



PAT GOINS

BEAUTY SCHOOLS



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Pat Goins Beauty Schools

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WE ARE 
PAT GOINS BEAUTY SCHOOLS

2023 CATALOG

January 1, 2023- December 31, 2023

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HISTORY AND OWNERSHIP

Pat Goins Beauty Schools is located at 7460 Youree Drive, Suite 130, Shreveport, Louisiana 71105. The school was established by the late 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. In 2021, Jane Elizabeth Education Group, LLC took over ownership and as of February 2023, Pat Goins Beauty Schools is the current owner.

MISSION STATEMENT

Pat Goins Beauty Schools 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 principle 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 Beauty Schools is nationally accredited by the National Accrediting Commission of Career 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 Beauty Schools 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 Beauty Schools is a member 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 Beauty Schools are members of the Louisiana Association of Cosmetology Schools and the Cosmetology Educators of America sponsored American Association of Cosmetology Schools.

ADMINISTRATIVE OFFICERS

Felicia Blackshire Richardson

President & Chairman, Board of Directors

FACILITIES

Pat Goins Beauty Schools occupies a minimum floor space of 6200 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 platforms, chalkboard, bulletin board and mannequin bars are provided in the classroom.

Pat Goins Beauty Schools 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 a 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 ovens and a refrigerator are provided in the student lounge.

HANDICAPPED FACILITIES

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

ADMINISTRATIVE STAFF AND FACULTY

Contact Information

| | |
|-------------------------------|-----------|
| Felicia Blackshire Richardson | President |
| Phone: 318-746-7674 | |
| Email : felicia@patgoins.edu | |

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| LaTonya Smith | Campus Director |
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| Ali Johnson | Financial Aid Director |
| Phone: 318-746-7674 | |
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| Felicia Blackshire Richardson | Title IX Coordinator |
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|-----------------------------|---------------------------|
| Hannah Philp | Campus Compliance Manager |
| Phone: 318-746-7674 | |
| Email : hjones@patgoins.edu | |

INSTRUCTIONAL STAFF

All instructors may be contacted by calling 318-746-7674.

| | |
|--------------------|-----------------------|
| Ms. Jamie Anderson | Instructor |
| Ms. Kabora Byrd | Instructor |
| Ms. Kitoya Ferrell | Instructor |
| Ms. Debra LaCour | Instructor |
| Ms. LaTonya Smith | Substitute Instructor |

SCHOOL CALENDAR

The school offers classes during the entire year and any eligible person may register on any school day. The school offers 1 start per month, subject to change per the school's needs. 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, Good Friday and the Monday after Good Friday, Memorial Day, Juneteenth, July 4th and Labor Day.

In the event of unexpected closures due to extenuating circumstances (i.e. weather), the students will receive electronic communication via the FAME Mobility App.

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

The class schedule is listed below. Special schedules can be arranged upon approval. After enrolled, students may only switch schedules upon written approval by the school director and financial aid director. In the event that a schedule is changed, students will be notified verbally as well as via electronic communication.

| SCHEDULE | | | |
|--|-------------------|---------------|-------------------|
| Full-Time Day: Cosmetology/Esthetics/ Teacher Training | Tuesday-Thursday | 8:00a- 5:00p | 33 Hours per week |
| | Friday | 8:00a- 4:00p | |
| Full-Time Day: Cosmetology | Monday- Thursday | 8:00a- 1:00p | 28 Hours per week |
| | Friday | 8:00a- 4:30p | |
| Full-Time Day: Esthetics | Monday & Friday | 8:00a- 4:30p | 28 Hours per week |
| | Tuesday- Thursday | 1:00p- 5:00p | |
| Full-Time Day: Manicuring | Tuesday- Thursday | 8:00a- 4:30p | 24 Hours per week |
| Full-Time Night: Cosmetology/Manicuring/ Esthetics/Teacher Training | Monday- Friday | 5:00p- 10:00p | 25 Hours per week |

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.

COSMETOLOGY PROGRAM OUTLINE

COSMETOLOGY COURSE DESCRIPTION

The Cosmetology program consists of thirty-five (35) lessons, which are completed within 1,500 hours. These lessons are a combination of theory and practical lessons. The average time to complete the 1,500 hour course on a full-time basis is 11-15 months. Classes have time dedicated to the study of theory and engage in hands-on practical work. This program is designed so that the classes correspond with one another. Meaning what you learn in each class will be applied to the remaining classes and also on to the clinic floor performing services to the clientele.

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
- Beauty Supply Sales Person
- State Board Inspector Hair
- Stylist Assistant

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

- 1) Meet academic requirements (theory, practical, state board test-outs, and clinic worksheets) by the time students reach 100 hours until graduation.
- 2) Clock the required 1500 hours for cosmetology.
- 3) Have completed all theory and practical evaluations with at least 75% cumulative average.
- 4) Satisfactory pass final written and practical exams with an 80% or higher (National Mock exam, State Board Mock Theory, State Board Mock Practical).
- 5) Complete all practical worksheets for the appropriate course.
- 6) Pay all tuition costs or make satisfactory arrangements in writing for payment of all monies owed to the school.

COSMETOLOGY COURSE OBJECTIVES

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer–employee relationship. Prepare students for licensure exams and gainful employment.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.

6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

APPROVED COURSE OF STUDY FOR COSMETOLOGY TRAINING

1500 Hour Course

The cosmetology program of Pat Goins Beauty Schools meets or exceeds these Louisiana State Board of Cosmetology requirements:

| SUBJECT | REQUIRED HOURS |
|--|-----------------------|
| 1) Scientific Concepts a) Infection Control b) OSHA Requirement c) Human Physiology & Anatomy d) Chemical Principles e) Structure / Disease / Disorders of Hair, Scalp and Nails f) Electricity | 182 |
| 2) Physical Services a) Shampoo b) Draping c) Rinses and Conditioners d) Scalp and hair treatments e) Facials f) Hair Removal g) Skin Care treatments h) Contraindications i) Makeup j) Manicuring | 530 |
| 3) Chemical Services a) Hair Coloring b) Hair Lightening c) Chemical Waving d) Chemical Relaxing | 470 |
| 4) Hair Designing a) Hair Shaping b) Hair Cutting | 270 |
| 5) Salon Management a) Professional Ethics b) Communication skills c) Compensation methods d) Income reporting e) Licensing or certification requirements f) Business basics g) Record keeping | 40 |
| 6) Louisiana Cosmetology Act and Rules and Regulations a) State laws and regulations | 8 |
| TOTAL CLOCK HOURS | 1500 |

*NOTE: The 1500 hour Cosmetology Course is designed to be completed in 45.45 weeks at 33 hours per week, 53.57 weeks at 28 hours per week, or at 60 weeks at 25 hours per week. Each of the units of instruction listed above will be covered in theory and practical instruction.

COSMETOLOGY COURSE INSTRUCTIONAL METHODS

The 1500 clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

COSMETOLOGY COURSE GRADING PROCEDURES

Students are assigned theory and practical learning units required for course completion. Theory and practical evaluations occur after each unit of study is completed. Theory evaluations are completed by multiple choice questions tested at the end of each unit of instruction. Practical skills are evaluated according to a yes or no practical rubric sheet at the end of each practical unit of instruction.

- 1) **Academic theory exams:** Students must receive a grade of 75% or higher on each weekly assigned theory exam. Depending on the length of the module, theory exams will occur weekly or bi-monthly.
- 2) **Academic practical exams:** Students must receive a grade of 75% or higher on each assigned practical exam. Depending on the length of the module, practical exams will occur weekly or bi-monthly.
- 3) **Hourly Test-Out Packet:** Students must receive a grade of 75% or higher. These are given at 450 hours, 900 hours, and 1200 hours.
- 4) **Final exam 1:** 100 Question Test: This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 80% or higher on all final exams.
- 5) **Final exam 2:** Goldbook Exam: The written exam covers an overview of all theory instruction and other items covered on the state cosmetology exam. Students must receive a grade of 80% or higher on all final exams.
- 6) **Final practical exam:** Mock State Board Practical: The practical exam covers an overview of all practical instruction and other items covered on the state cosmetology practical exam. Students must receive a grade of 80% or higher on all final exams.
- 7) **Clinic practical worksheets:** Students must complete all assigned clinic practical worksheets.

Students must maintain a cumulative grade average of 75% or more. Numerical grades are considered according to the following scale:

| | | |
|-------------|---|--------------|
| Passing | = | 100 – 75 |
| Non-passing | = | 74 and below |

ESTHETICS PROGRAM OUTLINE

ESTHETICS COURSE DESCRIPTION

The Esthetics program consists of twenty-four (24) lessons, which are completed within 800 hours. These lessons are a combination of theory and practical lessons. The average time to complete the 600 hour course on a full-time basis is 6-8 months. Classes have time dedicated to the study of theory and engage in hands-on practical work. This program is designed so that the classes correspond with one another. Meaning what you learn in each class will be applied to the remaining classes and also on to the clinic floor performing services to the clientele.

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

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

- 1) Meet academic requirements (theory, practical, state board test-outs, and clinic worksheets) by the time students reach 100 hours until graduation.
- 2) Clock the required 800 hours for esthetics.
- 3) Have completed all theory and practical evaluations with at least 75% cumulative average.
- 4) Satisfactory pass final written and practical exams with an 80% or higher (National Mock exam, State Board Mock Theory, State Board Mock Practical).
- 5) Complete all practical worksheets for the appropriate course.
- 6) Pay all tuition costs or make satisfactory arrangements in writing for payment of all monies owed to the school.

ESTHETICS COURSE OBJECTIVES

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communications skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship. Prepare students for licensure exams and gainful employment.

4. Perform the basic manipulative skills in the areas of facial massage, effective use of implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Perform the basic analytical skills to determine appropriate skin care and makeup services to achieve the best look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

APPROVED COURSE OF STUDY FOR THE ESTHETICS

800 Hour Course

The esthetics program of Pat Goins Beauty Schools meets or exceeds these Louisiana State Board of Cosmetology requirements:

| SUBJECT | REQUIRED HOURS |
|--|-----------------------|
| 1) Scientific Concepts a) Infection Control b) Sanitation and Sterilization c) Human Physiology and Anatomy d) Skin Histology e) Structure / Disease / Disorders of the Skin Diseases and Disorders f) Nutrition g) General Chemistry h) Electricity i) Contraindications | 350 |
| 2) Services a) Skin Analysis and Treatments 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 | 400 |
| 3) Business Administration a) Career and Employment information b) Professional ethics c) Communication skills d) Licensing or certification requirements e) State laws and regulations f) Record keeping | 42 |
| 4) Louisiana State Rules and Regulations a) State laws and regulations | 8 |
| TOTAL CLOCK HOURS | 800 |

*NOTE: The 800 Hour for the Esthetics Course is designed to be completed in 24.24 weeks at 33 hours per week, 28.57 weeks at 28 hours per week, and 32 weeks at 25 hours per week. Each of the units of instruction listed above will be covered in theory and practical instruction. Although the Louisiana State Board of Cosmetology requires 750 hours to receive a state approved license, Pat Goins Beauty Schools requires 800 hours. The school feels that additional training in business administration will enable the student to be better prepared for the workforce.

ESTHETICS COURSE INSTRUCTIONAL METHODS

The 800 clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

ESTHETICS COURSE GRADING PROCEDURES

Students are assigned theory and practical learning units required for course completion. Theory and practical evaluations occur after each unit of study is completed. Theory evaluations are completed by multiple choice question tests at the end of each unit of instruction. Practical skills are evaluated according to a yes or no practical rubric sheet at the end of each practical unit of instruction.

- 1) **Academic theory exams:** Students must receive a grade of 75% or higher on each weekly assigned theory exam. Depending on the length of the module, theory exams will occur weekly or bi-monthly.
- 2) **Academic practical exams:** Students must receive a grade of 75% or higher on each assigned practical exam. Depending on the length of the module, practical exams will occur weekly or bi-monthly.
- 3) **Hourly Test-Out Packet:** Students must receive a grade of 75% or higher. This is given at 600 hours.
- 4) **Final exam 1:** 100 Question Test: This test covers an overview of all related esthetics subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 80% or higher on all final exams.
- 5) **Final exam 2:** Goldbook Exam: The written exam covers an overview of all theory instruction and other items covered on the state esthetics exam. Students must receive a grade of 80% or higher on all final exams.

- 6) **Final practical exam:** Mock State Board Practical: The practical exam covers an overview of all practical instruction and other items covered on the state esthetics practical exam. Students must receive a grade of 80% or higher on all final exams
- 7) **Clinic practical worksheets:** Students must complete all assigned clinic practical worksheets.

Students must maintain a cumulative grade average of 75% or more. Numerical grades are considered according to the following scale:

| | | |
|-------------|---|--------------|
| Passing | = | 100 – 75 |
| Non-passing | = | 74 and below |

MANICURING PROGRAM OUTLINE

MANICURING COURSE DESCRIPTION

The manicuring program consists of twenty-three (23) lessons, which are completed within 600 hours. These lessons are a combination of theory and practical lessons. The average time to complete the 600 hour course on a full-time basis is 6 months. Classes have time dedicated to the study of theory and engage in hands-on practical work. This program is designed so that the classes correspond with one another. Meaning what you learn in each class will be applied to the remaining classes and also on to the clinic floor performing services to the clientele.

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

- Manicurist
- Pedicurist
- Nail product demonstrator
- Nail salon owner or manager

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

- 1) Meet academic requirements (theory, practical, state board test-outs, and clinic worksheets) by the time students reach 100 hours until graduation.
- 2) Clock the required 600 hours for manicuring.
- 3) Have completed all theory and practical evaluations with at least 75% cumulative average.
- 4) Satisfactory pass final written and practical exams with an 80% or higher (National Mock exam, State Board Mock Theory, State Board Mock Practical).
- 5) Complete all practical worksheets for the appropriate course.
- 6) Pay all tuition costs or make satisfactory arrangements in writing for payment of all monies owed to the school.

MANICURING COURSE OBJECTIVES

1. Project a positive attitude and a sense of personal integrity and self-confidence
2. Practice effective communication skills, visual poise, and proper grooming
3. Respect the need to deliver worthy service for value received in an employer–employee relationship. Prepare students for licensure exams and gainful employment.
4. Perform basic practical skills in the areas of manicures, pedicures, nail tips, and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping for the client's overall image and needs
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail technology and related fields.

APPROVED COURSE OF STUDY FOR MANICURING

600 Hour Course

The manicuring program of Pat Goins Beauty Schools meets or exceeds these Louisiana State Board of Cosmetology requirements:

| SUBJECT | REQUIRED HOURS |
|---|-----------------------|
| 1. Scientific Concepts a. Infection Control b. Basic Human Physiology and Anatomy c. Nail Structure / Disease / Disorders d. Chemistry e. Electricity | 150 |
| 2. Procedures a. Supplies and Implements b. Artificial and Natural Nail Technology c. Manicure d. Pedicure e. Basic Massage | 200 |
| 3. Application and Repair of Artificial and Natural Nails | 150 |
| 4. Safety and Infection Control | 40 |
| 5. Salon Management a. Professional Ethics b. Communication skills c. Compensation methods d. Income reporting e. Licensing or certification requirements f. Business basics g. Record keeping | 52 |
| 6. Louisiana Cosmetology Act and Rules and Regulations a. State laws and regulations | 8 |
| TOTAL CLOCK HOURS | 600 |

*NOTE: The 600 Hour Manicuring Course is designed to be completed in 25 weeks at 24 hours per week or 24 weeks at 25 hours per week. Each of the units of instruction listed above will be covered in theory and practical instruction. Although the Louisiana State Board of Cosmetology requires 500 hours to receive a state approved license, Pat Goins Beauty Schools 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.

MANICURING COURSE INSTRUCTIONAL METHODS

The 600 clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

MANICURING COURSE GRADING PROCEDURES

Students are assigned theory and practical learning units required for course completion. Theory and practical evaluations occur after each unit of study is completed. Theory evaluations are completed by multiple choice question tests at the end of each unit of instruction. Practical skills are evaluated according to a yes or no practical rubric sheet at the end of each practical unit of instruction.

- 1) **Academic theory exams:** Students must receive a grade of 75% or higher on each weekly assigned theory exam. Depending on the length of the module, theory exams will occur weekly or bi-monthly.
- 2) **Academic practical exams:** Students must receive a grade of 75% or higher on each assigned practical exam. Depending on the length of the module, practical exams will occur weekly or bi-monthly.
- 3) **Hourly Test-Out Packet:** Students must receive a grade of 75% or higher. This is given at 450 hours.
- 4) **Final exam 1:** 100 Question Test: This test covers an overview of all related manicuring subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 80% or higher on all final exams.
- 5) **Final exam 2:** Goldbook Exam: The written exam covers an overview of all theory instruction and other items covered on the state manicuring exam. Students must receive a grade of 80% or higher on all final exams.
- 6) **Final practical exam:** Mock State Board Practical: The practical exam covers an overview of all practical instruction and other items covered on the state manicuring practical exam. Students must receive a grade of 80% or higher on all final exams.
- 7) **Clinic practical worksheets:** Students must complete all assigned clinic practical worksheets.

Students must maintain a cumulative grade average of 75% or more. Numerical grades are considered according to the following scale:

| | | |
|-------------|---|--------------|
| Passing | = | 100 – 75 |
| Non-passing | = | 74 and below |

TEACHER TRAINING PROGRAM OUTLINE

TEACHER TRAINING COURSE DESCRIPTION

The Teacher Training program consists of eighteen (18) lessons, which are completed within 600 hours. These lessons are a combination of theory and practical lessons. The average time to complete the 600 hour course on a full time basis is 4-6 months. Classes have time dedicated to the study of theory and engage in hands-on practical demonstrations. This program is designed so that the classes correspond with one another. Meaning what you learn in each class will be applied to the remaining classes and also in the classroom and on the clinic floor observing students performing services on the clientele.

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

- Licensed Instructor
- State Board Member or Inspector
- School Owner
- Manufacturer's Representative
- School Director/Manager
- Beauty Products Supervisor
- Styles Director
- Platform Artist

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

- 1) Meet academic requirements (theory, practical, state board test-outs, and clinic worksheets) by the time students reach 100 hours until graduation.
- 2) Clock the required 600 hours for teacher training.
- 3) Have completed all theory and practical evaluations with at least 75% cumulative average.
- 4) Satisfactory pass final written and practical exams with an 80% or higher (National Mock exam, State Board Mock Practical).
- 5) Complete all practical worksheets for the appropriate course.
- 6) Pay all tuition costs or make satisfactory arrangements in writing for payment of all monies owed to the school.

TEACHER TRAINING COURSE OBJECTIVES

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received. Prepare students for licensure exams and gainful employment.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.

5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

APPROVED COURSE OF STUDY FOR TEACHER TRAINING

600 Hour Course

The teacher training program of Pat Goins Beauty Schools meets or exceeds these Louisiana State Board of Cosmetology requirements:

| SUBJECT | REQUIRED HOURS |
|---|-----------------------|
| 1) Teaching Methods a) Classroom Preparation / Management b) Teaching Methods c) Speech | 200 |
| 2) Effectiveness of Instruction a) Purpose and Types of Tests b) Selection of Appropriate Testing Methods c) Validity and Reliability of Teaching Methods via Tests d) Course and/or Program Development i) Lesson Planning ii) Development of and use of audio and visual aids iii) Test development iv) Testing and evaluations | 142 |
| 3) Instructor Qualities a) Proper Conduct of Instruction b) Classroom Supervision and Control c) Delivering feedback on student performances d) Creating plans for improvement of student performances | 50 |
| 4) Learning Environment a) Classroom Conditions b) Keeping Record c) Motivation d) Assessing Student's Needs e) Utilization of Safety Procedures | 200 |
| 5) Business Management a) Career and Employment information b) Professional ethics c) Communication skills d) Licensing or certification requirements e) State laws and regulations f) Record keeping | 8 |
| TOTAL CLOCK HOURS | 600 |

*NOTE: The 600 Hour Teacher Training Course is designed to be completed in 18.18 weeks at 33 hours per week or 24 weeks at 25 hours per week. Each of the units of instruction listed above will be covered in theory and practical instruction. Although the Louisiana State Board of Cosmetology requires 500 hours to receive a state approved license, Pat Goins Beauty Schools 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.

TEACHER TRAINING COURSE INSTRUCTIONAL METHODS

The 600 clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEACHER TRAINING COURSE GRADING PROCEDURES

Students are assigned theory and practical learning units required for course completion. Theory and practical evaluations occur after each unit of study is completed. Theory evaluations are completed by multiple choice question tests at the end of each unit of instruction. Practical skills are evaluated according to a yes or no practical rubric sheet at the end of each practical unit of instruction.

- 1) **Academic theory exams:** Students must receive a grade of 75% or higher on each weekly assigned theory exam. Depending on the length of the module, theory exams will occur weekly or bi-monthly.
- 2) **Academic practical exams:** Students must receive a grade of 75% or higher on each assigned practical exam. Depending on the length of the module, practical exams will occur weekly or bi-monthly.
- 3) **Final exam 1: 100 Question Test:** This test covers an overview of all related manicuring subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 80% or higher on all final exams.
- 4) **Final practical exam:** Mock State Board Practical: The practical exam covers an overview of all practical instruction and other items covered on the state manicuring practical exam. Students must receive a grade of 80% or higher on all final exams.
- 5) **Clinic practical worksheets:** Students must complete all assigned clinic practical worksheets.

Students must maintain a cumulative grade average of 75% or more. Numerical grades are considered according to the following scale:

| | | |
|-------------|---|--------------|
| Passing | = | 100 – 75 |
| Non-passing | = | 74 and below |

MAKE-UP WORK POLICY

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.

INSTRUCTIONAL MATERIAL USED BY PAT GOINS BEAUTY SCHOOLS:

| PROGRAM | TEXTBOOK | LIST PRICE |
|-------------------------|--|------------|
| COSMETOLOGY | Milady 14th Edition Cosmetology + Foundations Textbook Package ISBN 9780357871492 | \$169.95 |
| | Milady Workbook Package ISBN 9780357922170 | \$148.95 |
| | Milady CIMA Seat ISBN 9780357873441 | \$299.95 |
| MANICURING | Milady 8th Edition Nail Technology + Foundations Textbook Package ISBN 9780357446867 | \$157.95 |
| | Milady Workbook Package ISBN 9780357482865 | \$147.95 |
| | Milady CIMA Seat ISBN 9780357812570 | \$299.95 |
| ESTHETICS | Milady 12th Edition Esthetics Fundamentals + Foundations Textbook Package List Price ISBN 9780357263792 | \$188.95 |
| | Milady Workbook Package ISBN 9780357482841 | \$161.95 |
| | Milady CIMA Seat ISBN 9780357875049 | \$449.95 |
| TEACHER TRAINING | Milady 4th Edition Professional Educator Textbook ISBN 9781337786836 | \$204.95 |
| | Milady Exam Prep ISBN 9781337786874 | \$58.95 |
| | Milady CIMA Seat ISBN 9780357920251 | \$39.95 |

STATEMENT OF NON-DISCRIMINATION

Pat Goins Beauty Schools in its admission, instruction, and graduation policies, practices no discrimination on the basis of race, color, sex, age, religion or ethnic origin. Pat Goins Beauty Schools 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 the scrub top – acceptable colors for the shirt are black

❖ **Teacher Training**

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

ACCEPTABLE SHOES:

- ❖ Black (predominantly) 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.

NAME TAG POLICY

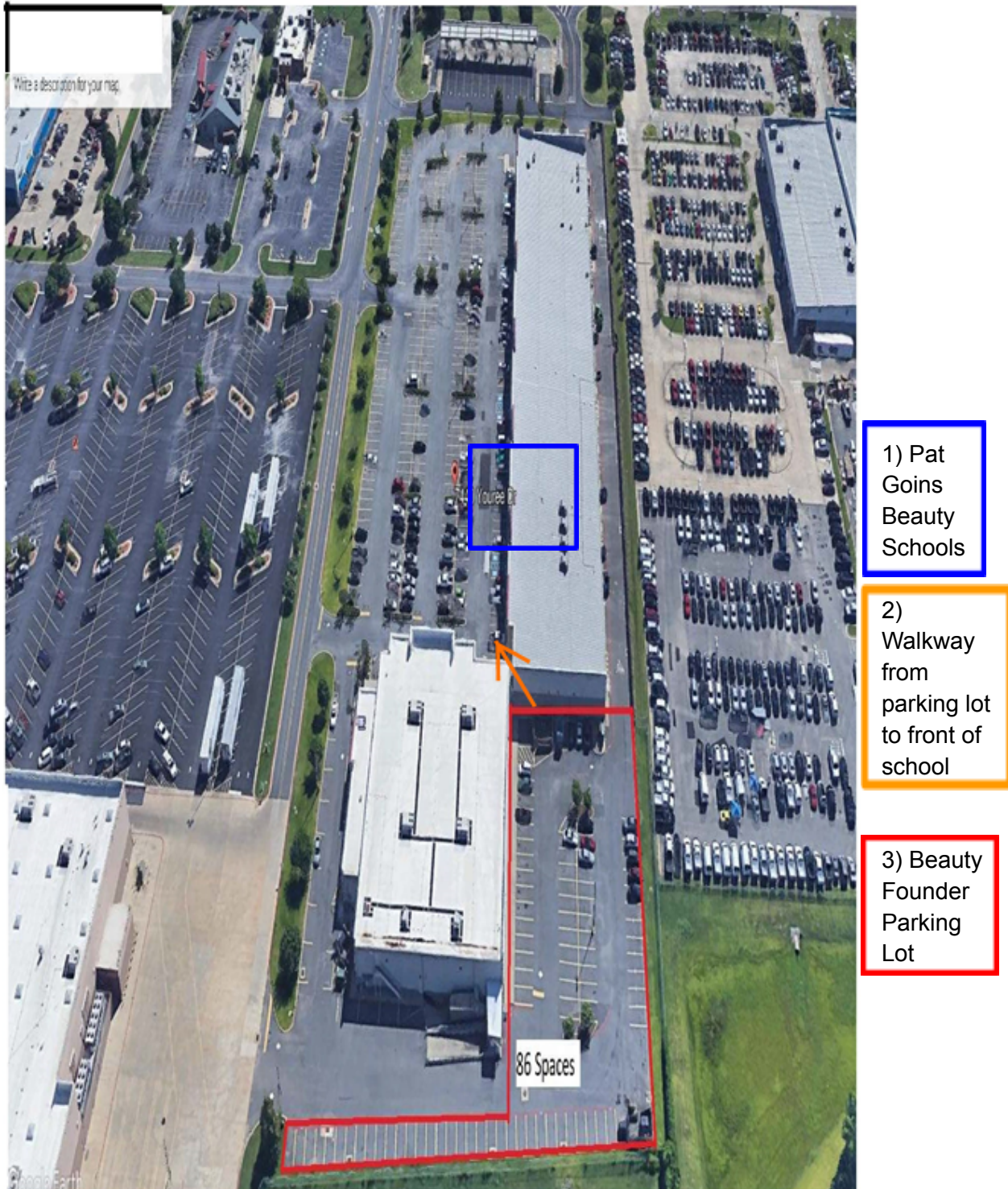
Beauty Founders are issued a Pat Goins Beauty Schools name tag on their first day of class. It is a part of the required dress code. They must wear their name tag everyday while on campus as required by the Louisiana State Board of Cosmetology.

Beauty Founders are not allowed to be on campus without their name tag. If a beauty founder forgets their name tag at home or otherwise doesn't have it, they will be sent home for the day.

If a name tag is lost, the replacement fee is \$10. Beauty Founders must reach out to Ms. LaTonya Smith to get a replacement.

PARKING POLICY

Beauty Founders must park in the designated parking lot, outlined below, behind the building while on campus. Beauty Founders are not permitted to park in any other location on the property.



Beauty Founders must display the non-removable decal on their vehicle in a visible area while on campus. This decal will be provided for them by Pat Goins Beauty Schools.

Pat Goins Beauty Schools is not liable for any parking violations if the beauty founder is not parked in the designated area while on campus. These include but are not limited to:

- Vehicle being towed
- Parking infraction
- Parking fine
- Vehicle break-in/personal items stolen
 - Please bring in all personal items with you from your car each day to prevent this from happening

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 may be subject to termination with the option of re-enrolling after 30 days.
- If you fail to maintain an attendance percentage of 85% or above, you may be unable to participate in the following activities:
 - Student awards
 - Student service day(s) in the salon
 - 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 at 33 hours per week, 53.57 weeks at 28 hours per week, or in 60 weeks at 25 hours per week; the 800 hour Esthetics course in 24.24 weeks at 33 hours per week, 28.57 weeks at 28 hours per week, or 32 weeks at 25 hours per week; the 600 hour Manicuring course in 25 weeks at 24 hours per week or in 24 weeks at 25 hours per week; and the 600 hour Teacher Training course in 18.18 weeks at 33 hours per week or in 25 weeks at 24 hours per week. 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 Cost of Tuition & Supplies in the Admissions Policy, Page 41). Attendance will be checked approximately every 30 days.

Additional Requirements

For additional requirements see Student Rules and Regulations below, Rules 1-6.

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

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 the Louisiana State Board of Cosmetology.

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

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. for day students and 5:30 P. M. for night students, the student will not be allowed to clock for the day. 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.

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 75% is required. A satisfactory standard of attendance and conduct is also required.
6. **PERSONAL APPEARANCE** - All students attending Pat Goins Beauty Schools 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 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 or vaping are not permitted in the school or within 100 feet of any door to the building.
 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.
- b. 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.
- c. 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:
 - i. Eating or drinking on the clinic floor
 - ii. Inappropriate language
 - iii. Loud talking on or across the clinic floor
 - iv. Absolutely no cell phones in the clinic area.
- b. YOU ARE RESPONSIBLE FOR:
 - i. The cleanliness of your own workstation, mirror and floor at all times.
 - ii. Hair should be picked up from the floor IMMEDIATELY after each haircut.
 - iii. No personal items, such as family pictures, are allowed at work stations.
 - iv. Cleaning the shampoo bowl IMMEDIATELY after using it.
 - v. 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.
- c. Students are required to take client appointments on the clinic floor if assigned. Refusal to accept clients will result in the student clocking out and being sent home for the day.

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

11. DUTIES –

- a. Routine duties are assigned daily as part of their sanitation and sterilization curriculum.
 - i. These duties may include but are not limited to sweeping, mopping, sanitizing (desks and table tops), cleaning (the restrooms, dispensary area, or break room)
 - ii. 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 clinics. 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. **TELEPHONE/ELECTRONIC DEVICES** - Students may use the school telephone for emergencies only. Electronic devices such as tablets, ipods, cell phones, etc. are allowed in the learning environment.

15. **PARKING** - Students may park in designated areas only per the parking policy (page 25). Violators of this policy may have their cars towed away at their expense.

16. CLASSROOM & CAMPUS BEHAVIOR POLICY

See in the catalog Classroom & Campus Behavior Policy below.

17. 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 for satisfactory progress determination must include in their letter the reason for their unsatisfactory performance and what has changed that will allow the student to make satisfactory progress in the future. An appeal decision will be made and the student notified accordingly.

CLASSROOM & CAMPUS BEHAVIOR POLICY

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
- ❖ Approved, electronic devices are permitted on the
- ❖ 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 in classroom or 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 may 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 a written violation with a required corrective action plan in order to return to campus and a campus suspension with a minimum of three scheduled days up to termination depending upon the severity of the behavior . Should there be another incident of disruptive behavior the student will be terminated from the campus

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, 800 for esthetics course, 600 for manicuring, and 600 for teacher training.
- 2) Completed all required theory exams, practical evaluations, and hourly practical test-outs with at least a 75% or higher.
- 3) Completed all required theory and practical final exams with at least an 80% or higher.

- 4) Completed all practical worksheets for the appropriate course.
- 5) Paid in full all costs for the course or have made a written agreement to pay the balance after the contract end date.

When all of the above requirements are met, the student will receive a graduation diploma from Pat Goins Beauty Schools. 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 (must have completed 1000 hours and all theory requirements)
2. Request for Cosmetology Practical Examination and Initial License (after completion of course)
3. Request for Manicuring, Esthetics or Teacher Training Theory and Practical Examination and Initial License (after completion of course)

PHYSICAL DEMANDS & SAFETY REQUIREMENTS FOR THE PROFESSIONS

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.

ADMISSIONS POLICY

Complete an Application Form: Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from the admissions team.

Provide Verification Documents:

- a. **Identification** (provide only one): Passport, a government-issued identification, a driver's license, or a birth certificate are required.
- b. **Education** (provide only one): Standard high school diploma*, high school transcripts** showing high school

completion, an academic transcript of a student successful completion of homeschooling at the secondary level as defined by Louisiana state law or High School Equivalency diploma.

c. **Social Security Card:** Applicants must bring in their original social security card.

* Please note that a Modified High School Diploma, a Certificate of Completion, or a Certificate of Attainment is not accepted for our Admissions requirements. They are not considered equivalent to a Standard High School Diploma. We are required to verify that your proof of education is from a valid high school or High School equivalency program. If we determine that your diploma or High School Equivalency diploma is not valid, you will be denied admission to the school.

****Foreign Diplomas or Transcripts:** The school will accept a foreign diploma or transcript; however, the diploma or transcript **MUST** be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process. Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the school Financial Aid Leader.

Pat Goins Beauty Schools does not recruit students who are already enrolled in a similar program at another institution.

If you have a disability and need an academic adjustment, please notify the admissions officer as soon as possible so the school can review your request. If you are interested in attending our school and you do not have a high school diploma or GED certificate, please contact our admissions office for a list of GED programs located near the school. Pat Goins Beauty Schools does not require a student to have immunizations / vaccinations to enroll in our school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution. Please refer to the school Transfer policy for additional information.

RE-ENROLLING STUDENTS

Students who re-enroll in the program **within** 180 days of withdrawal date must complete the following:

1. All outstanding tuition, fees, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Director of Financial Aid.
2. Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the

course.

3. Previous hours will be credited to the Applicant's transcripts if paid for.
4. Because tuition fees and costs are subject to change, re-enrolling applicants will be contracted according to the current tuition costs and will be required to pay any additional fees, if applicable.
5. If a student is re-enrolling due to exceeding their contract end date, the student will pay the hourly rate of the program to complete the remaining hours.

Students who re-enroll in the program **after** 180 days of withdrawal date must complete the following:

1. All outstanding tuition, fees, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Director of Financial Aid.
2. Students will be contracted at the current tuition hourly rate.
3. Students are required to purchase a kit if their current kit is not complete. Any missing kit items must be purchased.
4. Previous hours will be credited to the Applicant's transcripts if paid for.
5. Because tuition fees and costs are subject to change, re-enrolling applicants will be contracted according to the current tuition costs and will be required to pay any additional fees, if applicable.

The school does not deny re-enrollment to any service member of the uniformed services for reasons relating to that service.

Re-enrollment is reserved to the sole discretion of Pat Goins Beauty Schools and may require special conditions.

Re-enrollment for a student requires a personal interview with a school admissions specialist. The re-enrolling student will be placed on a 30-day evaluation. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enroll in a program are placed in the same Satisfactory Academic Progress standing as when they left.

TRANSFER STUDENTS

The transferability of hours you earn at another institution, is at the sole discretion of Pat Goins Beauty Schools. You may be required to repeat some or all of your coursework, if Pat Goins Beauty Schools does not accept some or all of your credits. This determination will be based on an evaluation of the student's comprehension of the course material. The school does not allow a student to appeal the number of hours accepted when transferring from another location. After the student completes the evaluation, the student will meet with an Admissions Specialist to

determine the number of hours accepted and where the student will be placed in the program. At this time, it will also be determined if previous completed coursework needs to be repeated. For this reason, you should speak to a Pat Goins Beauty Schools' Admissions Specialist to determine if your hours will transfer. Transfer students are responsible to pay the hourly fee based on the number of hours needed to complete the program of study. The transfer student's technical kit will be evaluated, and if necessary, the student will be responsible to purchase the technical and digital kit, as well as the textbooks and any administrative fees.

The Louisiana State Board of Cosmetology does recognize hours earned in Louisiana within a certain designated time frame. Pat Goins Beauty Schools will honor such hours when the student's previous Louisiana institution sends the student's hours directly to the Louisiana State Board of Cosmetology. Students must have their transfer hours posted and show as not owing fees to any previous school before beginning their enrollment. Failure to do so will result in the rejection of a student's application for enrollment. The student must also present the proper transcript from the former beauty college if grades are being considered to transfer as well. Students who have earned hours in a state other than Louisiana will be granted credit as advised by the Louisiana State Board of Cosmetology. The student's previous out-of-state institution's accrediting body must send the student's hours directly to the Louisiana State Board of Cosmetology for approval.

Notwithstanding the provisions of the above, Pat Goins Beauty Schools 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 (theory and practical) examination. The school's determination will be final. In extraordinary circumstances, the school may allow a student to transfer in more hours, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

TRANSFER OF CREDIT POLICY

Cosmetology

A maximum of 900 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by LSBC. Maximum hours awarded to transfer students will be equivalent to the average between practical and written exams not to exceed 900 hours. All Cosmetology transfer students must complete a minimum of 600 hours.

- I. Pass a practical test with a minimum of 75% on the following criteria:
 - A. Scientific Concepts
 1. Infection Control
 2. Human Physiology & Anatomy
 3. Chemical Principles
 4. Structure / Disease / Disorders of Hair, Scalp and Nails
 - B. Physical Services
 1. Shampoo
 2. Draping
 3. Rinses and Conditioners
 4. Scalp and hair treatments

- 5. Facials
 - 6. Manicuring
- C. Chemical Services
 - 1. Hair Coloring
 - 2. Hair Lightening
 - 3. Chemical Waving
 - 4. Chemical Relaxing
- D. Hair Designing
 - 1. Hair Shaping
 - 2. Hair Cutting
- II. Pass a written test with a minimum of 75% on the following criteria:
 - A. Scientific Concepts
 - 1. Infection Control
 - 2. Human Physiology & Anatomy
 - 3. Chemical Principles
 - 4. Structure / Disease / Disorders of Hair, Scalp and Nails
 - B. Physical Services
 - 1. Shampoo
 - 2. Draping
 - 3. Rinses and Conditioners
 - 4. Scalp and hair treatments
 - 5. Facials
 - 6. Manicuring
 - C. Chemical Services
 - 1. Hair Coloring
 - 2. Hair Lightening
 - 3. Chemical Waving
 - 4. Chemical Relaxing
 - D. Hair Designing
 - 1. Hair Shaping
 - 2. Hair Cutting

Esthetics

A maximum of 480 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by LSBC. Maximum hours awarded to transfer students will be equivalent to the average between practical and written exams not to exceed 480 hours. All Cosmetology transfer students must complete a minimum of 320 hours.

- I. Pass a practical test with a minimum of 75% on the following criteria:
 - A. Scientific Concepts
 - 1. Infection Control
 - 2. Human Physiology and Anatomy
 - 3. Skin Histology
 - 4. Structure / Disease / Disorders of the Skin Diseases and Disorders
 - 5. Nutrition
 - 6. General Chemistry
 - B. Services
 - 1. Skin Analysis and Treatments
 - 2. Draping
 - 3. Product Selections
 - 4. Cleansing Procedures
 - 5. Selecting & Employing Massage

6. Selecting & Employing Mask Therapy
7. Hair Removal
8. Hazards to Skin
9. Makeup

II. Pass a written test with a minimum of 75% on the following criteria:

- A. Scientific Concepts
 1. Infection Control
 2. Human Physiology and Anatomy
 3. Skin Histology
 4. Structure / Disease / Disorders of the Skin Diseases and Disorders
 5. Nutrition
 6. General Chemistry
- B. Services
 1. Skin Analysis and Treatments
 2. Draping
 3. Product Selections
 4. Cleansing Procedures
 5. Selecting & Employing Massage
 6. Selecting & Employing Mask Therapy
 7. Hair Removal
 8. Hazards to Skin
 9. Makeup

Manicuring

A maximum of 360 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by LSBC. Maximum hours awarded to transfer students will be equivalent to the average between practical and written exams not to exceed 360 hours. All Cosmetology transfer students must complete a minimum of 240 hours.

I. Pass a practical test with a minimum of 75% on the following criteria:

- A. Scientific Concepts
 1. Infection Control
 2. Basic Human Physiology and Anatomy
 3. Nail Structure / Disease / Disorders
 4. Chemistry
 5. Electricity
- B. Procedures
 1. Supplies and Implements
 2. Artificial and Natural Nail Technology
 3. Manicure
 4. Pedicure
 5. Basic Massage
- C. Application and Repair of Artificial and Natural Nails
- D. Safety and Infection Control

II. Pass a written test with a minimum of 75% on the following criteria:

- A. Scientific Concepts
 1. Infection Control
 2. Basic Human Physiology and Anatomy
 3. Nail Structure / Disease / Disorders
 4. Chemistry

- 5. Electricity
- B. Procedures
 - 1. Supplies and Implements
 - 2. Artificial and Natural Nail Technology
 - 3. Manicure
 - 4. Pedicure
 - 5. Basic Massage
- C. Application and Repair of Artificial and Natural Nails
- D. Safety and Infection Control

Teacher Training

A maximum of 360 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by LSBC. Maximum hours awarded to transfer students will be equivalent to the average between practical and written exams not to exceed 360 hours. All Cosmetology transfer students must complete a minimum of 240 hours.

- I. Pass a practical test with a minimum of 75% on the following criteria:
 - A. Teaching Methods
 - 1. Classroom Preparation / Management
 - 2. Teaching Methods
 - B. Effectiveness of Instruction
 - 1. Purpose and Types of Tests
 - 2. Selection of Appropriate Testing Methods
 - 3. Validity and Reliability of Teaching Methods via Tests
 - 4. Course and/or Program Development
 - a) Lesson Planning
 - b) Development of and use of audio and visual aids
 - c) Test development
 - d) Testing and evaluations
 - C. Instructor Qualities
 - 1. Proper Conduct of Instruction
 - 2. Classroom Supervision and Control
 - 3. Delivering feedback on student performances
 - 4. Creating plans for improvement of student performances
 - D. Learning Environment
 - 1. Classroom Conditions
 - 2. Keeping Record
 - 3. Motivation
 - 4. Assessing Student's Needs
 - 5. Utilization of Safety Procedures
- II. Pass a written test with a minimum of 75% on the following criteria:
 - A. Teaching Methods
 - 1. Classroom Preparation / Management
 - 2. Teaching Methods
 - B. Effectiveness of Instruction
 - 1. Purpose and Types of Tests
 - 2. Selection of Appropriate Testing Methods
 - 3. Validity and Reliability of Teaching Methods via Tests
 - 4. Course and/or Program Development
 - a) Lesson Planning
 - b) Development of and use of audio and visual aids
 - c) Test development

- d) Testing and evaluations
- C. Instructor Qualities
 - 1. Proper Conduct of Instruction
 - 2. Classroom Supervision and Control
 - 3. Delivering feedback on student performances
 - 4. Creating plans for improvement of student performances
- D. Learning Environment
 - 1. Classroom Conditions
 - 2. Keeping Record
 - 3. Motivation
 - 4. Assessing Student's Needs
 - 5. Utilization of Safety Procedures

COST OF TUITION & SUPPLIES

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

TUITION – Cosmetology (1500 hours)

| | |
|--|--------------------|
| Tuition | \$20,295.00 |
| State Board Registration (prepaid money order) | \$ 10.00 |
| Books (Textbooks, Workbooks)(nonrefundable) | \$ 629.00 |
| Kit (nonrefundable) | \$ 1,710.00 |
| Student Parking Permit (nonrefundable) | \$ 25.00 |
| Registration Fee (nonrefundable) | \$ 100.00 |
| Uniform (nonrefundable) | \$ 70.00 |
| Student Badge (nonrefundable) | \$ 30.00 |
| TOTAL COSTS | \$22,869.00 |

TUITION – Esthetics (800 hours)

| | |
|--|--------------------|
| Tuition | \$12,055.00 |
| State Board Registration (prepaid money order) | \$ 10.00 |
| Books (Textbooks, Workbooks)(nonrefundable) | \$ 620.00 |
| Kit (nonrefundable) | \$ 1,105.00 |
| Student Parking Permit (nonrefundable) | \$ 25.00 |
| Registration Fee (nonrefundable) | \$ 100.00 |
| Uniform (nonrefundable) | \$ 70.00 |
| Student Badge (nonrefundable) | \$ 30.00 |
| TOTAL COSTS | \$14,015.00 |

TUITION – Manicuring (600 hours)

| | |
|--|--------------------|
| Tuition | \$ 8,469.00 |
| State Board Registration (prepaid money order) | \$ 10.00 |
| Books (Textbooks, Workbooks)(nonrefundable) | \$ 578.00 |
| Kit (nonrefundable) | \$ 828.00 |
| Student Parking Permit (nonrefundable) | \$ 25.00 |
| Registration Fee (nonrefundable) | \$ 100.00 |
| Uniform (nonrefundable) | \$ 70.00 |
| Student Badge (nonrefundable) | \$ 30.00 |
| TOTAL COSTS | \$10,110.00 |

TUITION – Teacher Training (600 hours)

| | |
|--|--------------------|
| Tuition | \$ 5,375.00 |
| State Board Registration (prepaid money order) | \$ 10.00 |
| Books (Textbooks, Workbooks)(nonrefundable) | \$ - |
| Kit (nonrefundable) (Combined w/Books) | \$ 1,490.00 |
| Student Parking Permit (nonrefundable) | \$ 25.00 |
| Registration Fee (nonrefundable) | \$ 100.00 |
| Uniform (nonrefundable) | \$ 70.00 |
| Student Badge (nonrefundable) | \$ 30.00 |
| TOTAL COSTS | \$ 7,100.00 |

****Registration Fee & Student Parking Permit must be paid with certified funds upon enrollment.**

Please contact the school's Financial Aid Leader for payment options. The school accepts Certified Check, Money Order or Credit Card payments. Tuition payments are due on the 1st of every month. The balance must be paid off by the 3rd **Quarter of the Course Duration**. If tuition payments should fall behind **30 days**, the student will be placed on financial probation. If payments are not brought current by the **35th day** the student will be terminated from the program.

In extraordinary circumstances, the school may adjust tuition and kit fees for students that transfer from a school that has suddenly closed without notice.

All enrolling students are required to purchase a kit and books from the school. If transferring students purchased kits and books 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.

All financial arrangements must be completed prior to the last 100 clocked 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 he/she understands that reasonable attorney's fees and costs shall be awarded in any action taken on this contract or any part of it.

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 Full Time | Length In weeks | Entry Down Payment | Monthly Tuition Payment | Total |
|-----------------------------------|----------------------------|-------------------------------|------------------------------------|--------------|
| Cosmetology (33 hrs/week) | 45.45 | \$2,451.00 | 9 @ \$2,258.66 | \$22,869.00 |
| Cosmetology (28 hrs/week) | 53.57 | \$2,451.00 | 9 @ \$2,258.66 | \$22,869.00 |
| Cosmetology (25 hrs/week) | 60 | \$2,451.00 | 9 @ \$2,258.66 | \$22,869.00 |
| Esthetics (33 hrs/week) | 24.24 | \$2,803.00 | 5 @ \$2,242.40 | \$14,015.00 |
| Esthetics (28 hrs/week) | 28.57 | \$2,803.00 | 5 @ \$2,242.40 | \$14,015.00 |
| Esthetics (25 hrs/week) | 32 | \$2,803.00 | 5 @ \$2,242.40 | \$14,015.00 |
| Manicurist (24 hrs/week) | 25 | \$2,527.50 | 4 @ \$1,895.63 | \$10,110.00 |
| Manicurist (25 hrs/week) | 24 | \$2,527.50 | 4 @ \$1,895.63 | \$10,110.00 |
| Teacher Training (33 hrs/week) | 18.18 | \$1,772.50 | 3 @ \$1,772.50 | \$7,100.00 |
| Teacher Training (25 hrs/week) | 24 | \$1,772.50 | 3 @ \$1,772.50 | \$7,100.00 |

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

LEAVE OF ABSENCE POLICY

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

FINANCIAL AID PROGRAM

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

Pat Goins Beauty Schools is approved for some Veterans 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.

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 Beauty Schools 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 |
|-------------|-------------------------------------|-------------------------------------|
| 1st offense | 1 year from the date of conviction | 2 years from the date of conviction |
| 2nd 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 agencies or courts.
 - 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
- Be 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.
- Students 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 the Department of Education at the time of enrollment.

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:
 - a. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 - b. 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.
 - c. 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
 - d. A student notifies the institution of his/her withdrawal in writing.

- e. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- f. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- g. 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, and instruction has begun, 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 canceled 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 canceled after students have enrolled and before 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 Beauty Schools 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 318-746-7674. The withdrawal email notification may be emailed to fsa@patgoins.edu or by mail to Pat Goins Beauty Schools, 7460 Youree Drive, Suite 130, Shreveport, LA 71105. 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.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Pat Goins Beauty Schools utilizes a 900 hour academic year for cosmetology program. Manicuring Program and Teacher Training 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.

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, 1200 clocked (actual) hours

Cosmetology Program (1500 Clock Hours)

- 1st Evaluation Period Ends: 450 Clock Hours and 14 weeks
- 2nd Evaluation Period Ends: 900 Clock Hours and 28 weeks
- 3rd Evaluation Period Ends: 1200 Clock Hours and 38 weeks
- 4th Evaluation Period Ends: 1500 Clock Hours and 46 weeks

Esthetics 400 clocked (actual) hours

Esthetics Program (800 Clock Hours)

- 1st Evaluation Period Ends: 400 Clock Hours and 13 weeks
- 2nd Evaluation Period Ends: 800 Clock Hours and 25 weeks

Manicuring 300 clocked (actual) hours

Manicuring Program (600 Clock Hours)

- 1st Evaluation Period Ends: 300 Clock Hours and 12 weeks
- 2nd Evaluation Period Ends: 600 Clock Hours and 24 weeks

Teacher Training 300 clocked (actual) hours

Teacher Training Program (600 Clock Hours)

- 1st Evaluation Period Ends: 300 Clock Hours and 10 weeks
- 2nd Evaluation Period Ends: 600 Clock Hours and 19 weeks

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods.

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 Teacher Training 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:

| Program | Weekly Schedule | Scheduled Contracted Hours | Maximum Weeks | Maximum Scheduled Hours |
|------------------|------------------------|-----------------------------------|----------------------|--------------------------------|
| Cosmetology | Full Time, 33 hrs/wk | 1500 hrs | 68.18 weeks | 2250 hours |
| Cosmetology | Full Time, 28 hrs/wk | 1500 hrs | 80.36 weeks | 2250 hours |
| Cosmetology | Full Time, 25 hrs/wk | 1500 hrs | 90.00 weeks | 2250 hours |
| Esthetics | Full Time, 33 hrs/wk | 800 hrs | 37.50 weeks | 1200 hours |
| Esthetics | Full Time, 28 hrs/wk | 800 hrs | 42.86 weeks | 1200 hours |
| Esthetics | Full Time, 25 hrs/wk | 800 hrs | 27.27 weeks | 1200 hours |
| Manicuring | Full Time, 24 hrs/wk | 600 hrs | 37.50 weeks | 900 hours |
| Manicuring | Full Time, 25 hrs/wk | 600 hrs | 36.00 weeks | 900 hours |
| Teacher Training | Full Time, 33 hrs/wk | 600 hrs | 27.27 weeks | 900 hours |

| | | | | |
|------------------|-------------------------|---------|-------------|-----------|
| Teacher Training | Full Time, 25 hrs/wk | 600 hrs | 36.00 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 time frame must be terminated from the program. Students may then be permitted to re-enroll into the program on a cash pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

ACADEMIC EVALUATIONS - System of Grades

Students are assigned theory and practical learning units required for course completion. Theory and practical evaluations occur after each unit of study is completed. Theory evaluations are completed by multiple choice tests at the end of each unit of instruction. Practical skills are evaluated according to a yes or no practical rubric sheet at the end of each practical unit of instruction.

Students must maintain a cumulative grade average of 75% or more. Numerical grades are considered according to the following scale: A student who receives a 75% or more on theory exams or practical rubrics will be considered passing if the total score on the practical rubrics or theory exam meets or exceeds 75%.

Passing = 100 – 75

Non-passing = 74 and below

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 the 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 re-enroll in a cosmetology school to complete an eligible program. Although rare, some students elect this option if they completed an eligible program but have waited a year(s) to complete a 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 the 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 34 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 of education. Available transfer hours will be based on hours reported to the 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. Transfer grades will not be counted in the GPA or SAP evaluations while attending Pat Goins Beauty Schools.

INSTRUCTIONAL DISCLAIMER

The course curriculum obtained at Pat Goins Beauty Schools from Cosmetology, Manicuring, 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 license in your chosen profession. Pat Goins Beauty Schools 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 Schools reserves the right to make additions, deletions, or modification to the contents of this service at any time without prior notice

WITHDRAWAL POLICY

“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 Beauty Schools, 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 Beauty Schools 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 Beauty Schools 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 Beauty Schools 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 Beauty Schools 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 Beauty Schools 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.

FINANCIAL AID POLICIES AND PROCEDURES

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 of 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.

Veterans Education Benefits

Pat Goins Beauty Schools 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.

NOTE: *A covered individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits.*

- Any covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “statement of benefits” obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 Form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - The date on which payment from VA is made to the institution.
 - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- The educational institution will not impose any penalty, including the assessment of late fees, the denial of access of classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delay disbursement funding from VA under Chapter 31 or 33.
- A covered individual must submit a certificate of eligibility for entitlement to education assistance no later than the first day of a course of education.
- A covered individual must submit a written request to use such entitlement. The written request can be submitted electronically via www.VA.gov.
- A covered individual may be required to make additional payment(s) or a fee may be imposed for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefits disbursement.

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 911 gibill.index.html](http://www.gibill.va.gov/benefits/post%20911%20gibill.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%20gibill/active%20duty.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%20gibill/selected%20reserve.html)
- Reserve Educational Assistance Program (REAP)
[http://www.gibill.va.gov/benefits/other programs/reap.html](http://www.gibill.va.gov/benefits/other%20programs/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%20programs/educational%20assistance%20test%20program.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%20programs/educational%20assistance%20test%20program.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%20programs/dea.html)
- National Call to Service Program
[http://www.gibill.va.gov/benefits/other programs/national call to servie program.html](http://www.gibill.va.gov/benefits/other%20programs/national%20call%20to%20servie%20program.html)
- Veterans Retraining Assistance Program
[http://www.gibill.va.gov/benefits/other programs/vrap.html](http://www.gibill.va.gov/benefits/other%20programs/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/combatpay.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.

Commonly Used Veterans Education Benefits Programs 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, Pittsburgh, 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 Aid
- 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 2023

This estimate is based on the Financial Aid Cost of Attendance budgets determined annually.

Room and Board: A reasonable estimate of what it would cost to live in the Shreveport/Bossier area while attending school for an academic year (900 Hours). Actual costs may vary by individual choices related to location and circumstances. Typically includes rent, food, snacks, household supplies and utilities.

Books: The average cost of books and supplies for a typical student for an entire academic year. Typically includes books, educational supplies, course materials, and computer-related expenses excluding the purchase of a personal computer.

Travel: Represents travel to and from parent's residence and transportation costs to and from class and work (e.g., gasoline, parking)

Miscellaneous: Estimate of costs for clothing, haircuts, entertainment and other miscellaneous expenses. What you actually spend on these types of items may be higher or lower depending on your own lifestyle.

Cost of Attendance Budget 2023

| | Programs | Tuition and fees | Books and Equipment | Room and Board | Transportation Cost | Personal Cost | Total |
|--------------------|-------------------|------------------|---------------------|----------------|---------------------|---------------|-------|
| Independent | Cosmetology | 20520 | 2339 | 12105 | 3742 | 2495 | 41201 |
| | Esthetics | 12280 | 1725 | 10760 | 3742 | 2495 | 31002 |
| | Manicuring | 8694 | 1406 | 8070 | 3742 | 2495 | 24407 |
| | Teachers Training | 5600 | 1490 | 8070 | 3742 | 2495 | 21397 |
| | | | | | | | |

| | Programs | Tuition and fees | Books and Equipment | Room and Board | Transportation Cost | Personal Cost | Total |
|------------------|-------------------|------------------|---------------------|----------------|---------------------|---------------|-------|
| Dependent | Cosmetology | 20520 | 2339 | 5359 | 3742 | 2495 | 34455 |
| | Esthetics | 12280 | 1725 | 5359 | 3742 | 2495 | 25601 |
| | Manicuring | 8694 | 1406 | 5359 | 3742 | 2495 | 21696 |
| | Teachers Training | 5600 | 1490 | 5359 | 3742 | 2495 | 18686 |
| | | | | | | | |

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 Beauty Schools 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, Esthetics at 1-400 and 401-800 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 Beauty Schools does not employ any students who are currently receiving financial aid and are attending the school programs. Pat Goins Beauty Schools 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:

$(\text{Cost of Attendance}) - (\text{EFC}) - (\text{estimated financial assistance}) = (\text{Need for subsidized Federal Direct Loan})$ 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 Beauty Schools 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 Beauty Schools 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 120days 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.nslds.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 institution's 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 Beauty Schools 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.nslds.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.

POLICIES AND PROCEDURES FOR VERIFICATION

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 FASFA 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 REFERRING 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.

TITLE IV LOAN CODE OF CONDUCT

1. Pat Goins Beauty Schools 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 Beauty Schools are prohibited from accepting gifts from any lender, guarantee agency or loan servicer.
3. Employees of Pat Goins Beauty Schools are prohibited from entering into contracting agreements with any lender, guarantee agency or servicer.
4. Employees of Pat Goins Beauty Schools are prohibited from accepting staffing assistance from any lender, guarantee agency or servicer.

5. Employees of Pat Goins Beauty Schools 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 Beauty Schools does not participate in any private loan programs.
7. Employees of Pat Goins Beauty Schools are prohibited from accepting advisory board commissions with the exception of reasonable expenses incurred.
8. Employees of Pat Goins Beauty Schools are prohibited from any forms of Recruiter Based Compensation/Incentives.

EMPLOYMENT ASSISTANCE

Pat Goins Beauty Schools 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 Beauty Schools conducts advisory sessions at least (but not limited to) once between 1 and 450 hours, 451 to 900 and 901 to 1250 and 1251 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, 318-746-7674.

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 online 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

AMERICAN DISABILITIES ACT INSTITUTIONAL POLICY

Students with disabilities are not required to disclose disabilities to staff. The staff at Pat Goins Beauty Schools appreciate students 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.

FREEDOM OF INFORMATION POLICY REGARDING STUDENT RECORDS

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

Authorized Releases

Pat Goins Beauty Schools 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 dependent minor. Pat Goins Beauty Schools 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 Beauty Schools, as all material and records contained therein are the property of Pat Goins Beauty Schools. 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 below.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND INSTITUTIONAL POLICY

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, and 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 (formally 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 Beauty Schools 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.

CLERY ACT - CRIME AWARENESS/DRUG FREE WORKPLACE POLICY

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 individual 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 officer 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. Reserve 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. IIII 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 Beauty Schools. 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:
 - c. The length of the relationship
 - d. The type of the relationship; and
 - e. 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>

STUDENT GRIEVANCE POLICY & PROCEDURES

It is the desire of Pat Goins Beauty Schools to have a 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](mailto: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 of 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

POLICIES AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT

Pat Goins Beauty Schools 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.

BLANKET WRITTEN ARRANGEMENTS

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

VOTER REGISTRATION POLICY

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.

VACCINATIONS POLICY

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.

DISCLOSURE OF CONSUMER INFORMATION: YOUR RIGHT TO KNOW

Pat Goins Beauty Schools 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 Beauty Schools. All campus consumer disclosure information is posted at: www.patgoins.edu/consumerinformation

Annually, on December 15th, Pat Goins Beauty Schools 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 of graduation, retention and placement rates- Catalog

- 5) Gainful Employment
 - a) Cosmetology:
<http://license.patgoins.edu/bossier-city-ge-template-cosomo/Gedt.html>
 - b) Manicuring:
<http://license.patgoins.edu/bossier-city-ge-nail-template/Gedt.html>
 - c) 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 digital copy of the disclosures and/or catalog may be found on the school website, <https://patgoins.edu/financial-aid-consumer-information/>. You may request a physical copy in writing by emailing info@patgoins.edu.

STUDENT RIGHT TO KNOW ALL PROGRAMS

STUDENT RIGHT TO KNOW FOR ALL PROGRAMS PERTAINING TO:

1. Cip Codes
2. Median Loan Debt Average For 2018/2019
3. Graduation/ Placement/Licensure Rates

1) CIP CODES

| | |
|------------------|-----------------|
| COSMETOLOGY | CIP CODE 120401 |
| ESTHETICS | CIP CODE 120409 |
| MANICURING | CIP CODE 120410 |
| TEACHER TRAINING | CIP CODE 120413 |

2) MEDIAN LOAN DEBT AVERAGE FOR 2018/2019 AWARD YEAR

| | |
|------------------|------------|
| COSMETOLOGY | \$7,389.00 |
| ESTHETICS | \$4,833.20 |
| MANICURING | \$4,207.95 |
| TEACHER TRAINING | \$6,744.50 |

3) GRADUATION/PLACEMENT/LICENSURE RATES

| | |
|------------------|--------|
| Graduation Rate: | 59.69% |
| Placement Rate: | 62.92% |
| Licensure Rate: | 84.59% |

**2021 ANNUAL REPORT
SUBMITTED IN NOVEMBER 2022
ALL PROGRAMS**

| Category | Total # of Students |
|--|----------------------------|
| Item 1. Students scheduled to graduate in 2021 | 196 |
| Item 2. Students from Item 1 who actually graduated as of the submission of the annual report | 117 |
| Item 3. Students from Item 2 who are eligible for employment | 89 |
| Item 4. Eligible students (from Item 3) employed in a field for which training prepared them | 56 |
| Item 5. Students from Item 2 who took all portions of their licensing exam | 37 |
| Item 6. Students from item 5 who passed all portions of licensing exam by report submission | 35 |

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).

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

STUDENT RIGHT TO KNOW COSMETOLOGY

STUDENT RIGHT TO KNOW FOR ALL COSMETOLOGY PERTAINING TO:

1. Cip Codes
2. Median Loan Debt Average For 2018/2019
3. Graduation/ Placement/Licensure Rates

1) CIP CODES

| | |
|-------------|-----------------|
| COSMETOLOGY | CIP CODE 120401 |
|-------------|-----------------|

2) MEDIAN LOAN DEBT AVERAGE FOR 2018/2019 AWARD YEAR

Median Loan Debt Average for 2018/2019 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.

3) GRADUATION/PLACEMENT/LICENSURE RATES

| | |
|-----------------|--------|
| Graduation Rate | 54.17% |
| Placement Rate | 89.47% |
| Licensure Rate | 91.67% |

**2021 ANNUAL REPORT
SUBMITTED IN NOVEMBER 2022
COSMETOLOGY**

| Category | Total # of Students |
|--|----------------------------|
| Item 1. Students scheduled to graduate in 2021 | 48 |
| Item 2. Students from Item 1 who actually graduated as of the submission of the annual report | 26 |
| Item 3. Students from Item 2 who are eligible for employment | 19 |
| Item 4. Eligible students (from Item 3) employed in a field for which training prepared them | 17 |
| Item 5. Students from Item 2 who took all portions of their licensing exam | 12 |
| Item 6. Students from item 5 who passed all portions of licensing exam by report submission | 11 |

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).

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

STUDENT RIGHT TO KNOW ESTHETICS

STUDENT RIGHT TO KNOW FOR ALL COSMETOLOGY PERTAINING TO:

1. Cip Codes
2. Median Loan Debt Average For 2018/2019
3. Graduation/ Placement/Licensure Rates

1) CIP CODES

| | |
|-----------|-----------------|
| ESTHETICS | CIP CODE 120409 |
|-----------|-----------------|

2) Median Loan Debt Average For 2019/2020

Median Loan Debt Average for 2018/2019 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.

3) Graduation/ Placement/Licensure Rates

| | |
|-----------------|--------|
| Graduation Rate | 67.09% |
| Placement Rate | 48.72% |
| Licensure Rate | 90.91% |

**2021 ANNUAL REPORT
SUBMITTED IN NOVEMBER 2022
ESTHETICS**

| Category | Total # of Students |
|--|----------------------------|
| Item 1. Students scheduled to graduate in 2021 | 79 |
| Item 2. Students from Item 1 who actually graduated as of the submission of the annual report | 53 |
| Item 3. Students from Item 2 who are eligible for employment | 39 |
| Item 4. Eligible students (from Item 3) employed in a field for which training prepared them | 19 |
| Item 5. Students from Item 2 who took all portions of their licensing exam | 11 |
| Item 6. Students from item 5 who passed all portions of licensing exam by report submission | 10 |

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).

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

STUDENT RIGHT TO KNOW MANICURING

STUDENT RIGHT TO KNOW FOR ALL COSMETOLOGY PERTAINING TO:

1. Cip Codes
2. Median Loan Debt Average For 2018/2019
3. Graduation/ Placement/Licensure Rates

1) CIP CODES

| | |
|------------|-----------------|
| MANICURING | CIP CODE 120410 |
|------------|-----------------|

2) MEDIAN LOAN DEBT AVERAGE FOR 2018/2019 AWARD YEAR

Median Loan Debt Average for 2018/2019 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.

3) GRADUATION/PLACEMENT/LICENSURE RATES

| | |
|-----------------|---------|
| Graduation Rate | 53.97% |
| Placement Rate | 68.97% |
| Licensure Rate | 100.00% |

**2021 ANNUAL REPORT
SUBMITTED IN NOVEMBER 2022
MANICURING**

| Category | Total # of Students |
|--|----------------------------|
| Item 1. Students scheduled to graduate in 2021 | 63 |
| Item 2. Students from Item 1 who actually graduated as of the submission of the annual report | 34 |
| Item 3. Students from Item 2 who are eligible for employment | 29 |
| Item 4. Eligible students (from Item 3) employed in a field for which training prepared them | 20 |
| Item 5. Students from Item 2 who took all portions of their licensing exam | 13 |
| Item 6. Students from item 5 who passed all portions of licensing exam by report submission | 13 |

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).

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

STUDENT RIGHT TO KNOW TEACHER TRAINING

STUDENT RIGHT TO KNOW FOR ALL COSMETOLOGY PERTAINING TO:

1. Cip Codes
2. Median Loan Debt Average For 2018/2019
3. Graduation/ Placement/Licensure Rates

1) CIP CODES

| | |
|------------|-----------------|
| MANICURING | CIP CODE 120413 |
|------------|-----------------|

2) MEDIAN LOAN DEBT AVERAGE FOR 2018/2019 AWARD YEAR

Median Loan Debt Average for 2018/2019 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.

3) GRADUATION/PLACEMENT/LICENSURE RATES

| | |
|-----------------|---------|
| Graduation Rate | 66.67% |
| Placement Rate | 0.00% |
| Licensure Rate | 100.00% |

**2021 ANNUAL REPORT
SUBMITTED IN NOVEMBER 2022
TEACHER TRAINING**

| Category | Total # of Students |
|--|----------------------------|
| Item 1. Students scheduled to graduate in 2021 | 6 |
| Item 2. Students from Item 1 who actually graduated as of the submission of the annual report | 4 |
| Item 3. Students from Item 2 who are eligible for employment | 2 |
| Item 4. Eligible students (from Item 3) employed in a field for which training prepared them | 0 |
| Item 5. Students from Item 2 who took all portions of their licensing exam | 1 |
| Item 6. Students from item 5 who passed all portions of licensing exam by report submission | 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).

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

Pat Goins Beauty Schools

Students Right To Know Pertaining to Diversity of the Student Body

Class Schedule

Of the 201 that enrolled, 91 attended Full-time 33 Hours Per Week. (45%)

Of the 201 that enrolled, 40 attended Full-time 24 Hours Per Week. (20%)

Of the 201 that enrolled, 70 attended Full-time 25 Hours Per Week. (35%)

FALL 2021

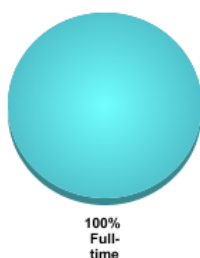
TOTAL ENROLLMENT (ALL UNDERGRADUATE)

201

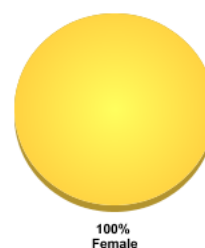
Undergraduate transfer-in enrollment

0

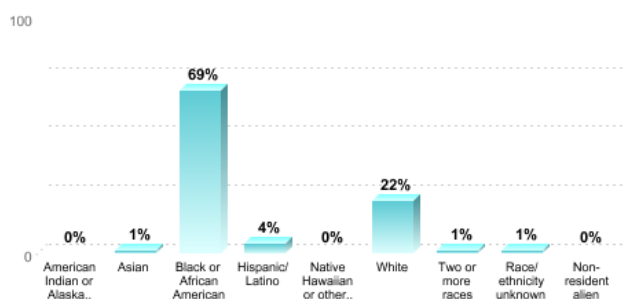
ATTENDANCE STATUS



STUDENT GENDER

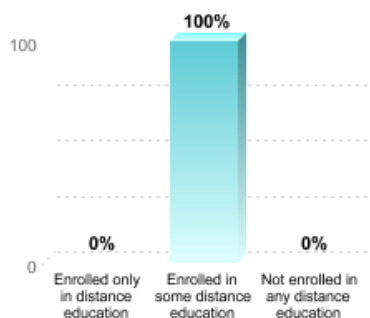


STUDENT RACE/ETHNICITY



■ Residence data are reported for first-time degree/certificate-seeking undergraduates, Fall 2020.

UNDERGRADUATE DISTANCE EDUCATION STATUS

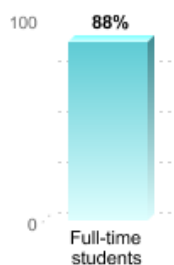


- Interpret data with caution. Due to the COVID-19 pandemic, students attended at least one hour of distance education.

FIRST-TO-SECOND YEAR RETENTION RATES

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

RETENTION RATES FOR FIRST-TIME STUDENTS



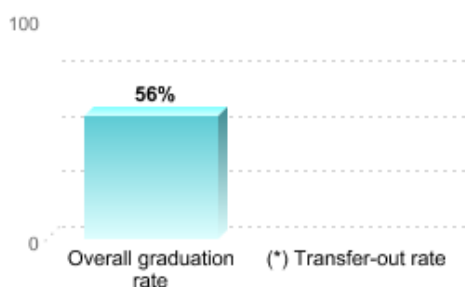
OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2018-19



Financial Aid

Full-time Beginning Undergraduate Students

- Beginning students are those who are entering postsecondary education for the first time.

| TYPE OF AID | NUMBER RECEIVING AID | PERCENT RECEIVING AID | TOTAL AMOUNT OF AID RECEIVED | AVERAGE AMOUNT OF AID RECEIVED |
|--|----------------------|-----------------------|------------------------------|--------------------------------|
| Any student financial aid ¹ | 50 | 100% | — | — |
| Grant or scholarship aid | 46 | 92% | \$238,919 | \$5,194 |
| Federal grants | 46 | 92% | \$238,919 | \$5,194 |
| Pell grants | 46 | 92% | \$238,919 | \$5,194 |
| Other federal grants | 0 | 0% | \$0 | — |
| State/local government grant or scholarships | 0 | 0% | \$0 | — |
| Institutional grants or scholarships | 0 | 0% | \$0 | — |
| Student loan aid | 48 | 96% | \$361,924 | \$7,540 |
| Federal student loans | 48 | 96% | \$361,924 | \$7,540 |
| Other student loans | 0 | 0% | \$0 | — |

- ¹ Includes students receiving Federal work study aid and aid from other sources not listed above.

All Undergraduate Students

| TYPE OF AID | NUMBER RECEIVING AID | TOTAL AMOUNT OF AID RECEIVED | AVERAGE AMOUNT OF AID RECEIVED |
|---------------------------------------|----------------------|------------------------------|--------------------------------|
| Grant or scholarship aid ¹ | 290 | \$1,347,282 | \$4,646 |
| Pell grants | 275 | \$1,295,625 | \$4,711 |
| Federal student loans | 270 | \$2,004,149 | \$7,423 |

- ¹ Grant or scholarship aid includes aid received from the federal government, state or local government, the institution, and other sources known by the institution.

- For more information on Student Financial Assistance Programs or to apply for financial aid via the web, visit [Federal Student Aid](#).

CONSTITUTION AND CITIZENSHIP DAY

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.

TERMINATION POLICY

GROUND 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 27), Student Rules & Regulations (page 28), Classroom & Campus Behavior (page 31), Withdrawal Policy (page 55), and Crime Awareness/Drug Free Workplace Policy (page 82 - #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 may be subject to termination with the option of re-enrolling after 30 days.
- If you fail to maintain an attendance percentage of 85% or above, you may be unable to participate in the following activities:
 - Student awards
 - Student service day(s) in the salon
 - 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 at 33 hours per week, 53.57 weeks at 28 hours per week, or in 60 weeks at 25 hours per week; the 800 hour Esthetics course in 24.24 weeks at 33 hours per week, 28.57 weeks at 28 hours per week, or 32 weeks at 25 hours per week; the 600 hour Manicuring course in 25 weeks at 24 hours per week or in 24 weeks at 25 hours per week; and the 600 hour Teacher Training course in 18.18 weeks at 33 hours per week or in 25 weeks at 24 hours per week. 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 Cost of Tuition & Supplies in the Admissions Policy, Page 41). Attendance will be checked approximately every 30 days.

Additional Requirements

For additional requirements see Student Rules and Regulations, Rules 1-6.

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

STUDENT RULES & REGULATIONS

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 the Louisiana State Board of Cosmetology.

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

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. for day students and 5:30 P. M. for night students, the student will not be allowed in to clock for the. 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.
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 Beauty Schools 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 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 or vaping are not permitted in the school or within 100 feet of any door to the building.
 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.
- b. 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.
- c. 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
 - (3) 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.
- c. Students are required to take client appointments on the clinic floor if assigned. Refusal to accept clients will result in the student clocking out and being sent home for the day.

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. **TELEPHONE/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 areas only per the parking policy (page 25). Violators of this policy may have their cars towed away at their expense.
16. **CLASSROOM & CAMPUS BEHAVIOR**
See in the catalog Classroom & Campus Behavior Policy below.

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 to make satisfactory progress in the future. An appeal decision will be made and the student notified accordingly.

CLASSROOM & CAMPUS BEHAVIOR VIOLATION

CLASSROOM & CAMPUS BEHAVIOR POLICY

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
- ❖ Approved, electronic devices are permitted on the
- ❖ 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 in classroom or 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 may 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 a written violation with a required corrective action plan in order to return to campus and a campus suspension with a minimum of three scheduled days up to termination depending upon the severity of the behavior . Should there be another incident of disruptive behavior the student will be terminated from the campus

OFFICIAL & UNOFFICIAL WITHDRAWAL VIOLATION

WITHDRAWAL POLICY

“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 Beauty Schools, 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 Beauty Schools 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 student’s 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 Beauty Schools 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 Beauty Schools 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 Beauty Schools 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 Beauty Schools 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

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 individual 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 officer 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..C534).
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. Reserve 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 statue 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 metal 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 Termination of enrollment/employment. If the student or employee wishes 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 Beauty Schools. 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

1. 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").

2. 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.

3. 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:
 - i. The length of the relationship
 - ii. The type of the relationship; and
 - iii. 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>

VETERANS ATTENDANCE POLICY

Veterans' Attendance Policy

(This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. A more restrictive school policy may be used.) Early departures, class cuts, tardies, etc., for any portion of

a class period will be counted as absence (number). Students exceeding (percentage) total absences of scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Standards of Academic Progress for VA Students

(All standards must logically relate to graduation requirements)

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of each (term, quarter, semester, evaluation period, etc.). A VA student whose CGPA or percentage falls below at the end of any (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA or percentage of.

VETERANS REFUND POLICY

Veteran's Refund Policy

The school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the Veteran or eligible person fails to enter the course, withdraws, or is discontinued at any time prior to completion. This policy provides that the amount charged to the Veteran or eligible person for tuition, fees, and other charges for a portion of the course shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The amount should not vary more than 10% of the exact pro rata amount – 38 CFR 21.4255

VETERANS CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Veterans Credit for Previous Education or Training

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred.

VETERANS COOPERATIVE TRAINING POLICY

Pat Goins Beauty Schools does not participate in cooperative training courses.

VA Policy on Study Abroad Courses

Pat Goins Beauty Schools does not participate in study abroad courses.

VA Independent and Directed Study/Distance Learning Policies

Pat Goins Beauty Schools does not participate in independent & directed study or distance learning programs.

VA Practical Training/Internship/Externship Policy

Pat Goins Beauty Schools does not participate in internships/externships or outside practical training courses.