



PAT GOINS
BEAUTY SCHOOL



CATALOG

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HISTORY AND OWNERSHIP

Pat Goins Benton Road Beauty School, owned by Pat Goins of Monroe, Inc., is located at 1701 Old Minden Road, Suite 36, Bossier City, Louisiana. The school was established by Pat Goins and the late Guy M. Dorman on September 1, 1968. Pat Goins was the owner and director since March 1, 1970.

Pat Goins died November 4, 2006. At that time ownership of the corporations transferred to her sons, John and Jim Goins. Both John and Jim joined the organization in 1986. John is a graduate of La. Tech University with a degree in accounting and is a C.P.A. Jim was also a graduate of La. Tech University with a degree in Business Administration. In 2015 Jim Goins passed away and his wife Martha Goins became owner with John Goins.

MISSION STATEMENT

Pat Goins Benton Road Beauty School is committed to the responsibility of assisting those students enrolled to become self-supporting cosmetologists, manicurists, instructors and estheticians. Caring, qualified administrators and staff members are dedicated to provide, in modern, comfortable surroundings, the educational training and skill developing experiences necessary to enable each student to realize his or her highest potential. We believe in the principal of teaching the student to use his or her own mind for constructive and creative thinking in preparation for competition in the working world and to be able to achieve a better standard of living through the **BEAUTY INDUSTRY**. Specific objectives include the student completing the course, passing the state examination and obtaining employment in a career related position.

ACCREDITATION

Pat Goins Benton Road Beauty School is nationally accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314, telephone number (703) 600-7600. The National Accrediting Commission of Cosmetology Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for Cosmetology Schools. A copy of the accrediting letters may be viewed at the corporate office.

LICENSING

Pat Goins Benton Road Beauty School is licensed by the Louisiana State Board of Cosmetology, 11622 Sunbelt Court, P. O. Box 98013, Baton Rouge, Louisiana 70898-9013, telephone number (225) 756-3404. A copy of the school license may be viewed at the school.

MEMBERSHIPS

Pat Goins Benton Road Beauty School is members of the American Association of Cosmetology Schools and the Louisiana Association of Cosmetology Schools and the Louisiana Association of Student Financial Aid Administrators.

The Staff of Pat Goins Benton Road Beauty School are members of the Louisiana Association of Cosmetology Schools and the Cosmetology Educators of America sponsored American Association of Cosmetology Schools.

ADMINISTRATIVE OFFICERS

Janola Massaquoi -----President & Chairman, Board of Directors

FACILITIES

Pat Goins Benton Road Beauty School occupies a minimum floor space of 4500 square feet. The school contains a reception area, office, dispensary, theory room, practical classroom, facial area, tint area, clinic, lounge, lockers and rest rooms for students and clients.

EQUIPMENT

Student chairs and tables, demonstration platform, chalkboard, bulletin board and mannequin bars are provided in the classroom.

Pat Goins Benton Road Beauty School furnishes stations, shampoo bowls, sterilizers, manicure tables and stools, curling irons, dryers, blow-dryers and other equipment for the benefit of each student. All required supplies such as towels, shampoo and other practical materials are furnished by the school.

Educational classroom equipment consists of computer, power point, DVDs and anatomy charts.

The schools maintain a comprehensive library of DVDs that can be accessed by the computer.

Chairs, tables, microwave oven and a refrigerator are provided in the student lounge.

SCHOOL CALENDAR

The school offer classes during the entire year and any eligible person may register on any school day. Class start dates are on Tuesday of each month. Special start dates may be arranged by request.

School holidays are observed on Thanksgiving Day and the Friday after Thanksgiving Day, December 24 through January 1, MLK Day, Memorial Day, July 4th and Labor Day.

In the event of unexpected closures due to extenuating circumstances (i.e. weather) the student may call the main number for the school and there will be a message as to whether or not there is a school closure.

The school reserves the right to close for all of or part of a day or days for the purpose of continuing education of its staff. These closings will be announced in advance.

CLASS SCHEDULE

Actual school hours on Tuesday through Thursday 8:00 a.m. until 5:00 p.m., Friday from 8:00 a.m. until 4:00 p.m. Night classes are held from 5:00 p.m. until 10:00 p.m. Monday through Friday. Special schedules can be arranged. A class schedule is posted in the classroom. In the event that a schedule is changed, students will be notified.

ADMISSION POLICY

All students applying for admission to Pat Goins Benton Road Beauty School must meet the following requirements. Students must be 16 years old and must possess a high school diploma, GED - General Equivalency Diploma or HiSET - Equivalency Diploma. Pat Goins Benton Road Beauty School does not offer a high school equivalency program as part of the Institution.

All students are required to attend an orientation class prior to registration.

All applicants must submit the following documents for Louisiana State Board registration:

- (1) Two copies of High School Diploma, GED-General Equivalency Diploma or HiSET-Equivalency Diploma.
- (2) Louisiana State Board of Cosmetology application form
- (3) Two copies of birth certificate or valid driver's license
- (4) Four personal photographs—2" by 2" size,
- (5) A \$10.00 money order payable to Louisiana State Board of Cosmetology for student registration fee.
- (6) Students not applying for Title IV aid should make their first payment prior to starting school.
- (7) Per Louisiana Cosmetology board standards all students have up to (60) days after the first class day to complete the enrollment process and provide proof of all required documents. If a student fails to complete the enrollment process the student will not receive credit for any hours earned during the period of enrollment.

Applicants must complete the required admission forms and be interviewed by the designated school official.

CREDIT FOR PREVIOUS EDUCATION

Students who have attended a school of cosmetology prior to registering at a Pat Goins Benton Road Beauty School will be assisted by the School Manager so that proper credit may be granted for those hours earned at an earlier time or at another school.

The Louisiana State Board of Cosmetology does recognize hours earned in Louisiana within a certain designated time frame. Pat Goins Benton Road Beauty School will honor such hours when the student presents the proper transfer papers and transcript from the former beauty school.

Students who have earned hours in a state other than Louisiana will be granted credit as advised by the Louisiana State Board of Cosmetology.

Notwithstanding the provisions of the above, Pat Goins Benton Road Beauty School reserves the right to administer a proficiency examination to determine the student's entrance level of training. Hours will be adjusted to coincide with the school's evaluation of the applicant's proficiency examination. The school's determination will be final.

Credit For Previous Education from Pat Goins Benton Road Beauty School

The school follows the same procedure as someone enrolling from another school within the state.

This catalog includes many of the rules, regulations, policies and procedures of the institution. One of its purposes is to inform students of the school's requirements and how certain situations will be resolved. The institution reserves the right however, to exercise professional judgment in any instance it feels a special situation exist and make exceptions to these rules, regulations, policies and procedures

For Students Wanting to Participate in the Title IV Financial Aid Programs

Selective Services Registration:

To be eligible to receive title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

Conviction for possession or sale of illegal drugs.

Students with drug convictions must have resolved any drug conviction issues.

A Federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. The student self-certifies in applying for aid that he/she is eligible. Pat Goins Benton Road Beauty School is not required to confirm this unless there is evidence of conflicting information.

- The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drugs
1 st offense	1 year from the date of conviction	2 years from the date of conviction
2 nd offense	2 years from the date of conviction	Indefinite period
3+ offenses	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.
- When a student regains eligibility during the award year the institute may award Pell and/or Loan for the current payment period.
- Standards for a qualified drug rehabilitation program:
A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; consequently, incarcerated students are not eligible for admissions.

Citizenship and residency requirements

To be eligible to receive title IV, HEA program assistance, a student must:

- 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
- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under Federal Pell Grant programs.

General Requirements

- Students wanting to participate in the Title IV Financial Aid Programs must be enrolled as a regular student in an eligible program per 34 CFR 668.32 (a)(i).

- You cannot be enrolled in an elementary or secondary school per 34 CFR 668.32(b). nor can you be receiving Title IV assistance at another school while enrolled at our school.
- You must satisfy the citizenship and residency requirements contained in 34 CFR 668.32(d) and 668.33 and subpart I.
- Transfer and returning students must be making Satisfactory Academic Progress (SAP). Please see SAP policy in our catalog.
- The School Manager must be contacted to ascertain the exact handicapped facilities available at the school.
- Student may not have owed The Department of Education a refund on a Title IV loan(s) or grant. A Student in Default on a Title IV loan must demonstrate satisfactory payment agreement with Department of Education at the time of enrollment.

LANGUAGE UTILIZED IN THE SCHOOL

The school utilizes the English language in the catalog, documents and software used by the school. All courses are taught in the English language.

EDUCATIONAL OBJECTIVES

In order to provide guidance and direction to the programs in Pat Goins Benton Road Beauty School, the following educational objectives apply to all courses offered:

1. To develop the professional ethics, hygiene and good grooming, visual poise and personality of each student enrolled in Pat Goins Benton Road Beauty School.
2. To prepare each student for successful completion of the State Board of Cosmetology licensing examination with the goal of successful entry and continual employment in the chosen profession.

Additional specific course objectives are as follows:

1. To develop in each student theoretical and hands-on knowledge and skills in manicuring, shampooing and hair shaping, necessary for successful entry and continual employment in the cosmetology profession.
2. To develop in each student the technical skills and knowledge necessary for the diagnosis and application of chemical processes related to hair coloring, styling and shaping of the hair, required to meet the very high standards of the cosmetology profession.

COSMETOLOGY COURSE

1. To develop in each student theoretical and hands-on knowledge and skills in manicuring, shampooing and hair shaping, necessary for successful entry and continual employment in the cosmetology profession.
2. To develop in each student the technical skills and knowledge necessary for the diagnosis and application of chemical processes related to hair coloring, styling and shaping of the hair, required to meet the very high standards of the cosmetology profession.

Successful completion of the Cosmetology course will prepare you for work as:

Hair Stylist	Manicurist
Permanent Wave Specialist	Salon Owner or Manager
Color Specialist	Theatrical Hair Stylist

Esthetician
State Board Inspector

Beauty Supply Sales Person
Hair Stylist Assistant

Successful completion of the Cosmetology course will qualify and prepare you for further study in the Teacher Training Course and advanced hair styling courses and seminars.

MANICURING COURSE

1. To develop in each student theoretical and hands-on knowledge and skills in the actual practice of manicuring and pedicuring necessary for successful entry and continual employment in the manicuring profession.
2. To develop in each student the technical skills and knowledge necessary for the diagnosis and application of cosmetic preparations related to the hands, feet, and nails.

Successful completion of the Manicuring Course will prepare you for work as:

Manicurist	Nail product demonstrator
Pedicurist	Nail salon owner or manager

Successful completion of the Manicuring Course will qualify and prepare you for further study in advanced Manicurist classes and Nail Art classes.

TEACHER TRAINING COURSE

1. To develop in each student teacher the skills and techniques related to the teaching of their chosen profession.
2. To provide supervised practical experience for each student teacher in the teaching of their chosen profession.

Successful completion of the Teacher Training Course will prepare you for work as:

Licensed Instructor	State Board Member or Inspector
School Owner	Manufacturers Representative
School Director/Manager	Beauty Products Supervisor
Styles Director	Platform Artist

Completion of the Teacher Training Course qualifies and prepares you for state and national teacher training seminars for continuing education units

ESTHETICS COURSE

1. To develop in each student theoretical and hands-on knowledge and skills in the actual practice of esthetics necessary for successful entry and continual employment in the esthetics profession.
2. To develop in each student the technical skills that will allow the student to help others feel better about themselves on a daily basis

Successful completion of the Esthetics Course will prepare you for work as:

Esthetician/Clinical Esthetician	Research Assistant
Make-up Artist	Hair Removal Specialist
Spa Manager or Owner	Cosmetic Buyer
Manufacturers' Representative	

APPROVED COURSE OF STUDY FOR COSMETOLOGY TRAINING

1500-Hour Course*

INSTRUCTION

- | | |
|------------------------|-----------|
| 1. Scientific Concepts | 182 hours |
| a. Infection Control | |

	b.	OSHA Requirement	
	c.	Human Physiology & Anatomy	
	d.	Chemical Principles	
	e.	Hair and Scalp	
	f.	Nails	
2.		Physical Services	530 hours
	a.	Shampoo	
	b.	Draping	
	c.	Rinses and Conditioners	
	d.	Scalp	
	e.	Facials	
	f.	Makeup	
	g.	Manicuring	
3.		Chemical Services	470 hours
	a.	Hair Coloring	
	b.	Hair Lightening	
	c.	Chemical Waving	
	d.	Chemical Relaxing	
4.		Hair Designing	270 hours
	a.	Hair Shaping	
	b.	Hair Cutting	
5.		Salon Management	40 hours
6.		Louisiana Cosmetology Act and Rules and Regulations	8 hours

TOTAL CLOCK HOURS 1,500

*NOTE: The 1500 hour Cosmetology Course is designed to be completed in 45.45 weeks at 33 hours per week or the Night program at 62.5 weeks at 25 hours per week. Each of the units of instruction listed above will be covered in theory and practical instruction.

APPROVED COURSE OF STUDY FOR MANICURING

600-Hour Course*

1.		Scientific Concepts	150 hours
	a.	Basic Human Physiology	
	b.	Nail Composition	
	c.	Chemistry	
	d.	Sanitizing and Sterilization	
2.		Procedures	200 hours
	a.	Supplies and Implements	
	b.	Artificial and Natural Nail Technology	
	c.	Manicure	
	d.	Pedicure	
	e.	Basic Massage	
3.		Application and Repair of Artificial and Natural Nails	150 hours
4.		Safety and Infection Control	40 hours
5.		Salon Management	52 hours
6.		Louisiana Cosmetology Act and Rules and Regulations	8 hours

Total 600 HOURS

*NOTE: The 600-Hour Manicuring Course is designed to be completed in 25 weeks at 25 hours per week. Each of the units of instruction listed above will be covered in theory and practical instruction. Although Louisiana State Board of Cosmetology requires 500 hours to receive a state approved license Pat Goins Benton Road Beauty School requires 600 hours. The school feels that additional training in business administration and practical skills will enable the student to be better prepared for the workforce.

APPROVED COURSE OF STUDY FOR TEACHER TRAINING

600-Hour Course*

1.	Teaching Methods	200 hours
	a. Classroom Preparation	
	b. Teaching Methods	
	c. Speech	
2.	Effectiveness of Instruction	142 hours
	a. Purpose and Types of Tests	
	b. Selection of Appropriate Testing Methods	
	c. Validity and Reliability of Teaching Methods via Tests	
3.	Instructor Qualities	50 hours
	a. Proper Conduct of Instruction	
	b. Classroom Supervision and Control	
4.	Learning Environment	200 hours
	a. Classroom Conditions	
	b. Keeping Record	
	c. Motivation	
	d. Assessing Student's Needs	
	e. Utilization of Safety Procedures	
5.	Business Management	8 hours
	a. Career and Employment information	
TOTAL		600 HOURS

*NOTE: The 600-hour Teacher Training Course is designed to be completed in 18.18 weeks at 33 hours per week. Each of the units of instruction listed above will be covered in theory and practical instruction. Although Louisiana State Board of Cosmetology requires 500 hours to receive a state approved license Pat Goins Benton Road Beauty School requires 600 hours. The school feels that additional training in business administration and practical teaching skills will enable the student to be better prepared for the workforce.

APPROVED COURSE OF STUDY FOR THE ESTHETICS

800-Hour Course*

1.	Scientific Concepts	350 hours
	a. Sanitation and Sterilization	
	b. Human Physiology and Anatomy	
	c. Skin Histology	
	d. Skin Diseases and Disorders	
	e. Nutrition	
	f. General Chemistry	
2.	Services	400 hours
	a. Skin Analysis	
	b. Draping	
	c. Product Selections	
	d. Cleansing Procedure	
	e. Selecting and Employing Massage	
	f. Selecting and Employing Mask Therapy	
	g. Electricity and Various Electrical Apparatus	
	h. Hair Removal	
	i. Hazards to Skin	
	j. Aromatherapy	
	k. Spa	
	l. Makeup	
3.	Business Administration	42 hours
4.	Louisiana State Rules and Regulations	8 hours
TOTAL		800 HOURS

*NOTE: The 800-hour for the Esthetics Course is designed to be completed in in 26.42 weeks at 33 hours per week. Each of the units of instruction listed above will be covered in theory and practical instruction. Although Louisiana State Board of Cosmetology requires 750 hours to receive a state approved license Pat Goins Benton Road Beauty School requires 800 hours. The school feels that additional training in business administration will enable the student to be better prepared for the workforce.

STATEMENT OF NON-DISCRIMINATION

Pat Goins Benton Road Beauty School in its admission, instruction, and graduation policies, practices no discrimination on the basis of race, color, sex, age, religion or ethnic origin. Pat Goins Benton Road Beauty School does not recruit students from other schools.

DRESS CODE

ACCEPTABLE UNIFORMS –

COSMETOLOGY, MANICURING AND ESTHETICS:

- All black scrubs
- Pant length must be top of shoe back to top of shoe heel.
- A long sleeve shirt may be worn underneath scrub top – acceptable colors for the shirt are black, white or grey.

TEACHER TRAINING

- All red scrubs
- Pant length must be top of shoe back to top of shoe heel.

ACCEPTABLE SHOES:

- Black (predominately) leather shoes preferred Slip resistant.
- Maximum 1" soles on shoes.
- Must be kept clean and polished.
- Ballet or sandals are not allowed.
- Shoes must be leather or vinyl. (NO Fabric)
- Enclosed (both heel and toe) with a strong arch support.

All students **must wear name tags and security name badge** every day in school as required by the Louisiana State Board of Cosmetology. Any student not complying in full with this dress code will not be allowed to "sign-in" or be admitted to class.

ATTENDANCE POLICY

Developing and maintaining a satisfactory attendance record is an important part of each student's professional development. All students are expected to attend all classes, be on time, and remain in the classes for the scheduled duration.

- Within the first 20 days, if you are absent for 5 or more days of instruction, you will be subject to termination with the option of reenrolling after 30 days.
- If you fail to maintain an attendance percentage of 80% or above, you will be unable to participate in the following activities:
 - Student field trips
 - Student service day(s)
 - Student council
- Any student who will be late or absent on any given scheduled school day **MUST** notify the receptionist and/or an instructor.
- Any student who misses 14 consecutive calendar days may be subject to termination and considered to have withdrawn.

Charges For Additional Time Required Beyond Contract Length

The contract allows students to complete the 1500 hour Cosmetology course in 45.45 weeks (33 hours per week) or in 62.5 weeks (flex program at 24 hours per week); 600 hour Teacher Training course in 18.18 weeks (33 hours per week) or in 25 weeks (the flex program at 24 hours per week); 600 hour Manicuring course in 18.18 weeks (33 hours per week) or in 25 weeks (the flex program at 24 hours per week), 800 hour Esthetics course 24.24 weeks (33 hours per week) or 33.33 weeks (the flex program at 24 hours per week) and 125 weeks for the cosmetology night course. In the event that additional time is required by the student to complete a course beyond the contract length, it will be provided at the monthly rate of \$450.00 per month, or any portion thereof, as is specified in the contract. (See Addendum A, Additional Charges). Attendance will be checked approximately every 30 days.

Additional Requirements

For additional requirements see Rules and Regulations, Rules 3 -7.

Suspension and Termination

The following offenses may be causes for disciplinary action resulting in suspension and/or termination.

1. Infraction of school rules and regulations.
2. Theft or deliberate abuse and/or destruction of classroom or training equipment or equipment belonging to other students. In addition, the student can be required to pay for the damages.
3. Insubordination to persons in authority.
4. Fighting or instigating arguments with fellow students, co-workers or clients.
5. Possession of any weapon while on school premises, or any action which causes or could cause bodily harm to any client, student or employee.
6. Use, possession, distribution or sale of alcohol or illegal drugs while on school property.
7. Discourtesy to staff, clients, visitors or other employees.
8. Refusal or inability to follow instructions given by the instructor. This includes refusing a clinic patron.
9. Failure to stay current with the financial obligations to the school.
10. Any other actions which reflect the lack of respect for oneself or the profession. Such actions would include but are not limited to, cheating, falsifying records, gambling on premises, giving out confidential information, persistent untidy appearance, foul or loud language, etc.

GRADUATION REQUIREMENTS

In order to receive a diploma, be considered graduated and be eligible for State Board Examination, the student must have:

- (1) Clocked the appropriate hours 1500 for cosmetology, 600 for manicuring, 600 for teacher training and 800 for esthetics course,
- (2) Have completed all theory and practical evaluations with at least 70% average,
- (3) Completed all practical credits for the appropriate course,
- (4) Passed the mock state board theory exams (state and national) with at least an 80% average,
- (5) Paid in full all costs for the course or have made a written agreement to pay the balance after the contract end date,
- (6) Filled out a Student Graduate Survey, and Exit Interview Checklist.

(7) If received financial aid, been given a pamphlet on “STEPS OF LOAN PAYMENT) and complete exit counseling at studentloans.gov.

When all of the above requirements are met, the student will receive a **graduation diploma** from Pat Goins Benton Road Beauty School. No student's final hours will be released to the State Board until all of the requirements are met.

Upon graduation the student will be eligible for the State Board Licensing Examination. The student must submit:

1. Request For Cosmetology Theory Examination (2/3 way through course or at the completion of the course)
2. Request for Cosmetology Practical Examination and Initial License (completion of course).
3. Request for Manicuring, Esthetics or Teacher Training Theory and Practical Examination and Initial License (completion of course).

FINANCIAL AID PROGRAM

Pat Goins Benton Road Beauty School is approved by the U. S. Department of Education to offer student loans from the Department’s Direct Loan Program and Pell Grants whereby a qualified student is awarded an outright grant for post-secondary education.

Pat Goins Benton Road Beauty School is approved, Job Corps, Social Security, Vocational Rehabilitation, Bureau of Indian Affairs training and for payment of Veterans benefits. Students desiring information regarding the various aid programs eligibility and payment plans available including Veteran's training, should contact the Director of Admissions.

All students are eligible to apply for financial aid. Students may apply for need based aid by filling out a Free Application for Federal Student Aid (FAFSA) at the school or at the U. S. Department of Education’s (DOE) web site at fafsa.ed.gov. Eligibility is determined based on income and family size. Aid is determined by the Estimated Family Contribution (EFC) the school receives from the DOE’s student aid report (SAR). Normally, no money is given to a student until his/her tuition/fees are paid in full. See additional information in Addendum N

Pat Goins Benton Road Beauty School does student loan entrance and exit counseling with all students that receive federal loans.

EMPLOYMENT ASSISTANCE

Pat Goins Benton Road Beauty School does not guarantee student employment upon graduation. However, the school offers student placement and counseling services. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places emphasis on how to obtain and retain employment after graduation. The school maintains placement service with the leading salons in local and surrounding areas. Students may avail themselves of the school’s placement office service at any time, even after graduation.

COUNSELING/ADVISORY

Pat Goins Benton Road Beauty School conducts advisory sessions at least (but not limited to) once between 1 and 450 hours, 451 to 900 and 901 to 1200 and 1201 to 1500 hours for cosmetology, 1 and 300 hours, 301 to 600 hours for manicuring and teacher training course and 1 and 400 hours, 401 to 800 hours for esthetics course. Advisory sessions may include but are not limited to academic progress (theory and practical work) and attendance also included will be career counseling. The schools will counsel with the parents of below legal age students, with student permission. Students may request additional information at info@patgoins.edu, 318-746-2600 or texting 209-STUDENT.

The schools provide education for substance abuse prevention using community resource speakers, presentations, community resource posters, and classroom presentations. Information relating to professional assistance available to students is listed in the Annual Security Report (available on line at patgoins.edu/consumerinformation)

For any other professional assistance this is a list of contact information for additional professional help:

- Providence House Service Centers-Office Phone: 318-221-7887 Crisis Line: 318-226-5015
- Center for Community Solutions (Domestic Violence) 1-888-385-4657 24 Hours
- Salvation Army Family Development Center 200 E Stoner Ave(318) 424-3200
- Salvation Army & Children's Center 2821 Greenwood Rd (318) 946-8057
- Women's Resource Center 850-B Olive Street, Shreveport, LA 71104 Phone: 318-550-4417
- Animal Safe House Hotline (Temporary housing for pets of domestic violence victims) (318) 469-6591, Clark (318) 773-0858, Karen (318) 347-6959, or Sandy (318) 617-7210
- Sexual Assault Services Forensic Examiner Tedd G. Thomas (318) 226-6881
- Northwest Louisiana Legal Services, Inc. (318) 222-7186
- Victim/Witness Assistance (318) 226-5904
- Women's & Children Center (318) 550-3398
- Suicide Hotline 1-800-Suicide
- Council on Alcoholism and Drug (318) 222-1767
- Steps (318) 222-1288
- Brentwood Hospital (318) 678-7500
- Addiction Recovery Center (318) 402-4900
- Cada Treatment Center (318) 747-1211

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

1. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - (1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 - (2) A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
 - (3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school
 - (4) A student notifies the institution of his/her withdrawal in writing.
 - (5) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
 - (6) In type 2, 3 or 4, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
 - (7) For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
01% to 04.9%	20%
05% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

2. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
3. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating

circumstances, a reasonable and fair refund settlement will be made.

4. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
5. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
6. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement.
7. Refunds are calculated and based on scheduled hour's not actual hours.
8. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
9. The school will use the U. S. Department of Education's "RETURN OF TITLE IV FUNDS" policy (34 CFR 668.22), based on payment period, as required by law.

RETURN OF TITLE IV FUNDS

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned.

Payment periods for Title IV funds are divided into segments. If a student has completed 60% or less of the payment period the school may have to return part of the funds to the U. S. Department of Education (DOE). So, even though the school may have received money to credit to your tuition account, it may not be eligible to keep all of the money received. Pat Goins Benton Road Beauty School will calculate the amount of tuition to be returned to the Federal fund programs according to the policies listed below.

RETURN OF TITLE IV FUNDS POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal

Title IV aid that must be returned to the federal government by the school and/or the student.

The federal formula is applicable to an eligible student receiving federal aid when that student

Withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Financial Aid Administrator of the school. The notification may be in writing or orally. The student may call 318-746-2600. The withdrawal email notification may be emailed to info@patgoins.edu or by mail to Pat Goins Benton Road Beauty School ; 1701 Old Minden Road ; Suite 8 ; Bossier City Louisiana 71111. The date the notification is received is the date of determination and will begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at the school that is required to take attendance is their last day of physical attendance. The date of determination is 14 calendar days after the student's last day of physical attendance .

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

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

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

Federal funds may not cover all unpaid institutional charges due to the institution at the time the student withdraws. The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

FREEDOM OF INFORMATION POLICY REGARDING STUDENT RECORDS

Pat Goins Benton Road Beauty School guarantees their students (either actively enrolled or previously in attendance)

and their parents and/or guardians, if the student is less than 18 years of age, the right of access to their files. All files are kept in either a locking file cabinet or in an office that remains locked at all times. Files are maintained in the off-site administrative office. The school maintains files relative to the federally funded financial aid programs. Copies are available at a charge of \$1.00 per page.

A responsible representative of Pat Goins Benton Road Beauty School will, upon request, review a student's file with him or her and assist in the interpretation of the student's records and answer all questions.

Pat Goins Benton Road Beauty School provides students annual notification of students rights under FERPA October 1st of each year.

Authorized Releases

Pat Goins Benton Road Beauty School protects the invasion of privacy rights of its students and staff by releasing only information that is legally required. Information of a personal nature is released only on the written instructions of the student or the parent/guardian if the student is a minor. Pat Goins Benton Road Beauty School must, however, make its student files available to certified, accrediting, regulatory, and other governing agencies who have the legal right to examine such files for their compliance visits. Agencies requiring information from school records must make a written request which will become a part of the student's permanent file.

Only copies of original documents will be removed from the school. No portion of a file may be removed or reproduced without the permission of an officer of Pat Goins Benton Road Beauty School, as all material and records contained therein are the property of Pat Goins Benton Road Beauty School. Cumulative educational records are maintained by the schools for a minimum of 5 years. If copies are provided there will be a charge of \$1.00 per copy. See The Family Educational Rights and Privacy Act in the Addendum H.

HANDICAPPED FACILITIES

The School Manager or Senior Instructor must be contacted to ascertain the exact handicapped facilities available at the school.

CREDIT FOR PREVIOUS EDUCATION

Students who have attended a school of cosmetology prior to registering at a Pat Goins Benton Road Beauty School will be assisted by the School Manager so that proper credit may be granted for those hours earned at an earlier time or at another school.

The Louisiana State Board of Cosmetology will recognize hours earned within the last three years in Louisiana. Pat Goins Benton Road Beauty School will honor such hours when the student presents the proper transfer papers and transcript from the former beauty school.

Students who have earned hours in a state other than Louisiana will be granted credit as advised by the Louisiana State Board of Cosmetology.

Notwithstanding the provisions of the above, Pat Goins Benton Road Beauty School reserves the right to administer a proficiency examination to determine the student's entrance level of training. Hours will be adjusted to coincide with the school's evaluation of the applicant's proficiency examination. The school's determination will be final.

This catalog includes many of the rules, regulations, policies and procedures of the institution. One of its purposes is to inform students of the school's requirements and how certain situations will be resolved. The institution reserves the right however, to exercise professional judgment in any instance it feels a special situation exist and make exceptions to these rules, regulations, policies and procedures.

DISCLOSURE OF CONSUMER INFORMATION: YOUR RIGHT TO KNOW

Pat Goins Benton Road Beauty School is committed to providing its students, their families, and their campus communities, full disclosure of all consumer information as required by State and Federal laws and regulations. The consumer information provided is intended to satisfy students' right to know and to give students the opportunity to make fully informed choices regarding the institution. It is the student's responsibility to review the information to

ensure they have a full understanding of “Your Right to Know” as it relates to disclosure of consumer information at Pat Goins Benton Road Beauty School. All campus consumer disclosure information is posted at: www.patgoins.edu/consumerinformation

Annually December 15th PGBR distributes a notice via email to all enrolled students and employed staff of the availability of consumer information in the following general categories:

1. Financial Assistance (Including Direct Loan) - Catalog
2. Institutional Information- Catalog
3. Health and Safety (Including Campus Crime and Safety Information & Drug and Alcohol Prevention Programs; Annual Safety Security Report www.patgoins.edu/ASR)
4. Students Right To Know: Completion or graduation, retention and placement rates- Catalog
5. Gainful Employment
Cosmetology: <http://license.patgoins.edu/bossier-city-ge-template-cosomo/Gedt.html>
Manicuring: <http://license.patgoins.edu/bossier-city-ge-nail-template/Gedt.html>
Teacher Training: <http://license.patgoins.edu/bossier-city-ge-instructor-program/Gedt.html>

6. Family Educational Rights and Privacy Act (FERPA) - Catalog
7. Verification- Catalog
8. Constitution and Citizenship Day- Catalog
9. Voter Registration- Catalog

A printed copy of the disclosures and or catalog may requested in writing by emailing info@patgoins.edu or in writing to Pat Goins Benton Road Beauty School, P.O. BOX 5151, Bossier City, LA 71171 (Attention Registrar).

ADDENDUM A - TUITION AND FEE INFORMATION

EFFECTIVE: JANUARY 18, 2019

TUITION

Cosmetology, manicuring, esthetics and student teacher students are required to provide a kit and books. Both the kits and books may be purchased from the school. If they are purchased elsewhere the kits must contain the same merchandise as the one that may be purchased from the school and the books must be the same edition as used in the school. Tuition includes a voucher for two uniforms

All financial arrangements must be completed prior to the last 100 hours of training; if not, the student may be temporarily terminated until such arrangements are made. If a student is unable to pay the full tuition by the designated time the student must sign a contract to pay the balance within four months after graduation. If the student fails to complete the post-graduation payments the student may be reported to the appropriate credit agencies. The student acknowledges that (s) he understands that reasonable attorney's fees and costs shall be awarded in any action taken on this contract or any part of it.

This course of study is intended to qualify students for the state licensing examination. **If additional time is required beyond the stated course length, it will be provided at cost of \$450.00 per month or any portion thereof.** If the student withdraws and returns, a \$25.00 fee for re-registration will be charged by PAT GOINS BENTON ROAD BEAUTY SCHOOL. If the student withdraws for three months or more, a re-entrance examination will be given and the \$25.00 re-registration fee and current tuition rate will be applicable,

COSMETOLOGY- 1500 HOURS = 45.45 WEEKS or Night Program = 62.5 weeks			
Tuition	total course tuition	\$15,500.00	
Re-registration fee (if applicable)			
State Board Registration Fee		10.00	money order
Books (Textbooks, Workbooks, State Law Book)	=	803.00	
Kit/supplies	=	<u>2005.00</u>	
Total costs for 1500 Hour Cosmetology course		\$18,318.00	
MANICURING- 600 HOURS = 25 WEEKS			
Tuition	total course tuition	\$ 7,600.00	
Re-registration fee (if applicable)			
State Board Registration Fee		10.00	money order
Books (Textbooks, Workbooks, State Law Book)	=	651.50	
Kit/Supplies	=	<u>838.50</u>	
Total costs for 600 hour Manicure course		\$ 9,100.00	
TEACHER TRAINING- 600 HOURS = 18.18 WEEKS			
Tuition	total course tuition	\$ 5,600.00	
Re-registration fee (if applicable)			
State Board Registration Fee	=	10.00	money order
Books (Textbooks, Workbooks, State Law Book)	=	753.00	
Kit/Supplies	=	<u>737.00</u>	
Total costs for 600 hour Teacher Training Course		\$ 7,100.00	
ESTHETICS – 800 HOURS = 26.42 WEEKS			
Tuition	total course tuition	\$10,500.00	
Re-registration fee (if applicable)			
State Board Registration Fee	=	10.00	money order
Books (Textbooks, Workbooks, State Law Book)	=	527.50	
Kit/Supplies	=	<u>962.50</u>	
Total costs for 800 hour Esthetics Course		\$12,000.00	

METHOD OF PAYMENT: Check, Money Order, Federal Pell Grant, Federal Stafford Loans, Veteran's Education Benefits (VA), Vocational Rehabilitation Program (VR).

PAYMENT TERMS

Upon enrollment, the tuition is due and payable in full; however, the student, at the school's option, may pay a down payment and monthly installments as follows:

COURSE	Length In weeks	Entry Down Payment	Monthly Tuition Payment	Total
Cosmetology	45.45	\$1,830.80	9 @ \$1,830.80	\$18,308.00
Cosmetology Nights	125	\$ 915.40	19 @ \$ 915.40	\$18,308.00
Teacher Training	18.18	\$1,772.50	3 @ \$1,772.50	\$ 7,090.00
Manicurist	18.18	\$2,272.50	3 @ \$2,272.50	\$ 9,090.00
Esthetics	24.24	\$1,998.35	5 @ \$1,998.33	\$11,990.00

COURSE	Length In weeks	Entry Down Payment	Monthly Tuition Payment	Total
Cosmetology	62.5	\$1,525.74	11 @ \$1,525.66	\$18,308.00
Teacher Training	25	\$1,181.70	5 @ \$1,181.66	\$ 7,090.00
Manicurist	25	\$1,515.00	5 @ \$1,515.00	\$ 9,090.00
Esthetics	33.33	\$1,712.86	6 @ \$1,712.86	\$11,990.00

ADDENDUM B - ADMINISTRATIVE STAFF AND FACULTY

EFFECTIVE August 30, 2018

Contact Information

Janola Massaquoi.....President
Phone: 318-746-2600
Email : info@patgions.edu

Felicia Richardson Campus Administrator
Phone: 318-746-7674
Email : fblackshire@patgions.edu

Ali Johnson Financial Aid Administrator
Phone: 318-746-7674
Email : ajohnson@patgions.edu

Janola Massaquoi..... Title IX Coordinator
Phone: 318-746-7674
Email : janola@patgions.edu

Christina Barratt Admissions Coordinator
Phone: 318-746-7674
Email : cbarratt@patgions.edu

Sondra Dyson..... Campus Coordinator
Phone: 318-746-7674
Email : sdyson@patgions.edu

Arnecia Jordan Student Career Services Coordinator
Phone: 318-746-7674
Email : ajordan@patgions.edu

Hannah Jones Time and Attendance Coordinator
Phone: 318-746-7674
Email : hjones@patgions.edu

PAT GOINS BENTON ROAD BEAUTY SCHOOL
All instructors maybe contacted by calling 318-746-7674.

Ms. Jamie Anderson Instructor
Ms. Nicole Hills Instructor
Ms. Sondra Dyson Instructor
Ms. Eugenia Durden Instructor
Ms. Kitoya Ferrell Instructor
Ms. Shundra Pettis Instructor
Ms. Cheryl Tyler Instructor

ADDENDUM C - STUDENT RULES & REGULATIONS

EFFECTIVE: January 2, 2018

These rules and regulations will help prepare you for a successful entry into the workforce upon graduation from our school and receiving a license from Louisiana State Board of Cosmetology.

Some of these regulations are required by the Louisiana State Board of Cosmetology and the National Accrediting Commission of Cosmetology Arts and Sciences, and some are required by Pat Goins Benton Road Beauty School

1. **SCHOOL HOURS AND EXPECTATIONS** - Students are expected to be in school 15 minutes before classes start to assure proper preparation and a prompt start. If a student is not in class by 8:15 A.M., the student will not be allowed in to clock into school until 10:00am for the day and Student should call 209-STUDENT if the student is unable to arrive at 8:15. This does not allow them to arrive late. If the student has acceptable written documentation (doctor's appointment, lawyer appointment, court appointment, etc.), the student will be allowed to come to class.
2. **SIGN IN & OUT** – Students must sign in and out both on the biometric time clock and the sign in sheet. Students will clock in upon arriving at school and clock out before leaving at any time. Students may clock in and out for themselves only. When leaving the building for the day the Time Clock and Sign In and Out Sheet must reflect the correct time. Falsifying time is grounds for immediate termination.
3. **ABSENCE** - The school must be notified each day if you are unable to attend school for any reason. Notification should take place before the start of the school day. Please call 209-STUDENT
4. **EXTENDED TIME CHARGE** - If the student does not complete the hours required for graduation by the scheduled graduation date, there will be an extended time charge, as indicated on your Enrollment Agreement, for any training required beyond this date. Regular class attendance is mandatory for adequate training in all programs.
5. **STANDARDS AND CRITERIA** - Students are required to meet the standards and criteria established to determine the progress and competence in both academic study and practical training throughout the entire course. An average of 70% is required. A satisfactory standard of attendance and conduct is also required.
6. **PERSONAL APPEARANCE** - All students attending Pat Goins Benton Road Beauty School must follow the published dress code.
 - a. **UNIFORM: ALL STUDENTS MUST REPORT TO CLASS IN THE PROPER UNIFORM,- all BLACK SCRUBS** that must fit properly (no tight fitting scrubs are permitted). Uniforms that are soiled, stained, spotted with chemicals, dingy or worn out are not allowed and must be replaced. An all-white, all gray or all black (no other colors are acceptable) top may be worn under the black scrub top. A student may wear an all-black jacket or lab coat (no other colors are acceptable.) **SHOES MUST BE CLOSED TOED, CLOSED HEELED AND PREDOMINATELY BLACK.**

Sun glasses are not permitted in class unless specified by a doctor's note.

Neither head coverings (scarves, hats, etc.) nor gaudy jewelry are to be worn while in uniform. The only pierced jewelry allowed is for ears. We do not allow jewelry for pierced tongues, lips, cheeks, noses or any other part of the body.
 - b. **GROOMING:** Students are required to have an APPROPRIATE HAIRSTYLE AND MAKEUP APPLIED before coming to school. Clients will have little faith in a Cosmetologist who is not personally well groomed and careful about his/her own appearance. This includes. Good grooming includes daily bath, clean teeth and fresh breath, daily use of deodorant and fresh underclothing

worn with clean uniform. (Look the part!)

- c. **NAME TAG:** All students are issued a name tag which must be visibly worn on the upper left side. A student who does not have his/her name tag must purchase one before being admitted to class.
- d. **PURSES OR TOTE BAGS:** No large purses or tote bags are allowed in the school. Instructors will make the final determination as to what is deemed to be out of compliance. A good rule to follow is purses or bags should fit in the student's locker and may not be left on the student's desk or floor.

7. **SMOKING** - Smoking is not permitted in the school.

8. **CHEWING GUM** - Chewing gum is not permitted in the building.

9. **CLASSROOM** –

- a. Students may not leave the classroom during the first session of any morning class or the first session after lunch. These hours are designated for lecture and/or demonstrations and students are not permitted to leave the classroom or clinic area.

If it becomes necessary for a student to go to the restroom during this time, they are permitted to leave, but must return immediately. They are not to rest, smoke, etc., during that time.

- b. Students are not permitted to loiter or congregate in the rest rooms, reception rooms, lobbies, building entrance, etc. nor are they permitted in the Teacher's office or supply room. Students must not leave the school premises during class hours without permission.

Not following classroom regulations will result in a warning notice and corrective action plan.

10. **CLINIC FLOOR-**

- a. **UNACCEPTABLE BEHAVIOR IN THE CLINIC AREA:**

- (1) Eating or drinking on the clinic floor
- (2) Inappropriate language
- (3) Loud talking on or across the clinic floor
- (4) Absolutely no cell phones in the clinic area.

- b. **YOU ARE RESPONSIBLE FOR:**

- (1) The cleanliness of your own work station, mirror and floor at all times.
- (2) Hair should be picked up from the floor IMMEDIATELY after each haircut.
- (3) No personal items, such as family pictures, are allowed at work stations.
- (4) Cleaning the shampoo bowl IMMEDIATELY after using it.
- (5) The condition, cleanliness, and/or sanitization of any equipment or implement you use. Teachers may examine your kit on designated days and more often if conditions require.

Not following clinic floor regulations will result in a warning notice and corrective action plan.

11. **DUTIES** –

- a. Routine duties are assigned daily.
 - (1) These duties may include but are not limited to sweeping, mopping, sanitizing (desks and table tops), cleaning (the restrooms, dispensary area, or break room)

You must complete your assignment before leaving for the day. If you fail to do so, you will receive a warning notice and corrective action plan.

12. **FOOD IN SCHOOL** - No food or drink is permitted in classrooms or clinic. Food may be eaten in the lounge area only - and only during break times. The individuals who use the area are responsible for its cleanliness. The refrigerator is for the use of those who bring their lunch. It is not used to store ketchup, mustard or drinks. The refrigerator should be empty at the end of each day.

13. **FURNITURE AND EQUIPMENT** - Students are provided with a locker, and equipment should be stored in these lockers. Students are not permitted to leave equipment any place other than their assigned kits and/or lockers. The school is not responsible for students' equipment or personal property. Before being admitted to any class, students must have a full set of equipment, including pencils, notebooks and textbook. Students are responsible for any furniture or equipment they break or misplace.
14. **TELEPHON/ELECTRONIC DEVICES** - Students may use the school telephone for emergencies only. No electronic devices such as tablets, ipods, cell phones, etc. are allowed in the learning environment.
15. **PARKING** - Students may park in designated area only. Violators of this policy may have their cars towed away at their expense.
16. **CLASSROOM & CAMPUS BEHAVIOR**
See in the catalog Addendum D Classroom & Campus Behavior Policy Addendum D page 26

Students in violation of any of the schools policies, rules or regulations and/or whose personal conduct is deemed unsatisfactory will not be permitted to attend class and may be suspended or dismissed.

APPEAL PROCESS

Students who wish to appeal the determination that they have been suspended or dismissed must submit a letter to the President. The letter should describe any circumstances the student feels deserve further consideration. Students appealing a satisfactory progress determination must include in their letter, the reason for their unsatisfactory performance and what has changed that will allow the student make satisfactory progress in the future. An appeal decision will be made and the student notified accordingly.

ADDENDUM D - CLASSROOM & CAMPUS BEHAVIOR POLICY

EFFECTIVE: January 1, 2017

The following procedures apply to classrooms as well as student interactions with instructors in labs, offices and other campus learning environments.

This institution is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. Furthermore, course instructors have a right to establish clear expectations in this regard, and students share the responsibility for maintaining an appropriate, orderly learning environment. Students who fail to adhere to the behavioral expectations outlined by the instructor (either written in the catalog or verbally stated at the time the behavior occurs) will be subject to discipline in accordance with the procedures outlined in this policy. Students and instructors are expected to follow the procedures described below when a concern about student behavior in the classroom/campus arises. This policy does not replace or preclude any Institutional policies or local, state or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the instructor.

What Constitutes Disruption?

Disruptive behavior can be classified as.

- Persistent speaking without permission.
- Inappropriate discussions in the classroom (anything not pertaining to the class being taught)
- Inappropriate language (cursing) anywhere in the building
- Engaging in activities not related to the class
- Inappropriate use of electronic devices, cell phones, or pagers
- Posting negative comments pertaining to the school or staff on any social media
- Sleeping in class
- Entering class late or leaving early
- Eating/drinking in class without permission
- Any disruptive behavior on the clinic floor
- Disputing authority and arguing with faculty and other students
- Threats of any kind
- Harassment
- Physical altercations
- Destruction of property
- Any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy

Some students many have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

All students will receive a verbal warning of the Classroom and Campus Behavior Policy during orientation and will sign this form as proof of receipt of this policy. If a student is observed exhibiting disruptive behavior it will result in written violation and campus suspension for three scheduled class days with corrective action plan required to return to campus. Should there be another incident of disruptive behavior the student will be expelled from the campus.

ADDENDUM E - SATISFACTORY ACADEMIC PROGRESS POLICY

EFFECTIVE: JANUARY 18, 2018

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution. Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1350 clocked (actual) hours
Esthetics	400 clocked (actual) hours
Manicuring	300 clocked (actual) hours
Student Teacher	300 clocked (actual) hours

Pat Goins Benton Road Beauty utilizes a 900 academic year for cosmetology program. Manicuring Program and Student Teacher program is less than one academic year (900 hours) and utilizes 600 hours for academic year measurement. The Esthetics Course is less than one academic year (900 hours) and utilizes 800 hours for academic year measurement.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

The students receive satisfactory progress evaluation results from the Director of Financial Aid within fourteen days after the evaluation periods.

ATTENDANCE PROGRESS EVALUATIONS

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

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED			
	WEEKS	SCHEDULED HOURS	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 33 hrs/wk) –1500 Hours	68.18	Weeks	2250	Hours
Cosmetology (Part time, 25 hrs/wk) –1500 Hours	90.00	Weeks	2250	Hours
Esthetics (Full time, 33 hrs/wk) – 800 Hours	37.50	Weeks	1200	Hours
Esthetics (Part time, 25 hrs/wk) – 800 Hours	27.27	Weeks	1200	Hours
Manicuring (Part time, 24 hrs/wk) – 600 Hours	36.00	Weeks	900	Hours
Student Teacher (Full time, 33 hrs/wk) – 600 Hours	36.36	Weeks	900	Hours
Student Teacher (Part time, 25 hrs/wk) – 600 Hours	48.00	Weeks	900	Hours

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

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS-System of Grades

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

S+	Satisfactory Plus.....	94 - 100
S	Satisfactory.....	86 - 93
S-	Satisfactory Minus.....	78 - 85
N	Satisfactory Needs Improvement..... (Minimum acceptable level)	70 - 77
U	Unsatisfactory (Fail).....	0 - 69

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. Final approval or denial of student appeal will be completed by Director of Financial Aid. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

Repetitions

A student who completed (Cosmetology, Manicuring, Esthetics or Teacher Training) may elect to rescind hours with the Louisiana State Board of Cosmetology at the student's discretion. Per this policy students are encouraged to receive written verification from Louisiana State Board of Cosmetology regarding their ability to rescind hours and reenroll in a cosmetology school to complete an eligible program. Although rare some students elect this option if they completed an eligible program however waited year(s) to complete licensure test due to unusual circumstances and need to repeat education in order to obtain licensure. In this case the student may be asked to take a pre-enrollment theory and or practice exam to review student's current standing and determine if the student can transfer any previous received hours/ education. After hours have been formally rescinded this student will be enrolled as a transfer student.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

Transfer students may be asked to take a pre-enrollment theory and or practice exam to review student's current standing and determine if the student can transfer any previous received hours/ education. Available transfer hours will be based on hours reported to Louisiana State Board of Cosmetology. All transfer students will be asked to submit a transcript from the school in which they were previously enrolled to receive credit for theory test grades.

INSTRUCTIONAL DISCLAIMER

The course curriculum obtained at Pat Goins Benton Road Beauty School from Cosmetology, Nail Technician, Esthetics and Teacher Training is Louisiana State Board Approved and is taught by a Licensed State Board Instructor. Our curriculum is designed to provide the knowledge, art principles and hand-on experience needed to obtain an entry-level position and licensed in your chosen profession. Pat Goins Beauty School understands that a licensed Cosmetology instructor is authorized to give instruction in all aspects of the course curriculum from Hair, Nails, Skin and/or makeup and assumes no responsibility for errors or omissions in the contents of this service. Our licensed cosmetologist instructor has the ability to give theory and practical instruction for all courses offered at our institution. Pat Goins Beauty School reserves the right to make additions, deletions, or modification to the contents of this service at any time without prior notice

ADDENDUM F - MAKE-UP WORK POLICY

EFFECTIVE: December 1, 2016

Any test that a student failed to take must be made up before papers can be completed for State Board Examination. Students should be notified of any make-up tests well in advance of graduation. Any test missed due to absences may be taken only on pre scheduled make-up days which is offered once monthly.

The total number of theory and practical requirements for the course must be made up prior to graduation.

ADDENDUM G - LEAVE OF ABSENCE POLICY

EFFECTIVE: JULY 30, 2017

EFFECTIVE JULY 30, 2017 LEAVE OF ABSENCES WILL NO LONGER BE ACCEPTED at Pat Goins Benton Road Beauty School, however students who enrolled prior to July 30,2017 with a current request for a leave of absence will be honored.

ADDENDUM H - STUDENT GRIEVANCE POLICY & PROCEDURES

EFFECTIVE: May 1, 2016

It is the desire of Pat Goins Benton Road Beauty School to have grievance free school. However, occasionally a situation may arise where a student feels his/her problem has not received adequate attention or the student feels the institution's instructors have made an improper decision.

Students and staff are urged to make every effort to resolve disputes via the campus informal resolution process first. Informal resolutions are much faster and usually much more satisfactory in regards to outcomes than formal resolutions. Informal resolution steps are:

1. Student documents concerns in writing and submit to info@ patgoins.edu or in writing to the campus manager. Campus administrator will acknowledge student concerns within 3-5 business days upon receipt.
2. Student will participate in a corrective action plan meeting with campus administrator and or instructor and a corrective action plan will be developed to correct the issue.
3. Student and staff will sign the corrective action plan, which is designed to communicate expected action/behavior or student and staff.

In the event an informal resolution of a problem is unsatisfactory the student shall follow the following procedure for filing a formal grievance.

1. The student should register the grievance in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The grievance form may be given to the Institution's manager.
3. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
4. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students should exhaust the institution's internal grievance process before submitting the grievance to the school's accrediting agency, Department of Education or Louisiana state board of cosmetology, if applicable

ADDENDUM I - TITLE IV LOAN CODE OF CONDUCT

EFFECTIVE: May 01, 2016

1. Pat Goins Benton Road Beauty School does not have any revenue sharing arrangements with any lender. The schools participate in the Federal Direct Loan Program. The school is paid no commission for participating in any loan program.
2. Employees of Pat Goins Benton Road Beauty School are prohibited from accepting gifts from any lender, guarantee agency or loan servicer.
3. Employees of Pat Goins Benton Road Beauty School are prohibited from entering into contracting agreements with any lender, guarantee agency or servicer.
4. Employees of Pat Goins Benton Road Beauty School are prohibited from accepting staffing assistance from any lender, guarantee agency or servicer.
5. Employees of Pat Goins Benton Road Beauty School are prohibited from steering borrowers to particular lenders or delaying loan certification. All loans are processed through the Federal Direct Loan program.
6. Pat Goins Benton Road Beauty School does not participate in any private loan programs.
7. Employees of Pat Goins Benton Road Beauty School are prohibited from accepting advisory board commissions with the exception of reasonable expenses incurred.
8. Employees of Pat Goins Benton Road Beauty School are prohibited from any forms of Recruiter Based Compensation/Incentives.

ADDENDUM J - THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND INSTITUTIONAL POLICY

EFFECTIVE: January 3, 2017

Family Policy Compliance Office (FPCO) Home

The family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are to the students and parents or guardians of dependent minors. The student has the right to file complaints with the US Department of Education 1-214-661-9490.

Student and parent or guardians of a dependent minor have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Student and parent or guardians of a dependent minor have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or guardians of dependent minors then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Recordkeeping

Source: Federal Student Aid Handbook, Volume II, Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right:

- to review their education records,
- to seek to amend inaccurate information in their records, and to provide consent for the disclosure of their records

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

Student's and parents' rights to review educational records

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records, or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws.

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior written consent to disclose the student's records

Except, under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must –

- state the purpose of the disclosure,
- specify the records that may be disclosed,
- identify the party or class of parties to whom the disclosure may be made, and,
- be signed and dated

If consent is given electronically, the consent form must:

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person's approval of the information contained in the electronic consent

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office, since they are likely to involve the release of financial aid records.

Disclosures to school officials

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records. Typically these might be admissions records, grades, or financial aid records.

Disclosure may be made to:

- other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests
- to officials of another postsecondary school or school system, where the student receives services or seeks to enroll

If your school routinely discloses information to other schools where the student seeks to enroll, it should include this information in its annual privacy notification to students. If this information is not in the annual notice, the school must make a reasonable attempt to notify the student at the student's last known address.

Disclosures to government agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, an enforcement purposes. “Authorized representatives” includes employees of the Department – such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics – as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition –

Disclosure may be made if it is in connection with financial aid that the student has received or applied for such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student’s eligibility for the aid, or to enforce the terms or conditions of the aid.

A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the immigration and Naturalization Service.) in compliance with the student exchange visitor information System (SEVIS) program without violating FERPA.

Disclosures in response to subpoenas or court orders

A school may release PII on F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

FERPA permits schools to disclose education records, without the student’s consent, in order to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

Documenting the disclosure of information

Except as noted below, a school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student’s file as long as the educational records themselves are kept.

FERPA Responsibilities and Student Rights

A school is required to:

- Annually notify students of their rights under FERPA;
- Pat Goins Benton Road Beauty School provides students annual notification of students rights under FERPA October 1 of each year.
- Include in that notification the procedure for exercising their rights to inspect and review education records; and
- Maintain a record in a student’s file listing to who personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

Student has the right to:

- Inspect and review any education records pertaining to the student annually;
- Request an amendment to his/her records; and
- Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Rights under FERPA

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

- The right to inspect and review the student's education records within 45 days of the days the school receives a request for access.
- A student should submit to the president, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask the institution to amend a record should write the institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

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

[Note: In addition, a school may want to include its directory information public notice, as required by Sec. 99.37 of the regulations, with its annual notification of rights under FERPA.]

HEALTH AND SAFETY EXEMPTION REQUIREMENT 34 CFR 99.31(a)(10) & 34 CFR 99.36

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

ADDENDUM K - CONSTITUTION AND CITIZENSHIP DAY

EFFECTIVE: July 1, 2009

This Congressional initiative is authorized by Section 111 of Division J of Pub. L. 108-447 the “Consolidated Appropriations Act 2005.” Dec 8, 2004: 118 Stat. 2809, 3344-45 (Section 111). The Assistant Deputy Secretary for Innovation and Improvement (Assistant Deputy Secretary) takes this action in order to implement this provision as it applies to educational institutions receiving Federal funding from the Department. Section 111 (b) states “each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution. “For purposes of the Department’s implementation of this requirement, “educational institutions” includes but is not limited to “local educational agencies” and institutions of higher education” receiving Federal funding from the Department. Section 111 applies to all educational institutions receiving Federal funding, not only those receiving Federal funding from the Department. However, the Department’s authority only extends to those educational institutions receiving funding from the Department, and consequently, the Department can only regulate with regard to those institutions. Section 111 requires that Constitution Day be held on September 17 of each year commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday or holiday, Constitution Day shall be held during the preceding or following week. Section 111 does not authorize funds to carry out this requirement and Section 111(d) indicates that this section shall apply “without fiscal year limitation.” Accordingly, the Assistant Deputy Secretary intends that this notice pertain to this fiscal year and all subsequent years.

Some informational resources pertaining to the Constitution are listed below. In addition to these, the Department is aware that there may be other public and private resources available that may be helpful to educational institutions in implementing Constitutional Day. While the department does not endorse any particular program or Web site, this information is provided because it may be of use to educational institutions developing their Constitution Day programs. One of the Library of Congress repositories for Constitutional documents and information may be accessed at: <http://www.loc.gov/law/help/commemorative-observations/constitution-day.php>.

The National Archives also has a Web site with a scan of the U. S. Constitution available online at <https://georgewbush-whitehouse.archives.gov/kids/constitution/index.html>

In addition, the National Archives has a nationwide network of research facilities, including presidential libraries that welcome students as young as 14 years of age. Information about the facilities (by region and state) can be located online at: <https://georgewbush-whitehouse.archives.gov/kids/constitution/index.html>

In addition to the resources mentioned above, it is our understanding that the U. S. Office of Personnel Management will be making available to all Federal agencies, information to help train and educate Federal employees on the Constitution and, in particular, its relationship to the Oath of Office Federal employees take. This information will be posted shortly on the OPM Web site at: <http://www.opm.gov/>. We expect that educational institutions may find this material useful in planning their Constitution Day activities. Electronic Access to this document: You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the internet at the following site: <http://www.ed.gov/news/fedregister>.

The school will determine the presentation of the program following the appropriate guidelines and present it.

ADDENDUM L - POLICIES AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT

EFFECTIVE: July 1, 2010

Pat Goins Benton Road Beauty School prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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, Section 504, 505.

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

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

ADDENDUM M - WITHDRAWAL POLICY

EFFECTIVE: May 25, 2016

“Official” Withdrawal from the School

Official and Unofficial withdrawals will receive fee of \$ 150.00

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or Office Manager in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from Pat Goins Benton Road Beauty School, records. A student is allowed to resend his notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Pat Goins Benton Road Beauty School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
 - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school’s refund requirement.
3. The student’s grade record will be updated to reflect his/her final grade.
4. Pat Goins Benton Road Beauty School will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. Upon request the school will provide the student with copy of the R2T4 calculation explaining the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.
7. If the student owes the school institutional charges a contractual obligation form will be submitted to the Louisiana State Board of Cosmetology.

In the event a student decides to resend his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and student subsequently fails to

attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the School Director and/or admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, or fails to comply with the school's attendance and **may** be subject to termination and considered to have unofficially withdrawn.

Within 15 days of the student's last date of academic attendance, the following procedures will take place:

1. The Administrative office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
4. Pat Goins Benton Road Beauty School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
5. Calculate the school's refund requirement
6. Pat Goins Benton Road Beauty School will return to the Federal fund programs any unearned portion of title IV funds for which the school is responsible within 45 days of the date the withdrawal determination date was made and note return on the student's ledger card. Unless unusual circumstances exist, date of determination date will be within 45 school days of the last date of attendance.
7. If requested, Pat Goins Benton Road Beauty School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - c. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
8. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

ADDENDUM N - FINANCIAL AID POLICIES AND PROCEDURES

EFFECTIVE: November 9, 2017

Need-based and Non-need based State and Local Aid Programs, School Aid Programs, And other private aid program

The programs that the students have access to are as followings:

1. Cash
2. Pell Grant ---- <http://www.fafsa.ed.gov>
3. Direct Loan ---- <http://studentloans.gov>
4. Plus Loan
5. Division if Vocational Rehabilitation
6. Bureau of Indian Affairs
7. Veterans Administration
8. Private Education Loan Self-Certification

Explanation of how each program of aid applies

Federal Pell Grant (PELL)

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. These grants are generally awarded to undergraduate students and the award amounts can change yearly. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part time) and whether you attend for a full academic year or less. For more information visit Federal Pell Grant. A student must have not obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA Loan Program or the 150% limit that took effect on July 1, 2013. Not liable for grant overpayment or exceed the 600% limit.

Iraq and Afghanistan Service Grant

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant.

Additional Student Eligibility Requirements:

- Must be ineligible for a Federal Pell Grant due only to having less financial need than is required to receive Pell funds, and
- Be under 24 years old, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum Pell Grant for the award year—not to exceed the cost of attendance for that award year.

William D. Ford Federal Direct Loan Program

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. For more information visit [William D. Ford Federal Direct Loan Program](#). There are three types of loans in the program:

Subsidized Stafford Loan

A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education pays the interest while you're in school at least half-time and for the first six months after you leave school (grace period). The amount of the loan cannot exceed a student's financial need. For more information visit [Subsidized Stafford Loan](#).

Unsubsidized Stafford Loan

A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department does not pay interest on subsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. The fixed interest rate of 6.8 percent can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan. For more information visit [Unsubsidized Stafford Loan](#).

PLUS Loans

Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 7.9 percent for the Direct Loan. For more information please visit [PLUS Loans](#).

Veteran's Education Benefits

The Department of Veterans Affairs administers a variety of education benefit programs. Many Veterans and active duty personnel can qualify for more than one education benefits program, including the:

- [The Post-9/11 GI Bill](http://www.gibill.va.gov/benefits/post%20911_gibill.index.html) [http://www.gibill.va.gov/benefits/post 911 gibill.index.html](http://www.gibill.va.gov/benefits/post%20911_gibill.index.html)
- [Montgomery GI Bill – Active Duty \(MGIB-AD\)](http://www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html) [http://www.gibill.va.gov/benefits/montgomery gibill/active duty.html](http://www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html)
- [Montgomery GI Bill – Selected Reserve \(MGIB-SR\)](http://www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html) [http://www.gibill.va.gov/benefits/montgomery gibill/selected reserve.html](http://www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html)
- [Reserve Educational Assistance Program \(REAP\)](http://www.gibill.va.gov/benefits/other_programs/reap.html) [http://www.gibill.va.gov/benefits/other programs/reap.html](http://www.gibill.va.gov/benefits/other_programs/reap.html)
- [Veterans Educational Assistance Program \(VEAP\)](http://www.gibill.va.gov/benefits/other_programs/educational_assistance_test_program.html) [http://www.gibill.va.gov/benefits/other programs/educational assistance test program.html](http://www.gibill.va.gov/benefits/other_programs/educational_assistance_test_program.html)
- [Educational Assistance Test Program \(Section 901\)](http://www.gibill.va.gov/benefits/other_programs/educational_assistance_test_program.html) [http://www.gibill.va.gov/benefits/other programs/educational assistance test program.html](http://www.gibill.va.gov/benefits/other_programs/educational_assistance_test_program.html)
- [Survivors' and Dependents' Educational Assistance Program \(DEA\)](http://www.gibill.va.gov/benefits/other_programs/dea.html) [http://www.gibill.va.gov/benefits/other programs/dea.html](http://www.gibill.va.gov/benefits/other_programs/dea.html)
- [National Call to Service Program](http://www.gibill.va.gov/benefits/other_programs/national_call_to_service_program.html) [http://www.gibill.va.gov/benefits/other programs/national call to service program.html](http://www.gibill.va.gov/benefits/other_programs/national_call_to_service_program.html)
- [Veterans Retraining Assistance Program](http://www.gibill.va.gov/benefits/other_programs/vrap.html) [http://www.gibill.va.gov/benefits/other programs/vrap.html](http://www.gibill.va.gov/benefits/other_programs/vrap.html)

Other Programs:

- [Reserve Educational Assistance \(REAP\)](#)

- [Survivors & Dependents Assistance \(DEA\)](#)
- [Veterans Educational Assistance Program \(VEAP\)](#)
- [Educational Assistance Test Program](#)
- [National Call to Service Program](#)
- [Veterans Retraining Assistance Program](#)

Veterans need to be aware of a few special circumstances when completing the Free Application for Federal Student Aid (FAFSA). These circumstances include the student aid treatment of veteran's education benefits and the definition of a veteran for student aid purposes.

<http://www.finaid.org/military/vedbenefits.phtml> are usually treated as resources, not income, for federal student aid purposes. There are, however, a few exceptions.

<http://www.finaid.org/military/combattpay.phtml> can be a source of confusion on the FAFSA.

<http://www.finaid.org/military/veteranstatus.phtml> is not necessarily the same as veteran status for VA purposes.

Pat Goins Benton Road Beauty School is approved for some Veteran's Educational Benefits for veterans, eligible dependents of deceased or disabled veterans and active status National Guard and Reserve personnel. Any student interested in this type of benefit must verify with the school representative that the school is eligible for benefits. You can find more information on the web by visiting www.gibill.va.gov.

Survivors' and Dependents' Educational assistance program (DEA)

Of particular interest is the Survivors' and Dependents' Educational Assistance Program (DEA). It provides up to 45 months of education and training opportunities to eligible dependents of certain veterans. To be eligible, you must be the son, daughter, or spouse of a veteran who died or is permanently and totally disabled as the result of a service-connected disability, or who died while such a disability was in effect, or is MIA or captured in the line of duty by a hostile force, or is forcibly detained or interned in the line of duty by a foreign government or power. Sons and daughters must be between the ages of 18 and 26. Spousal benefits end 10 years from the date the VA finds the spouse as eligible or from the date of death of the veteran. To apply, complete VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance. For more information, call 1-888-GIBILL-1 (1-888-442-4551).

Federal Benefits for Veterans and Dependents

Updated annually by the Department of Veterans Affairs (VA), the publication Federal Benefits for Veterans and Dependents contains information about education and training benefits available to veterans and eligible dependents. [VA Pamphlet 80-02-1,114 pages, Stock Number 051-000-00225-3.]

The booklet may be obtained free of charge from VA hospitals or regional offices. To request a copy, visit your nearest VA facility, call 1-800-827-1000 or write to Department of Veterans Affairs Office of Public Affairs (80D), 810 Vermont Avenue, NW, Washington, DC 20420. It is also available for download free in PDF format from the VA's web site www.va.gov.

The publication can also be purchased for \$5.00 (\$6.25, international customers) from the US Government Printing Office, Superintendent of Documents, PO Box 371954, Pittsburg, PA 15250-7954.

Terms and Conditions of Title IV, HEA Loans

General Terms and Conditions

General Eligibility

- Be a US Citizen, eligible non-citizen, national, or permanent resident of the USA

- You are a U.S. citizen if you were born in the United States or certain U.S. Territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- Have an ARRIVAL-DEPARTURE RECORD
 - You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid only if issued before April 1, 1980)
 - Parolee
- Have BATTERED IMMIGRANT STATUS
 - You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**
- Have a T-VISA
 - You are eligible if you have a T-visa or a parent with a T-1 visa.
- Show financial need (based upon an analysis of you and your family's income and assets)
- Have a high school diploma or General Education Development (GED) Certificate
- Have a valid Social Security number
- Be enrolled in a Title IV participating institution and attending on at least a half time basis
- Make Satisfactory Progress
- Males must register (have registered) with the Selective Service
- Fully complete a Free Application for Federal Student
- Sign a statement of educational purpose and certification statement on overpayment and default (found on the Free Application for Federal Student Aid)
- Not be delinquent; or owe refund of an overpayment on any grant aid

The U.S. Department of Education's office of Federal Student Aid provides more than \$150 billion every year in grants, federal loans, and work-study funds to students attending college or career school. Visit www.StudentAid.gov today to learn how to pay for your higher education.

IMPORTANT!!!

- **KNOW YOUR DEADLINES**
- **USE THE SCHOOL CODE SEARCH**
- **VERIFICATION**-We may be asked by the Department of Education for additional, supporting information regarding your FAFSA. We will not be able to process your application without any requested documentation.

Post- FAFSA

1. Your FAFSA will be analyzed and assigned an Eligibility Index Number (EFC) which stands for Estimated Family Contribution.
2. You will receive a Student Aid Report (SAR).
3. An Institutional Student Information Record (ISIR) will be sent to the schools you selected.
4. Review standard operating Policy & Procedures for verification

Eligibility Index Number

Financial need is determined by an annual, congressionally approved formula applied for all financial aid applicants. To determine financial need, an index is created based upon facts about you and your family's income and assets; the size of your family; number of family members attending post-secondary school(s); and any unusual circumstances or financial hardships specific to you. This index is used to determine your financial aid assistance in meeting the cost of attending a post-secondary institution.

Cost of Attendance Budget 2017-2018

<u>Independent</u>	Programs	Tuition and Fees	Books and Equipment	Room and Board	Transportation Cost	Personal Cost	Total
<u>Dependent</u>	Programs	Tuition	Books and Equipment	Room and Board	Transportation	Personal	Total
	Cosmetology	15510	2808	4229	1645	3366	39592
	Teaching	4810	990	2015	1645	1495	10955
	Manicuring	5610	1490	6264	1974	3366	18704
	Manicuring	5610	1490	2418	1974	1794	13286
	Esthetics	10510	1490	2808	2303	3093	19513

Cost of Attendance is mandated by the State of Louisiana.

Determining Financial Need

Financial need = **Cost of Going to School** less your **<Expected Family Contribution>**

Cost of Going to School is tuition, fees, books and equipment, room and board, transportation cost and personal cost as mandated by the State of Louisiana

Expected Family Contribution is the amount that is determined to be your family's contribution to your education.

How students apply for Federal Student Aid and how eligibility is determined

Students enrolling in Pat Goins Benton Road Beauty School should fill out an application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web: <http://www/fafsa.ed.gov/>

A student's financial aid package may include a Federal Pell Grant, and Federal Stafford Direct Loan. You should use <http://www/fafsa.ed.gov/> to learn more about the financial aid process and get an early estimate of your eligibility for federal student aid. Students are selected to receive financial aid determined by the EFC (earned family contribution) on the Pell Grant ISIR which is processed by the school administration through Ed Express-ED Connect and transmitted to Common Origination Destination. Funds are drawn through G-5, funds are not requested prior to student enrollment at which time a budget is provided to the student.

How the school distributes aid among students

Most Federal Financial Aid is awarded on the basis of financial need. Need is the difference between your cost of education (educational expenses such as tuition, room board, books, supplies, and other expenses) and the amount you and your family are expected to contribute toward your education.

A standard formula is used for all applicants to determine this amount, which is called the expected family contribution (EFC). If there is anything left over after subtracting the expected family contribution from your cost of education you are then considered to have financial need.

How and when will financial aid be disbursed

Financial Aid and Title IV funds will be disbursed for Cosmetology at 1-450, 451 – 900, 901-1200, 1201- 1500 hours, Cosmetology Instructor at 1-300 and 300-600 hours, Manicuring at 1-300 and 300-600 hours. Students must meet these clock hour requirements, weeks and must maintain SAP, in order to be eligible for Title IV funding disbursement. Each student will be evaluated on an individual basis to determine eligibility based on total cumulative hours in each payment period. The disbursement checks will be issued once a month on the 15th or the next business day after meeting the above criteria.

The terms and conditions of any employment that is part of the financial aid package

Pat Goins Benton Road Beauty School does not employ any students who are currently receiving financial aid and are attending the school programs. Pat Goins Benton Road Beauty School does not currently participate in Federal Work-Study Program.

How much money can I borrow in federal student loans?

If you are a Student that has not graduated from a college:

- \$5,750 to \$12,500 per year in Direct Subsidized Loans and Direct Unsubsidized Loans depending on certain factors, including your year in college.

If you are a Parent of a Dependent Undergraduate Student:

- The remainder of your child's college costs that are not covered by other financial aid. Note: A credit check is required for a parent loan (called a PLUS loan). The parent may not have adverse credit to borrow a PLUS.

The terms of, the schedule for, and the necessity of loan repayment and required loan exit counseling

Direct Loan Funding

The formula for determining the amount of loans is:

(Cost of Attendance)-(EFC)-(estimated financial assistance)=(Need for subsidized Federal Direct Loan) An unsubsidized loan can replace the EFC.

Application for Loan

To receive a Federal Direct Loan, a student must complete a Free Application for Federal Student Aid www.fafsa.ed.gov and a Master Promissory note. (MPN)(www.studentloans.gov)

The students are provided with an Entrance Counseling Guide.

Required borrower information on the MPN

The MPN contains identifying information including name, permanent address, a date of birth, social security number, driver's license number, and two personal non-student adult references with U.S. addresses. The borrower must read, sign and date the MPN.

Adverse Credit History of Borrowers of PLUS (Loan)

The parent may not have adverse credit to borrow a PLUS. This is defined in the regulations as the applicant being 90 days or more delinquent on a debt or having been subject in the 1st five years to a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write off of an FSA debt. The absence of any credit history is not considered adverse credit. Lenders may establish more restrictive credit standards for determining adverse credit.

If the parent borrower has an adverse credit history the applicant has the option of receiving a PLUS using a creditworthy endorser. If an endorser is used a separate Endorser Addendum is required for each PLUS loan, If an endorser is involved a new MPN must be used, The endorser is only liable for the specific loan or loans he/she has agreed to endorse.

School Certifies/Originates the Loan

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

Checklist for loan certification:

For all Federal Direct Loans programs applications: the school must:

- Confirm that the student and parent meet the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. The school must confirm the student's dependency status for PLUS. Check on NSLDS to check the student's financial aid history, including loan limits. It must document the student's financial aid history, including loan limits. It must document the student's COA, EFC and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.
- Determine the student's enrollment status and SAP
- Review NSLDS information on ISIR to ensure that the student (or both the student and parent in the case of PLUS loan) is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.
- Ensure the amount of the loan in combination with other aid will not exceed the annual or aggregate loan limits applicable to borrowers.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

For Federal Direct Loan the school must also:

- Determine the student's Pell grant eligibility (for a sub Federal Direct Loan the need analysis must use official EFC calculated by the Department to determine the student's financial need), and if eligible include the grant in the student's aid package.
- For an unsubsidized Federal Direct Loan, first determine the student's eligibility for a Federal Direct Loan
- Prorate Federal Direct loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford loans.

A separate PLUS MPN is required for each dependent student or if both parents want to borrow individually on behalf of the student.

CONTACT:

U.S. Department of Education
Direct Loan Servicing Center
P.O. Box 4609
Utica, NY 13504-4609
1-800-848-0979
www.dl.ed.gov

Additional Unsubsidized Federal Direct Stafford

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other exceptional circumstances may receive additional unsubsidized amounts at the same level as independent undergrad students. The amounts are limited.

Guidelines for determining student's eligibility for a PLUS loan

- Parent's unwillingness to borrow a PLUS does not make the dependent student eligible
- The aid administrators belief that a parent should not borrow a PLUS does not make the student eligible
- Only one parent must apply for a PLUS and be denied based on adverse credit history. However if both parents apply independently and one is approved and one denied, the student is not eligible for increased loan amounts.

- The parents denied of PLUS based on adverse credit in one year does not support the dependent's eligibility in subsequent years.
- The dependent student may become eligible at any time during an academic year if the parent has been approved and later denied.

The dependent student may be eligible for increased unsubsidized loan amounts if you determine and document that other exceptional circumstances exist that will prevent a student from borrowing:

- ✓ The parent is incarcerated and therefore ineligible
- ✓ Parent's whereabouts are unknown
- ✓ Parents income limited to Public Assistance or disability and you have evidence that the lender that makes loans to students and parents at the school has denied a PLUS loan or will not make a Plus loan to a parent under its lending policy due to the parent's existing debt burden, income to debt ratio, likely inability to repay or other credit standards.

Scheduling Disbursements

Estimated Disbursement dates will established through Freedom/Fame student award letter . Students must meet required hours, weeks and meet satisfactory progress for a disbursement to be issued. For Federal Direct Loans the school may request the Federal Direct Loan funds may be provided on the thirty first day of classes for the first payment period for a first year, first time Federal Direct Loan borrower. It is important to keep current with your loan repayment. If your account becomes delinquent you will receive notice that your payment is late. If your account remains delinquent you may be required to pay late fees, should you fail to make payments in 270 days your loan is considered defaulted. At this your will lose eligibility for other federal student aid and assistance under most federal benefit programs. You will lose eligibility for loan deferments.

CREDIT BALANCE

Credit balance checks will be issued once a month on the 15th or on the next business day

If you have any questions or concerns, please email info@patgoins.edu

Entrance Counseling

All entrance counseling are done electronically on www.studentloan.gov. The loans you received were made under a Master Promissory Note (MPN) is a legally binding agreement between you and U.S. Department of Education and contains the terms and conditions of your loans. A printout is produced and kept in students file and loans cannot be processed on Ed Express without approved by entrance counseling. If a student fails to repay their student loan, they will be considered in default and the following will result:

- It may be reported to a National Credit Bureau and have a negative effect on the student credit rating.
- The student may be ineligible to receive any additional federal or state financial aid funds.
- The student's federal and state income tax refunds may be withheld.
- The student's wages may be garnished.

Interest is not charged on a Direct Subsidized Loan while you are enrolled in school at least half-time, during your grace period and during deferment periods. Interest can be charged on a Direct Subsidized Loan during all other periods (starting on the day after your grace period ends), including forbearance periods. Interest is charged on a Direct Unsubsidized Loan during all periods (starting on the day your loan is paid out). This includes periods while you are enrolled in school at least halftime, during your grace period, and during deferment and forbearance periods. If you do not pay the interest on a Direct Subsidized Loan during forbearance periods, it will be added it to the unpaid principal amount of your loan. This is called "capitalization." If you do not pay the interest on a Direct Unsubsidized Loan while you are enrolled in school at least half-time, during your grace period, and during deferment and forbearance periods, interest will capitalize. Capitalization increases the unpaid principal balance of your loan, and interest is then charged on the increased principal amount.

Pat Goins Benton Road Beauty School will return the cancelled loan amount to the service provider. The student will not have to pay interest or the loan fee on the part of their loan that they tell Pat Goins Benton Road Beauty School to cancel within this timeframe. If the student received an up-front interest rebate on their loan, the rebate does not apply to the part of the students' loan that was requested to be cancelled. The students' loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that was cancelled. Student must contact their service provider within 120 days of their drop date.

You must repay the full amount of your loans even if you:

1. Do not complete your intended program of study
2. Are unable to obtain employment in your area of study
3. Are dissatisfied with the education or services you received from your school.

Direct Loans are reported to the National Student Loan Data System (NSLDS). NSLDS is our central database for student aid records. It provides a centralized view of your loans, tracking your loans from when they are approved through when they are paid off. You may access your account on the NSLDS web site at www.nsls.ed.gov by using a Personal Identification Number (PIN) that we assign to you along with other identifying data. If you do not have Internet access, you may call 800-4-FED-AID (800-433-3243).

Exit Counseling

All students who are graduating or withdrawing from school must receive exit counseling. Exit counseling is provided electronically at www.studentloans.gov or you can secure a copy of the Exit counseling guide during your institutions exit counseling.

The school will ensure that students receive exit counseling before they leave school. Counseling may be provided in person (individually or in groups), or using audiovisual materials. As with entrance counseling, exit counseling is offered on the Web by the Department of Education. Student borrowers should be advised to complete online exit counseling before graduation or withdrawal ceasing at least half-time enrollment. Financial Aid Staff at Pat Goins Benton Road Beauty School are reasonably available to answer questions from student borrowers. One of the borrowers' obligations is to participate in an exit counseling session.

Some of the same material presented at the entrance counseling session will again be presented during exit counseling, the emphasis shifts to more specific information about loan repayment and debt-management strategies. The following information will be provided as part of exit counseling:

1. Exit counseling emphasizes the seriousness and importance of the repayment obligation.
2. The loan servicer sends payment coupons or billing statements as a convenience for the borrowers. not receiving them does not relieve the borrower of his or her obligation to make payments.
3. Many loan servicers encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describes the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lenders or guarantor's collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule. A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized and wages garnished, and the borrower loses eligibility for any further funding from the FSA programs.

The student will receive an explanation of the use of the Master Promissory Note. The student will be advised to read carefully the MPN and the Borrowers Rights and Responsibilities statement again.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the

program, cannot obtain a job after graduation, or is dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given and estimate of the average anticipated monthly payments based on their indebtedness (or the average indebtedness of Federal Direct Loan borrowers at our school or in the same program). The borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period.

Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program.

Debt Management Strategies will be discussed. The counselor will stress the importance of developing a realistic budget; reflect the loan payment as a fixed cost, like rent and utilities.

Forbearance, deferment, and cancellation options will be discussed including:

1. If a student cannot make scheduled payment and does not qualify for a deferment, the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years). There are several other reasons listed in the Borrowers Rights and Responsibilities.
2. Deferments mean that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities.
3. Students receive an Exit Counseling Booklet prepared by FSA (Federal Student Aid).

The terms and conditions under which students receiving federal education

Loans may obtain deferments

The following lists of deferments are available to students who have federal student loans.

Deferment Definitions:

1. **Action Programs Deferment** - Borrowers may postpone payments with this deferment type while serving full-time in the Action Programs for at least one year.
2. **Armed Forces Deferment** - This deferment type may be used to postpone payments for a borrower serving in the military on active duty status.
3. **Dependent Student Enrolled at Least Half-Time Deferment** - Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled at least half-time at an eligible school.
4. **Dependent Student Enrolled Full-Time Deferment** - Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled full-time at an eligible school.
5. **Dependent Student in a Full-Time Rehabilitation Training Program Deferment** - Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is engaged in a full-time rehabilitation training program.
6. **Economic Hardship Deferment** - This deferment postpones payments for a borrower during times of financial difficulty where the borrower receives public assistance, serves in the Peace Corps, receives the deferment on a Direct or Perkins loan, or meets specific income criteria.

7. **Full-time Student Deferment** – Any borrower who is certified by an eligible school as enrolled on a full-time basis may receive this deferment.
8. **Graduate Fellowship Deferment** – This deferment type postpones payments for borrowers engaged in a full-time course of study in a Graduate Fellowship program.
9. **Internship/Residency Deferment** – This deferment type postpones payments for a borrower engaged in an Internship/Residency program.
10. **Less than Full-Time but at Least Half-Time Student** – In order to qualify for this deferment, an eligible school must certify that the borrower is enrolled at least half-time.
11. **National Oceanic and Atmospheric Administration (NOAA) Deferment** – Borrowers serving in the National Oceanic and Atmospheric Administration (NOAA) on active duty status may use this deferment type to postpone payments.
12. **Parental Leave Deferment** – This deferment type may postpone payments for a pregnant borrower or one caring for a newborn child or a newly adopted child.
13. **Peace Corps Deferment** – Borrowers may postpone payments with this deferment type while serving in the Peace Corps for at least one year.
14. **Public Health Services Deferment** – This deferment type is available for borrowers engaged in a full-time rehabilitation training program.
15. **Rehabilitation Training Deferment** – This deferment type is available for borrowers engaged in a full-time rehabilitation training program.
16. **Tax-Exempt Organization Deferment** – This deferment type may postpone payments for full-time paid volunteers in a tax-exempt organization.
17. **Teacher Shortage Area Deferment** – This deferment type is available to borrowers when teaching in a designated teacher shortage area.
18. **Temporary Total Disability Deferment** – This deferment type may postpone payments for a borrower with a condition that prevents them from working or going to school, or who is caring for a disabled person.
19. **Unemployment Deferment** – This deferment type postpones payments for borrowers who are seeking full-time employment through registry with an employment agency or are receiving unemployment benefits.
20. **Working Mother Deferment** - This deferment type may postpone payments for mothers who recently re-entered the workforce.

THE NATIONAL STUDENT LOAN DATA SYSTEM

The student will be informed of the Availability of Loan Information on NSLDS and the availability of the FSA Ombudsman’s Office. The borrower’s loan history can be reviewed on NSLDS (PIN required for access). 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 servicers and may not be as current as the latest information. The Ombudsman’s office is a resource for borrowers when other approaches to resolving student loan problems have failed. www.nsls.ed.gov

Review the Student’s Rights and Responsibilities

The student will receive the MPN at the beginning of the loan process and it should be reviewed again at the exit interview.

The importance of keeping loan records will be reinforced with the student. The borrower should keep the loan repayment schedule provided by the servicer when repayment begins as well as records of loan payments—including cancelled checks, money order receipts. The student should keep copies of any requests for deferment or forbearance, or any other correspondence with the servicer.

The School will collect and update personal and contact information: During exit counseling, the aid office will obtain the borrower’s expected permanent address after leaving school, the address of the borrower’s next of kin, and the same address of the borrower’s expected employer (if known). A school will correct its records to reflect any changes in the borrower’s name, address, Social Security Number, or references and will obtain the borrower’s current driver’s license number and state of issue.

The student will also be provided with the current name and address of the borrower's servicer, based on the latest information. An explanation will be given on how to complete deferment forms and how to prepare correspondence to the servicer will also be included; Emphasis will be made that the borrower should always keep copies of all correspondence from and to them about their loans. It will be stressed that a borrower must make payments on their loans even if the borrower does or receive a payment booklet or a billing notice.

If the student borrower drops out without notifying the school, we will confirm that the student has either completed online counseling or exit counseling material will be mailed to the borrower at their last known address. The material must be mailed within 30 days of learning that a borrower has withdrawn or failed to participate in an exit counseling session. When we mail these exit materials, we are not required to use certified mail with a return receipt requested, but we must document in the student's file that the materials were sent. If the student fails to return the Exit Counseling material including the contact information, we are not required to take any further action.

Grace Period: Once the student, graduates there is a grace period of six months. During this time no interest accrues on the subsidized loan. On an unsubsidized loan the interest is paid during the loan period but the principal is not paid until after the grace period. The borrower has a choice of paying the interest or having it capitalized—adding the accrued interest to the original loan principal. PLUS loan repayment begins sixty days after the second disbursement and interest begins at that point.

Repayment on all loans is up to ten years with a minimum repayment of \$50.00 per month.

ADDENDUM O - CLERY ACT - CRIME AWARENESS/DRUG FREE WORKPLACE POLICY

EFFECTIVE: May 20, 2016

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all prospective students and employees. The report includes all required policy and procedure statements. The report may be found at www.patgoins.edu/ASR.

1. Campus is defined as “any building or property owned or controlled by the institution within the same contiguous geographic area and used by the institution in direct support of or related to its educational purpose.”
2. The report is disseminated annually by October 1ST to all current and prospective students and employees. In addition, this report is provided to all individuals during enrollment or employment orientation which is conducted with each start class or upon hiring a new employee. At this time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. The report is also available online at www.patgoins.edu/ASR.
3. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member. Any off campus events which are sponsored by the institution or the student council are supervised by institution employees. Thus the institution will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
4. The institution does not employ campus security officials. The security of the institution is the direct responsibility of each employee and the institution administration. No such individuals have the authority to make arrests.
5. All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the institution administration office on the designated form. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The institution administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.
6. All student and employees are encouraged to be responsible for their own security and the security of others.
7. Sexual assault prevention programs are discussed during new student/employee orientation and monthly in which includes extensive handouts and procedures directed toward personal protection, the prevention of crime, increasing awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to staff and students.
8. There are no buildings or properties owned or controlled by the institution’s student organizations which are recognized by the institution. There is no off campus housing facilities.
9. The institution will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local agencies that are considered to represent a continuing threat to student and/or employees.
10. There were no crimes of murder, forcible rape, or aggravated assault that show evidence of prejudice based on race, religion, sexual orientation or ethnicity as prescribed by the Hate Crime Statistic Act (28U.S.C.534).
11. In the event a sex offense on campus, the accuser has the option to and should take the following steps:
 - a. Report the offense to institution administration in the administration office.
 - b. Preserve any evidence as may be necessary to prove criminal assault.
 - c. Request assistance, if desired, from institution administration in reporting the crime to local law enforcement agencies.
 - d. Report the crime to local law enforcement agencies.
 - e. Request a change in the academic, situation if desired.

- f. Contact an appropriate agency in the community for counseling or other service that may be needed.
12. Sexual harassment is a violation of federal and state law and is prohibited at all times. It is the express policy of the institution that all individuals associated with the institution are to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment in the workplace or institution is grounds for immediate termination.
 13. The institution does not provide housing. The institution will change a victim's academic schedule after the alleged sex offense if requested by the victim, and the change is reasonably available.
 14. The only on-campus services available to victims of sex assault are described in the Annual Security Report. There is no on-campus counseling mental health or other student services available.
 15. Institution disciplinary action in cases of alleged sexual assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime and other related mitigation circumstance provided that:
 - a. The accuser and the accused may have others present during the institution disciplinary proceeding; and
 - b. Both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused.
 - c. Complete guidelines regarding institutional disciplinary action regarding sexual assault are found in the Annual Security Report
 16. Possible sanction the institution may impose following a final determination regarding rape, acquaintance rape, or other forcible or non-forcible sex offense vary depending upon the determination and may include expulsion.
 17. Drug abuse is prohibited at all times by students and employees on the institution property or as part of any of its activities. Drug abuse is defined as: "The unlawful manufacture, distribution, possession or use of illicit controlled substance, including alcohol." Employees and or students will be terminated if found in violation of the Drug and Alcohol abuse policy .
 18. The institution prohibits possession, use and sale of alcoholic beverages, enforces the underage drinking laws and state and federal drug laws. Prevention Programs & Community Resources are posted in the classroom and included in the Annual Security Report available at www.patgoins.edu/ASR. Employees and students receive a copy of the "Terms and Symptoms of Drug Abuse" in which all negative symptoms of drug abuse are defined. Fact Sheets and posters about early warnings and guidelines regarding drug abuse are posted throughout the campus. As a condition of employment, employees will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
 19. There are no on-campus drug or alcohol counseling, treatment or rehabilitation programs available. Community Drug Abuse Information and Treatment, Crisis Intervention, counseling and mental health centers include:

Council on Alcoholism and Drug
 527 Crockett St.
 Shreveport, LA
 (318) 222-1767

Steps
525 Crockett St.
Shreveport, LA
(318) 222-1288

Brentwood Hospital
1006 Highland Ave.
Shreveport, LA
(318) 678-7500

Addiction Recovery Center
2530 W. Bert Kouns Industrial Loop
Shreveport, LA
(318) 402-4900

Cada Treatment Center
1525 Fullilove
Bossier City, LA 71112
(318) 747-1211

20. Penalties to be imposed on students and employees for drug abuse or alcohol abuse violation occurring in the on the campus include:
- a. notification of the abuse to the proper authorities
 - b. Termination of enrollment/employment. If the student of employee wish to re-apply for enrollment or employment the individual must consider the responsibilities of his/her enrollment/employment, provide documentation of completed treatment program, and certify that if he/she is reinstated that he/she will no longer violate Drug and Alcohol abuse Policy. Campus President will review the request for reenrollment or employment and deny or affirm the request.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

Policy Category: Institutional Policy

Subject: Discrimination, Discriminatory Harassment, and Sexual Harassment

Related Local and Federal Laws: Title IV of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in education. Title IX of the education amendments of 1972 prohibits sex discrimination in education institutions. Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities that receive federal financial assistance. Title VII of the Civil Rights Act of 1964 and the DC Human rights Act prohibit discrimination in employment in general. The Rehabilitation act of 1973 and Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. The Age Discrimination in Employment Act prohibits discrimination based on age in employment and the Equal Pay Act prohibits discrimination based on sex in the payment of wages.

I) SCOPE

This policy covers all faculty, staff, and students of The Institution, applicants for admission and employment as well as vendors, guests, and contractors of Pat Goins Benton Road Beauty School. This policy applies to every aspect of the Institution's operations and activities, including admissions, employment, and access to institution programs, services, and facilities. The policy is intended to be consistent with the provisions of applicable local and federal laws and is not intended to provide more or less than required by law.

II) POLICY STATEMENT

a) Nondiscrimination and Equal Opportunity in Employment and Education

The Institution is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The Institution prohibits discrimination and discriminatory harassment (including sexual harassment and sexual violence) against any The Institution on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, and individual's genetic information or any other bases under federal or local laws (collectively "Protected Bases").

b) Complaint Resolution

The Institution will respond promptly and effectively to reports of discrimination and will take appropriate action to prevent, to correct, and if necessary, to discipline individuals who violate this policy. Members of the institution community who have relevant information are expected to cooperate with investigations of such misconduct.

c) Retaliation

The institution prohibits retaliation for filing a complaint of discrimination or assisting in the filing of a complaint, or participating in the resolution of a complaint. Retaliation includes but is not limited to threats, intimidation, and/or adverse actions related to employment or education.

III) DEFINITIONS

a) **Discrimination.** Discrimination occurs when an individual suffers an adverse employment, academic, or other decision based on an individual's protected status.

b) **Discriminatory Harassment.** Discriminatory harassment is defined as verbal, written, visual, or physical conduct that denigrates or shows hostility against a protected class when such conduct has the purpose or effect of: 1) unreasonably interfering with an individual's work or academic performance, or 2) creating an intimidating, hostile, humiliating, or offensive working, living, or learning environment.

c) **Sexual Harassment and Sexual Violence.** Sex discrimination covers sexual harassment including sexual violence. The determination of what constitutes sexual harassment will vary with particular circumstances, but may be described generally as: unwelcome sexual advances; requests for sexual favors; and other oral, written, or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in other institution activities;
- submission to or rejection of such conduct by an individual is used as the basis for evaluation in making academic or personnel decisions affecting that individual.

Sexual violence includes acts such as rape, acquaintance rape, other forms of non-consensual sexual activity; or violence or harassment based on sexual orientation.

Crimes Against Women--Definitions:

1. "Domestic violence" means a "felony or misdemeanor crime of violence committed by-
 - a. Current or former spouse or intimate partner of the victim
 - b. A person with whom the victim shares a child in common
 - c. A person who is cohabitation with or has cohabitated with the victim as spouse or intimate partner
 - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under the VAWA)
 - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction
2. "Dating Violence" means violence committed by a person-

- a. Who is or has been in a social relationship of romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. The length of the relationship
 2. The type of the relationship; and
 3. The frequency of the interactions between the person involved in the relationship
3. "Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - a. Fear for his or her safety or the safety of others
 - b. Suffer substantial emotional distress

As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. <http://www.lsp.org/socpr/default.html>

EFFECTIVE DATE

This policy was effective May 20, 2016.

ADDENDUM P - VACCINATIONS POLICY

EFFECTIVE: May 1, 2016

The Institution does not require vaccinations for admission into our program. If you are interested in getting more information about vaccinations, please contact your local public health department or consult with your health care provider.

ADDENDUM Q - INSTRUCTIONAL MATERIAL

EFFECTIVE: October 1, 2018

INSTRUCTIONAL MATERIAL USED BY PAT GOINS BENTON ROAD BEAUTY SCHOOL:

COSMETOLOGY

Milady Standard Cosmetology (Milady's Standard Cosmetology) 13th Edition
ISBN-13: 978-1285769417 list price \$123.95

Milady -Study Guide: for Milady Standard Cosmetology 13th Edition
ISBN-13: 978-1285769639 list price \$62.95

Milady – Online Licensing Preparation for Milady Standard Cosmetology 13th Edition
ISBN-13: 978-128576979-0 list price \$62.95

MANICURING

Milady Standard Nail Technology 7th Edition
ISBN-13: 978-1285080475 list price \$125.95

Milady Nail Technology Workbook 7th Edition for Milady Standard Nail Technology, 7th Edition
ISBN-13: 978-1285080512 list price \$66.95

Milady - Online Licensing Preparation for Milady Standard Nail Technology, 7th Edition
ISBN-13: 978-128508061-1 list price \$62.95

TEACHER TRAINING

Master Educator 3rd Edition
ISBN 13:9781133693697 list price \$169.95

Master Educator 3rd Edition Exam Review
ISBN 13:9781133776598 list price \$52.95

ESTHETICS

Milady Standard Esthetics: Fundamentals 11th Edition
ISBN-13: 978-1111306892 List Price= 125.00

Workbook for Milady Standard Esthetics: Fundamentals 11th Edition
ISBN-13: 978-1111306915 List Price= 85.00

Exam Review for Milady Standard Esthetics: Fundamentals 11th Edition
ISBN-13: 978-1111306922 List Price = 47.28

ADDENDUM R - AMERICAN DISABILITIES ACT INSTITUTIONAL POLICY

EFFECTIVE: May 1, 2016

Students with disabilities are not required to disclose disabilities to staff. The staff at Pat Goins Benton Road Beauty School appreciate student and or parents advising admission staff during the enrollment process to ensure appropriate accommodations are made early in the education process. If a student develops a disability or obtains a diagnosis after enrollment the student should advise the campus lead instructor and or student support services director as soon as possible, especially if the student is requesting accommodations. Louisiana State Board of Cosmetology provides several accommodations for persons with disabilities during testing (extended testing time, reader, other accommodations). Louisiana Vocational Rehabilitation may also be able to provide additional assistance.

1. This institution does not screen out individuals with disabilities.
2. This institution does not provide separate services or programs to individuals with disabilities, unless necessary to ensure benefits and services are equally effective.
3. This institution does provide services in the most integrated setting possible.
4. This institution does make reasonable modifications in policies, practices and procedures to avoid discrimination.
5. This institution does ensure buildings are accessible to students with special needs.
6. This Institution does provide auxiliary aids (like translators) to individuals with disabilities at no additional cost to the student.

ADDENDUM S - PHYSICAL DEMANDS & SAFETY REQUIREMENTS FOR THE PROFESSIONS

EFFECTIVE: October 1, 2016

Physical demands and technical standards required of cosmetology, manicuring or instructor training students include, but are not limited to:

- Standing in one place for long periods of time
- Ability to bend and stretch
- Manual dexterity
- Repetitive motor skills (including small muscle control)
- Eye/hand coordination
- Normal or device corrected vision and hearing
- Ability to distinguish color
- Not prone to psoriasis, dermatitis or other chronic skin diseases with open lesions
- Working with chemicals and skin care products
- Skill in oral and written communication
- Effective interpersonal relation skills
- Strong study habits and skill in test taking
- Ability to instruct clients
- Maintaining emotional control
- Short and long-term memory
- Ability to follow instructions
- Ability to read textbooks and other written materials

The inability to complete any of the above tasks may prevent you from obtaining employment post-graduation.

The cosmetology profession deals with working with the public. There are certain regulations that are required to protect the public and the practicing cosmetologist, manicurist or cosmetology instructor. Safety precautions include, but are not limited to:

- Blood can carry many pathogens. Never touch a client's open sore or wound. Insist that clients with open sores have a doctor certify that they are not contagious. Be sure to properly clean and disinfect any implement that comes in contact with a cut or open sore. Also, seal contaminated wipes or cotton balls in a plastic bag before disposing of them and thoroughly wash your hands with soap and hot water after handling them.
- OSHA (Occupational Safety and Health Administration) standards require an understanding of all pertinent information on products, ranging from content and associated hazards, to combustion levels and storage requirements.
- Disinfectants are too harsh for human skin or eye contact. Always wear gloves and safety glasses to prevent accidental exposure.
- Contagious diseases are transmitted from one individual to another, so do not work on the public when you have an illness that is contagious. Always wash your hands between clients. All tool and implements should be properly cleaned after each use and stored in a covered container. Always use freshly laundered towels on each client. Capes or other coverings should not come into direct contact with clients' skin.
- Electrical equipment should be UL approved and handled with care. Know where electrical fuses and circuit breakers are located in the building.
- Fire codes must be followed. Make sure there are adequate fire extinguishers that are serviced properly and know their locations. Have planned evacuation routes in case of fire or other emergencies.
- Predisposition tests must be given before coloring the hair with an aniline derivative product. Dermatitis, although rare, involves negative reactions to chemicals. Since a colorist's hands are in water and in contact with chemical solutions repeatedly throughout an average day, it is important to take proper

precautions. Protect yourself from allergic reactions by wearing gloves until the product is completely removed from the client's hair.

Safety is very important in beauty professions. During your course you will learn sterilization procedures, methods for preventing the spread of disease, proper handling of electrical appliances, proper use of chemicals, and basic First Aid procedures.

ADDENDUM T - BLANKET WRITTEN ARRANGEMENTS

EFFECTIVE: January 4, 2017

Pat Goins Benton Road Beauty School does not at this time have any blanket written arrangements with any other entity.

ADDENDUM U - VOTER REGISTRATION POLICY

EFFECTIVE: January 4, 2017

All students and staff are encouraged to register to vote. Voter registration cards for the state of Louisiana are located in the Registrar's office. Annually October 1st of each year students and staff are emailed a direct link to the voters registration form

<http://www.sos.la.gov/ElectionsAndVoting/PublishedDocuments/ApplicationToRegisterToVote.pdf>

Contact information for local parish offices is included in the link above, should students or staff have additional questions concerning registering to vote.

ADDENDUM V - STUDENT RIGHT TO KNOW

Effective: 01/10/2018

**STUDENT RIGHT TO KNOW FOR ALL PROGRAMS PERTAINING TO
GRADUATION/ PLACEMENT/LICENSURE RATES,
CIP CODES AND MEDIAN LOAN DEBT AVERAGE FOR 2017/2018**

COSMETOLOGY	- CIP CODE <u>120401</u>
MANICURING	- CIP CODE <u>120410</u>
TEACHER	- CIP CODE <u>120413</u>
ESTHETICS	- CIP CODE <u>120409</u>

<u>1500 HOURS = 45.45 WEEKS = Full-Time</u>	<u>1500 HOURS = 60.00 WEEKS = Part-Time</u>
<u>600 HOURS = 18.18 WEEKS = Full-Time</u>	<u>600 HOURS = 25.00 WEEKS = Part-Time</u>
<u>800 HOURS = 26.42 WEEKS = Full-Time</u>	<u>800 HOURS = 32.00 WEEKS = Part-Time</u>

Median Loan Debt Average for 2017/2018 award year

Cosmetology	- \$7,389.00
Manicuring	- \$4,207.95
Teacher	- \$6,744.50
Esthetics	- \$4,833.20

ANNUAL REPORT SUBMITTED IN NOVEMBER 2018
BASED ON STUDENTS SCHEDULED TO GRADUATE IN 2017

Item 1.	Number of students scheduled to graduate in 2017:	74
	72 Females (97.29%) + 2 Male (2.70%)	= 74
	46 African Americans (62.16%) + 17 Caucasians (22.97%) + 03 Hispanic (4.05%) + 08 Asian (10.81%)	= 74
	62 are recipients of Pell Grant, Subsidized Loans (83.78%) + 04 are self-pay (13.6%) + 09 other (12.16%)	= 74
Item 2.	Number of students from Item 1 who actually graduated as of the submission of the annual report	43
	42 Females (97.67%) + 01 Male (2.32%)	= 43
	27 African Americans (64.28%) + 07 Caucasians (16.66%) + 02 Hispanic (4.76%) + 07 Asian (16.66%)	= 43
	37 are recipients of Pell Grant, Subsidized Loans (86.04%) + 04 are self-pay (9.30%) + 02 other (4.65%)	= 43
Item 3.	Number of students from Item 2 who are eligible for employment	43
	42 Females (97.67%) + 01 Male (2.32%)	= 43
	27 African Americans (64.28%) + 07 Caucasians (16.66%) + 02 Hispanic (4.76%) + 07 Asian (16.66%)	= 43
	37 are recipients of Pell Grant, Subsidized Loans (86.04%) + 04 are self-pay (9.30%) + 02 other (4.65%)	= 43
Item 4.	Number of eligible (from Item 3) employed in a field for which training prepared them	26
	26 Females (100%) + 00 Male (0 %)	= 26
	14 African Americans (53.84%) + 07 Caucasians (26.92%) + 01 Hispanic (3.84%) + 04 Asian (15.38%)	= 26
	22 are recipients of Pell Grant, Subsidized Loans (84.61%) + 03 are self-pay (11.53%) + 01 other (3.84%)	= 26
Item 5.	Number of students from Item 2 who took all portions of their licensing exam.	24
	23 Females (95.83%) + 01 Male (4.16 %)	= 24
	10 African Americans (41.66%) + 06 Caucasians (25%) + 02 Hispanic (8.33%) + 06 Asian (25%)	= 24
	18 are recipients of Pell Grant, Subsidized Loans (75%) + 04 are self-pay (16.66%) + 02 other (8.33%)	= 24
Item 6.	Number of students from item 5 who passed all portions of licensing exam by report submission	20
	20 Females (100%) + 00 Male (0 %)	= 20
	08 African Americans (40%) + 06 Caucasians (30%) + 01 Hispanic (5%) + 05 Asian (25%)	= 20
	16 are recipients of Pell Grant, Subsidized Loans (80%) + 03 are self-pay (15%) + 01 other (5%)	= 20

After reading the student will understand the graduation rate, licensing or certification examination pass rate, and job placement rate information provided above as well as the analysis of the information according to gender, race and payment (Pell Grant/Student Loans, self pay or other).

**STUDENT RIGHT TO KNOW FOR COSMETOLOGY
GRADUATION/ PLACEMENT/LICENSURE RATES
CIP CODES AND MEDIAN LOAN DEBT AVERAGE FOR 2017/2018
STUDENT RIGHT TO KNOW FOR COSMETOLOGY**

CIP CODE -120401

1500 HOURS = 45.45 WEEKS = Full-Time
1500 HOURS = 60.00 WEEKS = Part-Time

Median Loan Debt Average for 2017/2018 award year for Cosmetology - \$7,389.00

Relevant information concerning program completion, diversity of graduates, and payment source of graduates is provided below . Self Pay students did not receive Pell Grant or Student Loans.

Relevant information concerning program completion, diversity of graduates, and payment source of graduates is provided below . Self Pay students did not receive Pell Grant or Student Loans.

ANNUAL REPORT SUBMITTED IN NOVEMBER 2018
BASED ON STUDENTS SCHEDULED TO GRADUATE IN 2017

Item 1.	Number of students scheduled to graduate in 2017:	42
	41 Females (97.61%) + 01 Male (2.38 %)	= 42
	25 African Americans (59.52%) + 13 Caucasians (30.95%) + 01 Hispanic (2.38%) + 03 Asian (7.14%)	= 42
	36 are recipients of Pell Grant, Subsidized Loans (85.71%) + 02 are self-pay (4.76%) + 04 other (9.52%)	= 42
Item 2.	Number of students from Item 1 who actually graduated as of the submission of the annual report	20
	19 Females (95%) + 01 Male (5 %)	= 20
	12 African Americans (60%) + 05 Caucasians (25%) + 00 Hispanic 0.00%) + 03 Asian 15%)	= 20
	18 are recipients of Pell Grant, Subsidized Loans (90%) + 02 are self-pay (10%) + 00 other (0.00%)	= 20
Item 3.	Number of students from Item 2 who are eligible for employment	20
	19 Females (95%) + 01 Male (5 %)	= 20
	12 African Americans (60%) + 05 Caucasians (25%) + 00 Hispanic 0.00%) + 03 Asian 15%)	= 20
	18 are recipients of Pell Grant, Subsidized Loans (90%) + 02 are self-pay (10%) + 00 other (0.00%)	= 20
Item 4.	Number of eligible (from Item 3) employed in a field for which training prepared them	11
	11 Females (100%) + 00 Male (0 %)	= 11
	05 African Americans (45.45%) + 05 Caucasians (45.45%) + 00 Hispanic (0%) + 01 Asian (9.09%)	= 11
	10 are recipients of Pell Grant, Subsidized Loans (90.90%) + 01 are self-pay (9.09) + 00 other (0.00%)	= 11
Item 5.	Number of students from Item 2 who took all portions of their licensing exam.	10
	09 Females (90%) + 01 Male (10 %)	= 10
	03 African Americans (30%) + 04 Caucasians (40%) + 0 Hispanic (14.29%) + 03 Asian (30%)	= 10
	08 are recipients of Pell Grant, Subsidized Loans (80%) + 02 are self-pay (20%) + 00 other (0.00%)	= 10
Item 6.	Number of students from item 5 who passed all portions of licensing exam by report submission	8
	08 Females (100%) + 00 Male (0 %)	= 8
	02 African Americans (25%) + 04 Caucasians (50%) + 00 Hispanic (0.00%) + 02 Asian (25%)	= 8
	07 are recipients of Pell Grant, Subsidized Loans (87.5%) + 01 are self-pay (12.5%) + 00 other (0.00%)	= 8

After reading the student will understand the graduation rate, licensing or certification examination pass rate, and job placement rate information provided above as well as the analysis of the information according to gender, race and payment (Pell Grant/Student Loans or self pay).

**STUDENT RIGHT TO KNOW FOR MANICURING
GRADUATION/ PLACEMENT/LICENSURE RATES,
CIP CODE AND MEDIAN LOAN DEBT AVERAGE FOR 2017/2018**

CIP CODE 120410

600 HOURS = 18.18 WEEKS = Full-Time

600 HOURS = 25.00 WEEKS = Part-Time

Median Loan Debt Average for 2017/2018 award year for Manicuring - \$4,207.95

Relevant information concerning program completion, diversity of graduates, and payment source of graduates is provided below. Self Pay students did not receive Pell Grant or Student Loans.

ANNUAL REPORT SUBMITTED IN NOVEMBER 2018
BASED ON STUDENTS SCHEDULED TO GRADUATE IN 2017

Item 1.	Number of students scheduled to graduate in 2017: 23 Females (95.83%) + 01 Male (4.16 %) = 24 15 African Americans (62.5%) + 03 Caucasians (12.5%) + 01 Hispanic (4%) + 05 Asian (20.8%) = 24 21 are recipients of Pell Grant, Subsidized Loans (87.5%) + 01 are self-pay (4.16%) + 02 other (8.33%) = 24	24
Item 2.	Number of students from Item 1 who actually graduated as of the submission of the annual report 15 Females (100%) + 00 Male (0 %) = 15 09 African Americans (60%) + 01 Caucasians (6.66%) + 01 Hispanic (6.66%) + 04 Asian (26.66%) = 15 14 are recipients of Pell Grant, Subsidized Loans (93.33%) + 01 are self-pay (6.66%) + 00 other (0.00%) = 15	15
Item 3.	Number of students from Item 2 who are eligible for employment 15 Females (100%) + 00 Male (0 %) = 15 09 African Americans (60%) + 01 Caucasians (6.66%) + 01 Hispanic (6.66%) + 04 Asian (26.66%) = 15 14 are recipients of Pell Grant, Subsidized Loans (93.33%) + 01 are self-pay (6.66%) + 00 other (0.00%) = 15	15
Item 4.	Number of eligible (from Item 3) employed in a field for which training prepared them 09 Females (100%) + 00 Male (0 %) = 9 04 African Americans (44.44%) + 01 Caucasians (11.11%) + 01 Hispanic (11.11%) + 03 Asian (33.33%) = 9 08 are recipients of Pell Grant, Subsidized Loans (88.8%) + 01 are self-pay (11%) + 00 other (0.00%) = 9	9
Item 5.	Number of students from Item 2 who took all portions of their licensing exam. 08 Females (100%) + 00 Male (0 %) = 8 03 African Americans (37.5%) + 01 Caucasians (12.5%) + 01 Hispanic (12.5%) + 03 Asian (37.5%) = 8 07 are recipients of Pell Grant, Subsidized Loans (87.5%) + 01 are self-pay (12.5%) + 00 other (0.00%) = 8	8
Item 6.	Number of students from item 5 who passed all portions of licensing exam by report submission 08 Females (100%) + 00 Male (0 %) = 8 03 African Americans (37.5%) + 01 Caucasians (12.5%) + 01 Hispanic (12.5%) + 03 Asian (37.5%) = 8 07 are recipients of Pell Grant, Subsidized Loans (87.5%) + 01 are self-pay (12.5%) + 00 other (0.00%) = 8	8

After reading the student will understand the graduation rate, licensing or certification examination pass rate, and job placement rate information provided above as well as the analysis of the information according to gender, race and payment (Pell Grant/Student Loans or self pay)

STUDENT RIGHT TO KNOW FOR TEACHER TRAINING
GRADUATION/ PLACEMENT/LICENSURE RATES,
CIP CODE AND MEDIAN LOAN DEBT AVERAGE FOR 2017/2018

CIP CODE 120413

600 HOURS = 18.18 WEEKS = Full-Time
600 HOURS = 25.00 WEEKS = Part-Time

Median Loan Debt Average for 2017/2018 award year for Student Teachers - \$6,744.50

Relevant information concerning program completion, diversity of graduates, and payment source of graduates is provided below . Self Pay students did not receive Pell Grant or Student Loans.

ANNUAL REPORT SUBMITTED IN NOVEMBER 2018
 BASED ON STUDENTS SCHEDULED TO GRADUATE IN 2017

Item 1.	Number of students scheduled to graduate in 2017: 06 Females (100%) + 00 Male (0 %) 05 African Americans (83.00%) + 01 Caucasians (17.00%) + 00 Hispanic (0%) + 00 Asian (0%) 05 are recipients of Pell Grant, Subsidized Loans (100%) + 01 self pay (0%) + 00 other (0%)	= 6 = 6 = 6	6
Item 2.	Number of students from Item 1 who actually graduated as of the submission of the annual report 06 Females (100%) + 00 Male (0 %) 05 African Americans (83.00%) + 01 Caucasians (17.00%) + 00 Hispanic (0%) + 00 Asian (0%) 05 are recipients of Pell Grant, Subsidized Loans (83.33%) + 01 self pay (16.66%) + 00 other (0%)	= 6 = 6 = 6	6
Item 3.	Number of students from Item 2 who are eligible for employment 06 Females (100%) + 00 Male (0 %) 05 African Americans (83.00%) + 01 Caucasians (17.00%) + 00 Hispanic (0%) + 00 Asian (0%) 05 are recipients of Pell Grant, Subsidized Loans (83.3%) + 01 are self-pay (16.66%) + 00 other (0%)	= 6 = 6 = 6	6
Item 4.	Number of eligible (from Item 3) employed in a field for which training prepared them 5 Females (100%) + 00 Male (0 %) 04 African Americans (80%) + 01 Caucasians (20.%) + 00 Hispanic (0%) + 00 Asian (0%) 04 are recipients of Pell Grant, Subsidized Loans (80%) + 01 are self-pay (20%) + 00 other (0%) = 5	= 5 = 5	5
Item 5.	Number of students from Item 2 who took all portions of their licensing exam. 04 Females (100%) + 00 Male (0 %) 03 African Americans (75%) + 01 Caucasians (25%) + 00 Hispanic (0%) + 00 Asian (0%) 03 are recipients of Pell Grant, Subsidized Loans (75%) + 01 are self-pay (25%) + 00 other (0%)	= 4 = 4 = 4	4
Item 6.	Number of students from item 5 who passed all portions of licensing exam by report submission 03 Females (100%) + 00 Male (0 %) 02 African Americans (67%) + 01 Caucasians (33%) + 00 Hispanic (0%) + 00 Asian (0%) 02 are recipients of Pell Grant, Subsidized Loans (66.66%) + 01 are self-pay (33.33%) + 00 other (00%)	= 3 = 3 = 3	3

After reading the student will understand the graduation rate, licensing or certification examination pass rate, and job placement rate information provided above as well as the analysis of the information according to gender, race and payment (Pell Grant/Student Loans, self pay or other)

**STUDENT RIGHT TO KNOW FOR ESTHETICS
GRADUATION/ PLACEMENT/LICENSURE RATES,
CIP CODE AND MEDIAN LOAN DEBT AVERAGE FOR 2017/2018**

CIP CODE 120409

800 HOURS = 24.24 WEEKS = Full-Time

800 HOURS = 32.00 WEEKS = Part-Time

Median Loan Debt Average for 2017/2018 award year for Esthetics - \$4,833.20

Relevant information concerning program completion, diversity of graduates, and payment source of graduates is provided below . Self Pay students did not receive Pell Grant or Student Loans.

ANNUAL REPORT SUBMITTED IN NOVEMBER 2018
BASED ON STUDENTS SCHEDULED TO GRADUATE IN 2017

Item 1.	Number of students scheduled to graduate in 2017:	2	2
	2 Females (100%) + 00 Male (0 %)	= 2	
	1 African Americans (50%) + 00 Caucasians (0%) + 01 Hispanic (50%) + 00 Asian (0%)	= 2	
	0 are recipients of Pell Grant, Subsidized Loans (0%) + 00 self pay (0%) + 02 other (100%)	= 2	
Item 2.	Number of students from Item 1 who actually graduated as of the submission of the annual report		2
	2 Females (100%) + 00 Male (0 %)	= 2	
	1 African Americans (50%) + 00 Caucasians (0%) + 01 Hispanic (50%) + 00 Asian (0%)	= 2	
	0 are recipients of Pell Grant, Subsidized Loans (0%) + 00 self pay (0%) + 02 other (100%)	= 2	
Item 3.	Number of students from Item 2 who are eligible for employment		2
	2 Females (100%) + 00 Male (0 %)	= 2	
	1 African Americans (50%) + 00 Caucasians (0%) + 01 Hispanic (50%) + 00 Asian (0%)	= 2	
	0 are recipients of Pell Grant, Subsidized Loans (0%) + 00 self pay (0%) + 02 other (100%)	= 2	
Item 4.	Number of eligible (from Item 3) employed in a field for which training prepared them		1
	1 Females (100%) + 00 Male (0 %)	= 1	
	1 African Americans (50%) + 00 Caucasians (0%) + 00 Hispanic (50%) + 00 Asian (0%)	= 1	
	0 are recipients of Pell Grant, Subsidized Loans (0%) + 00 self pay (0%) + 01 other (100%)	= 1	
Item 5.	Number of students from Item 2 who took all portions of their licensing exam.		2
	2 Females (100%) + 00 Male (0 %)	= 2	
	1 African Americans (50%) + 00 Caucasians (0%) + 01 Hispanic (50%) + 00 Asian (0%)	= 2	
	0 are recipients of Pell Grant, Subsidized Loans (0%) + 00 self pay (0%) + 02 other (100%)	= 2	
Item 6.	Number of students from item 5 who passed all portions of licensing exam by report submission		1
	01 Females (100%) + 00 Male (0 %)	= 1	
	01 African Americans (100%) + 00 Caucasians (0%) + 00 Hispanic (0%) + 00 Asian (0%)	= 1	
	0 are recipients of Pell Grant, Subsidized Loans (0%) + 00 are self-pay (0%) + 01 other (100%)	= 1	

After reading the student will understand the graduation rate, licensing or certification examination pass rate, and job placement rate information provided above as well as the analysis of the information according to gender, race and payment (Pell Grant/Student Loans, self pay or other)

Pat Goins Benton Road Beauty School

Students Right To Know Pertaining to Diversity of the Student Body

2017- 2018 Information on Diversity of Student Body

Pat Goins Benton Road Beauty School had 168 students enroll during the 2017-2018 Award year. (July 1, 2017- June 30, 2018).

Class Schedule

Of the 168 that enrolled 96 attended Full-time 33 Hours Per Week. (57%)

Of the 168 that enrolled 72 attended Flex-time 24 Hours Per Week. (43%)

Gender

Of the 168 that enrolled 7 were male and 161 were female.

4 % Male and 96 % Female.

Ethnicity

Of the 168 that enrolled 35 reported being White/Caucasian. (21%)

Of the 168 that enrolled 9 reported being Asian . (5%)

Of the 168 that enrolled 115 reported being African American. (68%)

Of the 168 that enrolled 1 reported being Hispanic/Latino (1%)

Of the 168 that enrolled 8 reported two or more races (5%)

Pell Grant Recipients

Of the 168 students that enrolled 95 were Pell Grant Recipients. (57% of students received the Pell Grant).

ADDENDUM W - POLICIES AND PROCEDURES FOR VERIFICATION

EFFECTIVE: January 01, 2017

The following policy has been developed using the guidelines presented in the FSA Handbook, Chapter 4 of the Application and Verification Guide (AVG), and per 34 CFR 668.56.

Verification Policy MUST contain the following:

- the time period in which students must submit verification documentation,
- the consequences for failing to submit those documents in time,
- the method you will use to notify students if their EFC and Title IV aid amounts change,
- the procedures you or students will follow to correct FAFSA data, and
- the procedure you will follow to refer a student to the Office of the Inspector General.

Who May be Selected for Verification?

- Any student application selected by the Central Processing System (CPS);
- Any student application where Financial Aid Administrator (FAA) “has reason to believe information provided is incorrect; and
- Any application chosen by the school in accordance with consistently applied school policies.

ALL STUDENTS SELECTED FOR VERIFICATION WILL BE REQUIRED TO COMPLETE AND SUBMIT THE CORRESPONDING VERIFICATION WORKSHEET(S).

ALL STUDENTS SELECTED FOR VERIFICATION WILL BE REQUIRED TO PROVIDE SUPPORTING DOCUMENTATION WITH WORKSHEET IN ACCORDANCE WITH TIME LIMITATIONS SET OUT BELOW:

ALL VERIFICATION WORKSHEETS FILLED OUT BY STUDENTS ALONG WITH SUPPORTING DOCUMENTATION SHALL BE RETURNED TO THE OFFICE OF FINANCIAL AID WITHIN THE APPROPRIATE TIME LIMITS.

A. TIME PERIOD FOR STUDENTS TO SUBMIT VERIFICATION DOCUMENTS

The FAA **SHALL** notify any student selected for verification by in person communication, via email or via telephone.

The FAA **SHALL** record the date and time of notification in the student’s file.

At the time of Notification of the Student, the **FAA SHALL IMMEDIATELY** inform the student of where to find the appropriate Verification Worksheet , and **SHALL EXPLAIN** what supporting documentation is needed for Verification.

B. TIME PERIOD FOR STUDENTS TO SUBMIT

VERIFICATION DOCUMENTS

- ❖ STUDENTS **SHALL** submit both the completed verification worksheet and supporting documents **within 10 (TEN) DAYS of being NOTIFIED** that Student was selected for Verification;
- ❖ IF Student **CANNOT** complete verification (either the worksheet or supporting document collection for submission) the Student **MAY** request an Extension.
- ❖ The Student **MAY** request up to **an additional 20 DAYS** to complete Verification;
- ❖ Any **Extension Requests to Complete Verification SHALL be in Writing**;
- ❖ Notwithstanding the above, Students **SHALL** have **120 DAYS** after their last date of enrollment or by the deadline published in the Federal Register for each award year, whichever is earlier, to complete verification

C. CONSEQUENCES FOR STUDENT IF VERIFICATION PAPERWORK NOT TIMELY SUBMITTED

FAILURE OF STUDENT TO SUBMIT VERIFICATION DOCUMENTS WILL RESULT IN THE STUDENT RECEIVING NO FINANCIAL AID IN HIS AWARD LETTER

- ❖ If Verification is **not completed within 30 days following notification**, the Student's financial aid **WILL BE REMOVED** from the student's award letter and the student must have made arrangements with the school for payment of all tuition and fees due or risk an interruption of their studies.
- ❖ IF the **Federal Deadline has passed**, the Student's financial aid (Title IV funding) will be lost.
- ❖ Title IV funding will be added back into the packaging once verification has been completed, assuming the federal deadline has not been exceeded.
- ❖ Title IV funding will not be disbursed to a student unless verification has been completed.
- ❖ Not submitting all required documents in a timely manner will delay funds posting to a student's account.
- ❖ A hold may be placed on the student's account if the student is receiving financial aid and verification is not completed.

D. PROCEDURE FOR NOTIFYING STUDENTS OF CHANGES TO THEIR EXPECTED FAMILY CONTRIBUTION (ECF) AND/OR TITLE IV DISBURSEMENT AMOUNTS

If ANY STUDENTS ECF and/or Title IV award amount changes:

- The FAA **SHALL** notify the affected by in person communication, email or via telephone.
- The FAA **SHALL** record the date and time of notification in the Student's file.
- At the time of Notification of the Student, the **FAA SHALL IMMEDIATELY** inform the student of the effect of the change and the impact, if any, the change has on the Student's financial aid package.

E. PROCEDURE FOR CORRECTING ENTRIES ON FAFSA APPLICATIONS

AS A GENERAL RULE, THE FAA CANNOT update information on the FAFSA application that was **CORRECT as of the date** the application was signed.

- FAFSA is "snapshot of Student's family, financial situation as of date of signing.

AFTER SIGNING OF FASFA, ONLY THE FOLLOWING MAY BE CORRECTED IF INFORMATION CHANGES:

- Dependency Status (unless changed due to marital status);
- Household size (**when selected for verification**; unless changed due to marital status) (must be updated as of date of verification);

Marital Status used at time the FASFA was signed is considered the status for the entire award year.

THE **FAA MAY** consider updating the marital status of a dependent or independent student selected for verification on a case by case basis if school deems it necessary before disbursement of Title IV Funds.

FAA **SHALL** work with the student to determine what changes are needed and how those changes will be made.

F. PROCEDURE FOR REFERING STUDENTS TO OFFICE OF INSPECTOR GENERAL

If there is suspicion that a student has misreported information or altered documentation to fraudulently obtain federal aid, the financial aid officer will submit a complaint to the OIG national hotline online: <http://www2.ed.gov/about/offices/list/oig/hotline.html> or call the OIG at 1-800-647-8733.

ADDENDUM X – TERMINATION POLICY

EFFECTIVE: May 3, 2019

GROUNDS FOR TERMINATION: Student agrees to comply with the rules and policies and understands that the school shall have the right to terminate their contract and his/her enrollment at any time for violation of the rules and policies surrounding attendance, behavior, and/or financial obligation. Rules and policies detailing grounds for termination are illustrated below and referenced in the catalog within the Attendance Policy (page 13), Addendum C – Student Rules & Regulations (page 23), Addendum D – Classroom & Campus Behavior (page 24), Addendum M – Withdrawal Policy (page 40), and Addendum O – Crime Awareness/Drug Free Workplace Policy (page 55 - #12, #15, #16, #17). The student understands that the school reserves the right to modify the rules and regulations and that the student will be advised of any and all modifications.

ATTENDANCE VIOLATION

ATTENDANCE POLICY

Developing and maintaining a satisfactory attendance record is an important part of each student's professional development. All students are expected to attend all classes, be on time, and remain in the classes for the scheduled duration.

- Within the first 20 days, if you are absent for 5 or more days of instruction, you will be subject to termination with the option of reenrolling after 30 days.
- If you fail to maintain an attendance percentage of 80% or above, you will be unable to participate in the following activities:
 - Student field trips
 - Student service day(s)
 - Student council
- Any student who will be late or absent on any given scheduled school day **MUST** notify the receptionist and/or an instructor.
- Any student who misses 14 consecutive calendar days may be subject to termination and considered to have withdrawn.

Charges For Additional Time Required Beyond Contract Length

The contract allows students to complete the 1500 hour Cosmetology course in 45.45 weeks (33 hours per week) or in 62.5 weeks (flex program at 24 hours per week); 600 hour Teacher Training course in 18.18 weeks (33 hours per week) or in 25 weeks (the flex program at 24 hours per week); 600 hour Manicuring course in 18.18 weeks (33 hours per week) or in 25 weeks (the flex program at 24 hours per week), 800 hour Esthetics course 24.24 weeks (33 hours per week) or 33.33 weeks (the flex program at 24 hours per week) and 125 weeks for the cosmetology night course. In the event that additional time is required by the student to complete a course beyond the contract length, it will be provided at the monthly rate of \$450.00 per month, or any portion thereof, as is specified in the contract. (See Addendum A, Additional Charges). Attendance will be checked approximately every 30 days.

Additional Requirements

For additional requirements see Rules and Regulations, Rules 3 -7.

Suspension and Termination

The following offenses may be causes for disciplinary action resulting in suspension and/or termination.

1. Infraction of school rules and regulations.
2. Theft or deliberate abuse and/or destruction of classroom or training equipment or equipment belonging to other students. In addition, the student can be required to pay for the damages.
3. Insubordination to persons in authority.
4. Fighting or instigating arguments with fellow students, co-workers or clients.
5. Possession of any weapon while on school premises, or any action which causes or could cause bodily harm to any client, student, or employee.
6. Use, possession, distribution or sale of alcohol or illegal drugs while on school property.
7. Discourtesy to staff, clients, visitors or other employees.
8. Refusal or inability to follow instructions given by the instructor. This includes refusing a clinic patron.
9. Failure to stay current with the financial obligations to the school.
10. Any other actions which reflect the lack of respect for oneself or the profession. Such actions would include but are not limited to, cheating, falsifying records, gambling on premises, giving out confidential information, persistent untidy appearance, foul or loud language, etc.

STUDENT RULES & REGULATIONS VIOLATION

ADDENDUM C - STUDENT RULES & REGULATIONS

EFFECTIVE: January 2, 2018

These rules and regulations will help prepare you for a successful entry into the workforce upon graduation from our school and receiving a license from Louisiana State Board of Cosmetology.

Some of these regulations are required by the Louisiana State Board of Cosmetology and the National Accrediting Commission of Cosmetology Arts and Sciences, and some are required by Pat Goins Benton Road Beauty School

1. **SCHOOL HOURS AND EXPECTATIONS** - Students are expected to be in school 15 minutes before classes start to assure proper preparation and a prompt start. If a student is not in class by 8:15 A.M., the student will not be allowed in to clock into school until 10:00am for the day and Student should call 209-STUDENT if the student is unable to arrive at 8:15. This does not allow them to arrive late. If the student has acceptable written documentation (doctor's appointment, lawyer appointment, court appointment, etc.), the student will be allowed to come to class.
2. **SIGN IN & OUT** – Students must sign in and out both on the biometric time clock and the sign in sheet. Students will clock in upon arriving at school and clock out before leaving at any time. Students may clock in and out for themselves only. When leaving the building for the day the Time Clock and Sign In and Out Sheet must reflect the correct time. Falsifying time is grounds for immediate termination.
3. **ABSENCE** - The school must be notified each day if you are unable to attend school for any reason. Notification should take place before the start of the school day. Please call 209-STUDENT
4. **EXTENDED TIME CHARGE** - If the student does not complete the hours required for graduation by the scheduled graduation date, there will be an extended time charge, as indicated on your Enrollment

Agreement, for any training required beyond this date. Regular class attendance is mandatory for adequate training in all programs.

5. **STANDARDS AND CRITERIA** - Students are required to meet the standards and criteria established to determine the progress and competence in both academic study and practical training throughout the entire course. An average of 70% is required. A satisfactory standard of attendance and conduct is also required.

6. **PERSONAL APPEARANCE** - All students attending Pat Goins Benton Road Beauty School must follow the published dress code.

a. **UNIFORM:** ALL STUDENTS MUST REPORT TO CLASS IN THE PROPER UNIFORM,- all BLACK SCRUBS that must fit properly (no tight fitting scrubs are permitted). Uniforms that are soiled, stained, spotted with chemicals, dingy or worn out are not allowed and must be replaced. An all-white, all gray or all black (no other colors are acceptable) top may be worn under the black scrub top. A student may wear an all-black jacket or lab coat (no other colors are acceptable.) **SHOES MUST BE CLOSED TOED, CLOSED HEELED AND PREDOMINATELY BLACK.**

Sun glasses are not permitted in class unless specified by a doctor's note.

Neither head coverings (scarves, hats, etc.) nor gaudy jewelry are to be worn while in uniform. The only pierced jewelry allowed is for ears. We do not allow jewelry for pierced tongues, lips, cheeks, noses or any other part of the body.

b. **GROOMING:** Students are required to have an APPROPRIATE HAIRSTYLE AND MAKEUP APPLIED before coming to school. Clients will have little faith in a Cosmetologist who is not personally well groomed and careful about his/her own appearance. This includes. Good grooming includes daily bath, clean teeth and fresh breath, daily use of deodorant and fresh underclothing worn with clean uniform. (Look the part!)

c. **NAME TAG:** All students are issued a name tag which must be visibly worn on the upper left side. A student who does not have his/her name tag must purchase one before being admitted to class.

d. **PURSES OR TOTE BAGS:** No large purses or tote bags are allowed in the school. Instructors will make the final determination as to what is deemed to be out of compliance. A good rule to follow is purses or bags should fit in the student's locker and may not be left on the student's desk or floor.

7. **SMOKING** - Smoking is not permitted in the school.

8. **CHEWING GUM** - Chewing gum is not permitted in the building.

9. **CLASSROOM** –

a. Students may not leave the classroom during the first session of any morning class or the first session after lunch. These hours are designated for lecture and/or demonstrations and students are not permitted to leave the classroom or clinic area.

If it becomes necessary for a student to go to the restroom during this time, they are permitted to leave, but must return immediately. They are not to rest, smoke, etc., during that time.

b. Students are not permitted to loiter or congregate in the rest rooms, reception rooms, lobbies, building entrance, etc. nor are they permitted in the Teacher's office or supply room. Students must not leave the school premises during class hours without permission.

Not following classroom regulations will result in a warning notice and corrective action plan.

10. **CLINIC FLOOR-**

a. **UNACCEPTABLE BEHAVIOR IN THE CLINIC AREA:**

- (1) Eating or drinking on the clinic floor
- (2) Inappropriate language
- (3) Loud talking on or across the clinic floor
- (4) Absolutely no cell phones in the clinic area.

b. **YOU ARE RESPONSIBLE FOR:**

- (1) The cleanliness of your own work station, mirror and floor at all times.
- (2) Hair should be picked up from the floor IMMEDIATELY after each haircut.
- (3) No personal items, such as family pictures, are allowed at work stations.
- (4) Cleaning the shampoo bowl IMMEDIATELY after using it.
- (5) The condition, cleanliness, and/or sanitization of any equipment or implement you use. Teachers may examine your kit on designated days and more often if conditions require.

Not following clinic floor regulations will result in a warning notice and corrective action plan.

11. **DUTIES –**

a. Routine duties are assigned daily.

- (1) These duties may include but are not limited to sweeping, mopping, sanitizing (desks and table tops), cleaning (the restrooms, dispensary area, or break room)

You must complete your assignment before leaving for the day. If you fail to do so, you will receive a warning notice and corrective action plan.

12. **FOOD IN SCHOOL** - No food or drink is permitted in classrooms or clinic. Food may be eaten in the lounge area only - and only during break times. The individuals who use the area are responsible for its cleanliness. The refrigerator is for the use of those who bring their lunch. It is not used to store ketchup, mustard or drinks. The refrigerator should be empty at the end of each day.

13. **FURNITURE AND EQUIPMENT** - Students are provided with a locker, and equipment should be stored in these lockers. Students are not permitted to leave equipment any place other than their assigned kits and/or lockers. The school is not responsible for students' equipment or personal property. Before being admitted to any class, students must have a full set of equipment, including pencils, notebooks and textbook. Students are responsible for any furniture or equipment they break or misplace.

14. **TELEPHON/ELECTRONIC DEVICES** - Students may use the school telephone for emergencies only. No electronic devices such as tablets, ipods, cell phones, etc. are allowed in the learning environment.

15. **PARKING** - Students may park in designated area only. Violators of this policy may have their cars towed away at their expense.

16. **CLASSROOM & CAMPUS BEHAVIOR**

See in the catalog Addendum D Classroom & Campus Behavior Policy Addendum D page 26

Students in violation of any of the schools policies, rules or regulations and/or whose personal conduct is deemed unsatisfactory will not be permitted to attend class and may be suspended or dismissed.

APPEAL PROCESS

Students who wish to appeal the determination that they have been suspended or dismissed must submit a letter to the President. The letter should describe any circumstances the student feels deserve further consideration. Students appealing a satisfactory progress determination must include in their letter, the reason for their unsatisfactory performance and what has changed that will allow the student make satisfactory progress in the future. An appeal decision will be made and the student notified accordingly.

CLASSROOM & CAMPUS BEHAVIOR VIOLATION

ADDENDUM D - CLASSROOM & CAMPUS BEHAVIOR POLICY

EFFECTIVE: January 1, 2017

The following procedures apply to classrooms as well as student interactions with instructors in labs, offices and other campus learning environments.

This institution is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. Furthermore, course instructors have a right to establish clear expectations in this regard, and students share the responsibility for maintaining an appropriate, orderly learning environment. Students who fail to adhere to the behavioral expectations outlined by the instructor (either written in the catalog or verbally stated at the time the behavior occurs) will be subject to discipline in accordance with the procedures outlined in this policy. Students and instructors are expected to follow the procedures described below when a concern about student behavior in the classroom/campus arises. This policy does not replace or preclude any Institutional policies or local, state or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the instructor.

What Constitutes Disruption?

Disruptive behavior can be classified as.

- Persistent speaking without permission.
- Inappropriate discussions in the classroom (anything not pertaining to the class being taught)
- Inappropriate language (cursing) anywhere in the building
- Engaging in activities not related to the class
- Inappropriate use of electronic devices, cell phones, or pagers
- Posting negative comments pertaining to the school or staff on any social media
- Sleeping in class
- Entering class late or leaving early
- Eating/drinking in class without permission
- Any disruptive behavior on the clinic floor
- Disputing authority and arguing with faculty and other students
- Threats of any kind
- Harassment
- Physical altercations
- Destruction of property
- Any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy

Some students many have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

All students will receive a verbal warning of the Classroom and Campus Behavior Policy during orientation and will sign this form as proof of receipt of this policy. If a student is observed exhibiting disruptive behavior it will result in written violation and campus suspension for three scheduled class days with corrective action plan required to return to campus. Should there be another incident of disruptive behavior the student will be expelled from the campus.

OFFICIAL & UNOFFICIAL WITHDRAWAL

ADDENDUM M - WITHDRAWAL POLICY

EFFECTIVE: May 25, 2016

“Official” Withdrawal from the School

Official and Unofficial withdrawals will receive fee of \$ 150.00

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or Office Manager in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from Pat Goins Benton Road Beauty School, records. A student is allowed to resend his notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Pat Goins Benton Road Beauty School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
 - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school’s refund requirement.
3. The student’s grade record will be updated to reflect his/her final grade.
4. Pat Goins Benton Road Beauty School will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. Upon request the school will provide the student with copy of the R2T4 calculation explaining the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

7. If the student owes the school institutional charges a contractual obligation form will be submitted to the Louisiana State Board of Cosmetology.

In the event a student decides to resend his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the School Director and/or admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, or fails to comply with the school's attendance and **may** be subject to termination and considered to have unofficially withdrawn.

Within 15 days of the student's last date of academic attendance, the following procedures will take place:

1. The Administrative office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
4. Pat Goins Benton Road Beauty School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
5. Calculate the school's refund requirement
6. Pat Goins Benton Road Beauty School will return to the Federal fund programs any unearned portion of title IV funds for which the school is responsible within 45 days of the date the withdrawal determination date was made and note return on the student's ledger card. Unless unusual circumstances exist, date of determination date will be within 45 school days of the last date of attendance.
7. If requested, Pat Goins Benton Road Beauty School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - c. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
8. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

CLERY ACT/DRUG FREE VIOLATION

CLERY ACT - CRIME AWARENESS/DRUG FREE WORKPLACE POLICY

EFFECTIVE: May 20, 2016

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all prospective students and employees. The report includes all required policy and procedure statements. The report may be found at www.patgoins.edu/ASR.

1. Campus is defined as “any building or property owned or controlled by the institution within the same contiguous geographic area and used by the institution in direct support of or related to its educational purpose.”
2. The report is disseminated annually by October 1ST to all current and prospective students and employees. In addition, this report is provided to all individuals during enrollment or employment orientation which is conducted with each start class or upon hiring a new employee. At this time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. The report is also available online at www.patgoins.edu/ASR.
3. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member. Any off campus events which are sponsored by the institution or the student council are supervised by institution employees. Thus the institution will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
4. The institution does not employ campus security officials. The security of the institution is the direct responsibility of each employee and the institution administration. No such individuals have the authority to make arrests.
5. All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the institution administration office on the designated form. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The institution administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.
6. All students and employees are encouraged to be responsible for their own security and the security of others.
7. Sexual assault prevention programs are discussed during new student/employee orientation and monthly in which includes extensive handouts and procedures directed toward personal protection, the prevention of crime, increasing awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to staff and students.
8. There are no buildings or properties owned or controlled by the institution’s student organizations which are recognized by the institution. There is no off campus housing facilities.
9. The institution will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local agencies that are considered to represent a continuing threat to students and/or employees.
10. There were no crimes of murder, forcible rape, or aggravated assault that show evidence of prejudice based on race, religion, sexual orientation or ethnicity as prescribed by the Hate Crime Statistic Act (28U.S.C.534).
11. In the event a sex offense on campus, the accuser has the option to and should take the following steps:
 - a. Report the offense to institution administration in the administration office.
 - b. Preserve any evidence as may be necessary to prove criminal assault.
 - c. Request assistance, if desired, from institution administration in reporting the crime to local law enforcement agencies.

- d. Report the crime to local law enforcement agencies.
 - e. Request a change in the academic, situation if desired.
 - f. Contact an appropriate agency in the community for counseling or other service that may be needed.
12. Sexual harassment is a violation of federal and state law and is prohibited at all times. It is the express policy of the institution that all individuals associated with the institution are to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment in the workplace or institution is grounds for immediate termination.
 13. The institution does not provide housing. The institution will change a victim's academic schedule after the alleged sex offense if requested by the victim, and the change is reasonably available.
 14. The only on-campus services available to victims of sex assault are described in the Annual Security Report. There is no on-campus counseling mental health or other student services available.
 15. Institution disciplinary action in cases of alleged sexual assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime and other related mitigation circumstance provided that:
 - a. The accuser and the accused may have others present during the institution disciplinary proceeding; and
 - b. Both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused.
 - c. Complete guidelines regarding institutional disciplinary action regarding sexual assault are found in the Annual Security Report
 16. Possible sanction the institution may impose following a final determination regarding rape, acquaintance rape, or other forcible or non-forcible sex offense vary depending upon the determination and may include expulsion.
 17. Drug abuse is prohibited at all times by students and employees on the institution property or as part of any of its activities. Drug abuse is defined as: "The unlawful manufacture, distribution, possession or use of illicit controlled substance, including alcohol." Employees and or students will be terminated if found in violation of the Drug and Alcohol abuse policy .
 18. The institution prohibits possession, use and sale of alcoholic beverages, enforces the underage drinking laws and state and federal drug laws. Prevention Programs & Community Resources are posted in the classroom and included in the Annual Security Report available at www.patgoins.edu/ASR. Employees and students receive a copy of the "Terms and Symptoms of Drug Abuse" in which all negative symptoms of drug abuse are defined. Fact Sheets and posters about early warnings and guidelines regarding drug abuse are posted throughout the campus. As a condition of employment, employees will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
 19. There are no on-campus drug or alcohol counseling, treatment or rehabilitation programs available. Community Drug Abuse Information and Treatment, Crisis Intervention, counseling and mental health centers include:

Council on Alcoholism and Drug
 527 Crockett St.
 Shreveport, LA
 (318) 222-1767

Steps
 525 Crockett St.
 Shreveport, LA
 (318) 222-1288

Brentwood Hospital
 1006 Highland Ave.

Shreveport, LA
(318) 678-7500

Addiction Recovery Center
2530 W. Bert Kouns Industrial Loop
Shreveport, LA
(318) 402-4900

Cada Treatment Center
1525 Fullilove
Bossier City, LA 71112
(318) 747-1211

20. Penalties to be imposed on students and employees for drug abuse or alcohol abuse violation occurring in the on the campus include:
- c. notification of the abuse to the proper authorities
 - d. Termination of enrollment/employment. If the student of employee wish to re-apply for enrollment or employment the individual must consider the responsibilities of his/her enrollment/employment, provide documentation of completed treatment program, and certify that if he/she is reinstated that he/she will no longer violate Drug and Alcohol abuse Policy. Campus President will review the request for reenrollment or employment and deny or affirm the request.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

Policy Category: Institutional Policy

Subject: Discrimination, Discriminatory Harassment, and Sexual Harassment

Related Local and Federal Laws: Title IV of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in education. Title IX of the education amendments of 1972 prohibits sex discrimination in education institutions. Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities that receive federal financial assistance. Title VII of the Civil Rights Act of 1964 and the DC Human rights Act prohibit discrimination in employment in general. The Rehabilitation act of 1973 and Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. The Age Discrimination in Employment Act prohibits discrimination based on age in employment and the Equal Pay Act prohibits discrimination based on sex in the payment of wages.

III) SCOPE

This policy covers all faculty, staff, and students of The Institution, applicants for admission and employment as well as vendors, guests, and contractors of Pat Goins Benton Road Beauty School. This policy applies to every aspect of the Institution's operations and activities, including admissions, employment, and access to institution programs, services, and facilities. The policy is intended to be consistent with the provisions of applicable local and federal laws and is not intended to provide more or less than required by law.

IV) POLICY STATEMENT

a) Nondiscrimination and Equal Opportunity in Employment and Education

The Institution is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The Institution prohibits discrimination and discriminatory harassment (including sexual harassment and sexual violence) against any The Institution on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of

income, veteran status, and individual's genetic information or any other bases under federal or local laws (collectively "Protected Bases").

b) **Complaint Resolution**

The Institution will respond promptly and effectively to reports of discrimination and will take appropriate action to prevent, to correct, and if necessary, to discipline individuals who violate this policy. Members of the institution community who have relevant information are expected to cooperate with investigations of such misconduct.

c) **Retaliation**

The institution prohibits retaliation for filing a complaint of discrimination or assisting in the filing of a complaint, or participating in the resolution of a complaint. Retaliation includes but is not limited to threats, intimidation, and/or adverse actions related to employment or education.

III) DEFINITIONS

a) **Discrimination.** Discrimination occurs when an individual suffers an adverse employment, academic, or other decision based on an individual's protected status.

b) **Discriminatory Harassment.** Discriminatory harassment is defined as verbal, written, visual, or physical conduct that denigrates or shows hostility against a protected class when such conduct has the purpose or effect of: 1) unreasonably interfering with an individual's work or academic performance, or 2) creating an intimidating, hostile, humiliating, or offensive working, living, or learning environment.

c) **Sexual Harassment and Sexual Violence.** Sex discrimination covers sexual harassment including sexual violence. The determination of what constitutes sexual harassment will vary with particular circumstances, but may be described generally as: unwelcome sexual advances; requests for sexual favors; and other oral, written, or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in other institution activities;
- submission to or rejection of such conduct by an individual is used as the basis for evaluation in making academic or personnel decisions affecting that individual.

Sexual violence includes acts such as rape, acquaintance rape, other forms of non-consensual sexual activity; or violence or harassment based on sexual orientation.

Crimes Against Women--Definitions:

1. "Domestic violence" means a "felony or misdemeanor crime of violence committed by-
 - a. Current or former spouse or intimate partner of the victim
 - b. A person with whom the victim shares a child in common
 - c. A person who is cohabitation with or has cohabitated with the victim as spouse or intimate partner
 - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under the VAWA)
 - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction
2. "Dating Violence" means violence committed by a person-
 - a. Who is or has been in a social relationship of romantic or intimate nature with the victim; and

b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship
 2. The type of the relationship; and
 3. The frequency of the interactions between the person involved in the relationship
3. "Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to
- a. Fear for his or her safety or the safety of others
 - b. Suffer substantial emotional distress

As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. <http://www.lsp.org/socpr/default.html>

EFFECTIVE DATE

This policy was effective May 20, 2016.