classrooms.** If a student is caught using FaceTime, the first offense will result in a warning; on any subsequent offenses, the student will be given a violation.

Food & Drinks

Students are permitted to have a personal drink in a spill-proof container at their workstations. No food of any sort is allowed on the clinic floor or at individual student stations. Food may only be eaten in the breakroom.

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 must sign out on the day's break sheet when taking a smoke break. Smoking or vaping medical marijuana is not allowed on school property, and students may not be under the influence of marijuana while at school.

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 the student will be sent home for the day.

Gratuities

Students may receive tips from clients but cannot solicit tips from the clients. It is strictly the client's prerogative to leave a tip, and it 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.

Lockers & Workstations

Students are responsible for all of their belongings. Personal belongings, 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 lockers and/ or workstations will be disposed of after five (5) school days in order to provide space for other incoming students. AHD is not responsible for lost, missing, or stolen items.

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

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 the student will be sent home for the day.

Student Services

Students are welcomed and encouraged to receive services. The following criteria detail the benefits students may receive and any necessary guidelines.

- Students are permitted to receive chemical services one day every six weeks.
- Students should refrain from getting their hair washed at school, as they should always arrive at school with clean, fresh hair for the day. In the event that styling is a daily assignment, students 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, students receive 50% off.
- Due to demand in the beauty industry, no student services are allowed on Fridays or Saturdays. (Clients always come first! If a student is needed to perform a service, his/her student service may need to be rescheduled.)
- A student must have a grade of 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 maintain a satisfactory SAP status to receive services.

Student Conduct

Proper student conduct is important for the culture of the school. 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 will be taken for any violation of the policies listed within this handbook. Students may be terminated for lack of attendance, failure to adhere to school regulations and rules, violation of the drug or alcohol policy, and/ or not maintaining Satisfactory Academic Progress.

Complaints & 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 of Career Arts and Sciences.

If a student believes that his/her complaint has not been adequately addressed, he/she may contact NACCAS in written format at NACCAS, 3015 Calvin St., Alexandria, VA 22314, (703) 600-7600. The Academy is also licensed by the Oklahoma State Board of Cosmetology. The contact information is as follows: The Oklahoma State Board of Cosmetology, 2401 NW 23rd St., Suite 84, Oklahoma City, OK 73107, (405) 521-2441.

Section VII: Corrective Action

Violations

Students receive written notification from an instructor or administrative staff member of any incident or offense that results in a violation. Ten (10) violations 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 is 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 the tuition schedule is brought current.

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

A student will be suspended for three days on the 4th and subsequent Saturday absences. If a student plans on missing a Saturday, a block out form must be completed before the missed Saturday. Calling in on a Saturday results in a suspension for the following Tuesday. The penalty for a Saturday no call/no show is a three (3) day suspension. If a student can provide a doctor's note or other means of verification that the 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 of the 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 his/her intent to drop shall be terminated from the 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 the Student Handbook 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 the school's attendance standard of 90% and grade standards of 80%.
14. After the fifth missed Saturday/second suspension.
15. After receiving 10 violations.

Probation

A student is placed on probation for 30 – 60 days after dropping below 90% attendance or 80% academics. If on probation for attendance, a student is required to arrive at school 30 minutes early, work through lunch, and have all absences approved through Admissions. At the end of probation, if the student isn't at the required standard, the student will be up for termination from the program. Student services are not allowed during this time. This probation is an institutional courtesy, to help students maintain Satisfactory Academic Progress. This is NOT academic probation or warning as defined by Title IV or NACCAS.

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 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 students in building a solid relationship with clients. Vulgar or profane language is not acceptable; **Bullying is a terminable offense.**

Section VIII: Beyond Graduation—Career Opportunities

Earning Potential

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 the 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.

Occupational Title	Employment	Entry Level	Median	Experienced
Manicurists & Pedicurists	212,700	\$27,913.60	\$34,660.00	\$47,985.60+
Hairdressers, Hairstylists, & Cosmetologists	649,400	\$24,585.60	\$35,420.00	\$70,220.80+

(Data according to the U.S. Bureau of Labor Statistics)

Physical Demands of the Position

Cosmetologists may be required to stand, walk, stoop, kneel, or crouch. A Cosmetologist must occasionally lift and/or move up to 15 pounds. Cosmetologists regularly use all five senses and require certain vision abilities such as distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Safety Requirements for the Position

Every precaution should be taken to prevent infection by sanitizing all cosmetology tools. All combs, brushes, and other instruments, after being used, must 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 a wet sanitizer with EPA-registered liquid sanitizing solution.
5. Articles shall be dried and placed in a 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 the work station or on the floor. Loose/cut hair must be removed from the 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 threatens safety.
12. Report any situation which may be suspicious or out of the ordinary.

Career Opportunities

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

Section IX: Financial Aid

Title IV Eligibility

In order to determine eligibility for Title IV students must comply with the SAP Policy included in this Catalog. Full-time programs (35 minimum hours per week) Part-time programs (24 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 a 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 it receives 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, is not considered. All other convictions for sale, including convictions for conspiring to sell drugs and/or possession, are subject to the following:

Offense	Possession of illegal drugs	Sale of illegal drugs
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1st	1yr. from date of conviction	2 yrs. from date of conviction
2nd	2yrs. 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 convictions 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 a federal, state, or local government agency or court.
3. Be administered or recognized by a 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 prorate 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 are as 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 a student has questions about Title IV program funds, they 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. One academic year is equal to 900 hours or 26 weeks.

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	300 clock hours	9 weeks
900 clock hours	26 weeks		
1075 clock hours	31 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 111% must drop and reenroll on a cash pay basis.

Course	ACADEMIC WEEKS	MAXIMUM
Master Instructor Full-Time 600 Hours	18 weeks	22 weeks
Master instructor Part-Time	24 weeks	32 weeks

600 Hours

Basic Cosmetology

1250 Hours

36 weeks

46 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 courses do not apply to the institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Section X: Family Educational Rights & Policy Act

Overview

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; 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** 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

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.

Section XI: Anti-Harassment & Discrimination Policy

(for students & employees)

Overview

The Academy of Hair Design 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 another 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 federal, state or local law.

The Academy of Hair Design's anti-harassment policy applies to all persons involved in the operation of AHD 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, AHD 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, 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).

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:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment.
2. 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
3. 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 its students. AHD will not post about anything political, religious, or inflammatory. The Academy will respect its culture of unity where there is no room for bigotry, prejudice, misogyny, or hatred in its company or on its 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. 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 complaints.

The Academy of Hair Design Title IX Coordinator

Sarah Habayeb, Client & Student Services Coordinator

Lyndsie Vestering, Master Instructor

Sara Cox, Admissions Director

Taylor Gentry, Education Director

2501 W. Memorial Road, Suite 229

Oklahoma City, OK 73134

(405) 842-2031

contact@academyofhairdesighok.com

The Academy of Hair Design Employee Title IX Coordinator

Jean Ann Duncan, Director

2501 W. Memorial Road, Suite 229

Oklahoma City, OK 73134

(405) 842-2031

contact@academyofhairdesighok.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 AHD 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. AHD 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, AHD 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 AHD 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, AHD will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved.

If AHD determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and AHD

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 AHD’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 students for filing a complaint and will not tolerate retaliation by students or employees. If a student believes he/she have been retaliated against, the student should promptly notify a supervisor, Human Resources, or the Title IX Coordinator.

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 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 whom the student is comfortable 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 penalties 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:

- The 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."

Section XII: Copyright Policy

Overview

The Academy of Hair Design supports the enforcement of copyright law for the protection of its employees as both creators and users of copyright-protected works. The Academy 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 school 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 Academy 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 & 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 website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Section XIII: Computer Use Policy

Internet Guidelines

Internet access is 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, 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 his/her
- 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 messages to others.

- Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what is said about others.
- Leave equipment and room in good condition for the next user/class.
- Do not use the network in a way that disrupts 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 a student feels he/she can identify a security problem, he/she must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Students should not give their passwords to any other individual. Attempts to log in to the network as a system administrator will result in cancellation or user privileges. Specifics regarding the AHD cyber security policy may be found on the 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 & Account Passwords

Students may be required from time to time to update their user accounts. This may require changing passwords or deleting some files.

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

Students may not make any attempts to find out the password of any program for which they have not been authorized, including accounts set up for other users.

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.

Section XIV: Campus Security & Drug & Alcohol Policies

Campus Security Act

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 1/1/2021 – 12/31/2023.

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 to 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, an ongoing criminal investigation, or 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 of 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:

- 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.
- Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911).
- Individual discretion must be used, as undue risk should not be taken as when to call Mall Security.
- 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.

- Do not leave personal property in classrooms.
- Report any suspicious persons to your institutional official.
- Always try to walk in groups outside the school premises.
- If you are waiting for a ride, wait within sight of other people.
- 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 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 & Drug Trafficking Laws

There are 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. In Oklahoma, 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.

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 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. 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

Drug Trafficking violates Oklahoma law: 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.

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 resource 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)

Section XV: 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 through 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 center.....1-800-433-3243

FAFSA websitewww.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 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 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 and 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 institution’s 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 a student’s financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in a student’s financial aid package.
- What the interest rate is on any student loan one has, the total amount one must repay, and when a one must start repaying.
- The deferment of repayment or forbearance for certain defined periods if a student qualifies and requests deferment or forbearance.
- To provide written information on a student’s loan obligations and information on a student’s rights and responsibilities as a borrower.
- To reconsider a student’s aid package if the student believes a mistake has been made or if the student’s enrollment or financial circumstances have changed.
- How the school determines when and if a student is making satisfactory progress (SAP) and what

happens if a student fails to maintain SAP.

- How failing to maintain SAP affects one's 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 a student 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 the student submitted the application.
- Notify the school of any information that has changed since the student applied.
- Read, understand, and keep copies of all forms the student is asked to sign. Ensure making monthly repayment on any student loan after one's grace period ends, unless the student has a deferment or forbearance. When students sign the master promissory note (MPN), they are agreeing to repay the loan.
- Attend an exit interview at the time one leaves the school to determine the net balance of one's account with the school, as well as the net balance of any student loan.
- Notify the school of a change in one's name, address, phone number, or attendance status (full/part-time student). If one has student loans, he/she must notify the lender of these changes.
- Understand the 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 the student signs.
- Understand that one may be responsible and have liability for portions of Title IV funds returned by the institution on the student's 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 the student or credited to the student's 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 before graduating.

Due to a class size of under 50 students at a time, AHD does 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.nslds.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 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/.

The Academy of Hair Design celebrates Constitution Day on or near September 17 of each year as required [http:// www.constitutionday.com](http://www.constitutionday.com).

Section XVI: Emergency Procedures & Information

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.

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.

True & Correct Statement

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

Storm Shelter Map

Storm Shelter Food Court Map Goes Here

Clery Crime Report

	Academy of Hair Design			Quail Springs Mall Entrance & Parking Lot			Total		
Reported for:	2021	2022	2023	2021	2022	2023	2021	2022	2023
Criminal Homicide	0	0	0	0	0	0	0	0	0
Murder Homicide	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	1	0	0	1	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	1	0	1	1	0	1
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Motor Vehicle Thef	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor	0	0	0	0	0	0	0	0	0
Drug	0	0	0	0	0	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	0
Hate Crimes (by prejudice):									
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Referrals For:									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons Law Violations	0	0	0	0	0	0	0	0	0

Catalog Cut Sheet

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 contained 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 _____

Admission's Signature _____

Date _____