

Educators Of Beauty College of Cosmetology

Cosmetology / Nail Technology / Cosmetology Teacher

College Catalog

College Locations:

211 E. 3rd Street, Sterling, IL 61081
3602 Marquette Rd #2, Peru, IL 61354
2601B N. Mulford, Rockford IL 61114

www.educatorsofbeauty.com

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ADDITIONS & AMENDMENTS

Additions and Amendments to this catalog will be changed or added with prior notice. These changes will be announced during roll call and posted in the break/lunch room and/or on the school website.

In this catalog, the name of the college, Educators of Beauty College of Cosmetology, will be abbreviated to read EBCC. Also, cosmetology/nail technology students in the cosmetology/nail technology programs may be referred to as future graduates and students in the cosmetology teacher program may be referred to as future educators.

Additionally, our licensed instructors may be referred to as educators.

If you have any questions about any policies, procedures, professional commitments or of the entire contents of this catalog please ask. We expect all students to be aware of the entire contents of this catalog and to follow each as outlined throughout this catalog. To promote and maintain the professional atmosphere, we ask that any problems you might have, be taken to your educator or a college official, rather than discussed with another student. Other students do not have the authority to comment on or interpret the information within this catalog.

As of the print date of this catalog the nail technology program will not be offered until further notice.

LANGUAGE USED

All programs at each college location are taught in English as are the school Catalog and enrollment agreement published.

COLLEGE FACILITIES

The EBCC are located at three locations: 211 E. 3rd Street, Sterling, IL; 3602 Marquette Road #2, Peru, IL; and 2601 N. Mulford, Rockford, IL. This catalog applies to all of those locations.

All colleges have a Facial Room, Skin Care Room, Nail Room, Student Salon facilities, Theory and Practical Classrooms, Dispensary, Library, Beauty Supply Department, Break/Lunch Room and Administrative Offices. The colleges are well lighted, attractively furnished, heated and centrally air conditioned for your comfort. The square footage is approximately 5,000 in Sterling, 5,500 in Peru and 6,500 in Rockford. Currently, there are no facilities at Sterling for handicapped persons. Rockford and Peru has handicap accessibility. The Sterling and Peru colleges are located in rural settings and are close to transportation routes. The Rockford campus is within a block of public transportation. All facilities have all necessary equipment to conduct classes and operate Student Salon.

OWNERSHIP

The EBCC located in Sterling, Peru and Rockford are owned by Modern Beauty Companies, Inc., a corporation. Corporate Headquarters is located in Sterling, Illinois. The President and Chief Executive Officer is Angie Clevenger.

PHILOSOPHY

For more than six decades (since 1946), The EBCC has endeavored to produce a quality cosmetologist/nail technician/cosmetology teacher who can meet the present and future demands of the Beauty Industry.

EDUCATIONAL MISSION STATEMENT

Cosmetology / Nail Technology / Cosmetology Teacher

EBCC seeks to provide the beauty industry with Cosmetologists/Nail Technicians and Cosmetology Teachers who are respected by their employers and their profession.

1. Promote Cosmetology/Nail Technology and Cosmetology Teacher (Educator) as a proud and prosperous profession.
2. Provide realistic exposure to the role of a Cosmetology/Nail Technician and Cosmetology Teacher (Educator).
3. Counsel and encourage students in a meaningful way.
4. Acquaint students with current technical and creative information available.
5. Fulfill all State Board of Cosmetology requirements.
6. Prepare students for State Board Exams.
7. Prepare each student to seek gainful employment.

ENROLLMENT REQUIREMENTS

1. All students are required to attend an interview at the college.
2. Participate in financial planning information session with Financial Aid assistant.

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3. All documentation needed for a complete file must be submitted before beginning class.
4. Proof of name change if applicable.
5. Must bring a parent, spouse, significant other, guardian etc. to one of the interviews. Invite the person who assists you in your life decisions as a support person.

Registration-Cosmetology/Nail Technology/ Cosmetology Teacher

Appointments may be made for an entrance interview by contacting the Director of Admissions (See Office Hours Dir. Of Admissions). This is by appointment only. To contact the Admissions Office use the following telephone number: Financial aid information can be obtained by phoning/asking for the Financial Aid Director at the same numbers.

Sterling: 1-815-625-0247

Peru: 1-815-223-7326

Rockford: 1-815-639-9200

ADMISSIONS

Admission Requirements-Cosmetology/Nail Technology Programs

1. Have successfully completed high school or its equivalent as evidenced by any of the following: copy of an official high school diploma, copy of an official GED certificate or copy of a transcript showing high school completion containing school seal. Official requires a school or official seal.
2. Have a state issued credential for secondary school completion if home schooled.
3. Must be at least 16 years of age and show proof.

Admission Requirements-Cosmetology Teacher Program

1. Must have a valid cosmetology license or have graduated from our Cosmetology program and submitted an application for the cosmetology licensing state board exam.
2. Must have a high school diploma, its equivalent or G.E.D. certificate (original).

TRANSFERS/RE-ENTRY POLICY

We do not recruit students already attending or admitted to other schools offering similar programs. The College does not guarantee the transferability of its credits to any other institution unless it has written agreement on file of current acceptability of such credits from other institutions. Students transferring in or re-entering the college will be given credit for a documented official transcript of hours in accordance with the regulations of the State Board. Credit will be given for all legally acquired hours of previous training as certified by the State Board or college transferring from. Transfer-in and/or re-entry students may be required to purchase the books, equipment, uniform and supplies necessary to complete the course of study.

Transfer-In Policy - The College only accepts transfer hours into the Cosmetology program only. A maximum of 750 clock hour of transfer hours from other Colleges will be accepted. A maximum of 200 clock hours are accepted from high school students who attended the vocational program at Educators of Beauty College of Cosmetology. Vocational hours are only accepted for one (1) year. We do not accept transfer hours into the Cosmetology Teacher or Nail Technology programs. The college reserves the right to recommend to an applicant with previous clock hours to enroll for the full program.

Re-Entry Policy - A student who has withdrawn, officially or unofficially, will re-enter the school under the following conditions:

1. In the same satisfactory academic progress status as at time of withdrawal.
2. Students must re-enroll within 1 year of their withdrawal date to continue where they left off with their previous hours. Student hours are only good for 1 year.
3. Students who re-enter within 6 months from the time of withdrawal, all tuition payments made and remaining balance will be honored.
4. If approved for re-entry after 6 months from the time of withdrawal, the student will be charged for the remainder of clock hours at the current hourly rate for the program of study, plus the registration fee. A New enrollment agreement must be completed. A Student, who re-enters more than 6 months after the original withdrawal date, may be evaluated scholastically in the same manner as a transfer Student to determine class level assignment.

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5. Students who were terminated by the College for violations of any of the policies may not be accepted back for re-enrollment unless mitigating circumstances apply.

Transfer-In From High School Cosmetology Program

Any students that attended the cosmetology program while in high school with any of the high schools or career centers that the college has contractual agreements with, will be credited all monies received from/through the contractual arrangements for either or both semesters of the Senior year.

Transfer/Transcript Policy

A copy of the official transcript, including the school seal, will be provided when all financial obligations have been satisfied. A release form must be signed by the student if he/she wants the official transcript sent to another school / agency.

An unofficial transcript will be issued, upon request, if financial obligations have not been met. There is a \$2.00 fee for requesting a second transcript.

High School Diploma Verification Procedures

If an applicant submits a certificate which he/she claims is his/her high school diploma and it doesn't appear to be of the same size, layout, or design of high school diplomas from the immediate area around our campus then we will ask the applicant for further proof of authenticity. If he/she can't provide proof from another source of authenticity then this certificate can not be accepted as official proof of high school education.

NONDISCRIMINATION POLICY

The College does not discriminate in its admissions and graduation policies, practices no discrimination on the basis of sex, age, race, color, ethnic origin, religion, creed, financial status or country of origin or residence.

DISABILITY DESCRIPTION

The colleges are accessible by persons with disabilities in conformance with law, and, upon receipt of documentation indicating existence of a disability. The staff on the colleges are trained to and provide assistance and accommodations to persons with disabilities. Person with intellectual disabilities may request assistance including, for example, assistance in reading materials, assistance in test-taking, re-phrasing of some documentation, and offering make-up hours to allow additional time for completion or comprehension, as needed. The colleges are committed to assuring that persons with disabilities have and receive the same opportunities for completion of the course of study as other persons.

HOLIDAYS

The list of holidays already observed are:

HOLIDAY	DATE(S) OBSERVED
Memorial Day	Monday, May 27 th
Summer Break	Monday, July 1 st – Saturday July 6 th
Labor Day	Monday, September 2 nd
Thanksgiving Day	Thursday, November 28 th
Winter Break	Tuesday, December 24 th – Wednesday January 1 st

COLLEGE CLOSINGS

Unexpected college closings will be reported to radio station WSDR AM 1240 for Sterling, WLPO AM 1220 for Peru and WZOK for Rockford by 6:00am for day classes and 2:00pm for evening classes. Students are advised to tune to the station pertaining to their college in the event of inclement weather. Individual colleges will post on Facebook. In addition, the school may close for training or other events. The school will give advance notification to students of any dates that the school will be closed for such events.

CONSTITUTION / CITIZENSHIP DAY

Each September 17th, if available, or the next available scheduled school day an educational program will be conducted on the U.S. Constitution.

HOUSING

No housing is available on the college campus however, college personnel can assist those students from out of town that wish to find housing during their cosmetology/nail technology/cosmetology teacher education in either Sterling, Peru or Rockford.

PROFESSIONAL ASSISTANCE REFERRAL POLICY

EBCC associates are available to listen to any personal problems/issues that a future graduate wants to share and the College has information to share with the future graduates as to how and where he/she can go for professional help. EBCC associates are not qualified to counsel however, can lead the future graduate in the right direction. Any and all personal matters are confidential and are never shared with anyone unless a release form has been signed by the future graduates stating who the College can release the information to in accordance with FERPA.

ADVISING OBJECTIVES

If a student needs career advising or just needs someone to share their confidential thoughts and/or problems with, the educational staff are readily available. Advising Objectives:

1. To assist student(s) with personal & career goal setting.
2. To assist student(s) with job placement.
3. To listen to personal problems and give information as to where help can be found when necessary.
4. To assist with locating grants, loans, scholarships and other forms of financial aid for any student if needed and is eligible.
5. To review with a student their progress on a monthly basis concerning practical skill grades, test scores, attitude, salesmanship abilities, people skills, attendance and appearance.
6. To advise with personality conflicts, disciplinary actions, S.A.P. concerns whenever necessary.
7. To listen and evaluate concerns that students have about college staff, education, etc.

EMPLOYMENT ASSISTANCE

Prior to successful completion of the course, the student may register for employment assistance and the College will use its best efforts to successfully place the student. Current listings of job openings in the area are kept available in the director's office and is posted under Employment Opportunities on the college bulletin board and on our website. Initial introductory telephone contact with a prospective employer may be made by the College upon a student's request. However, the student is advised that the law prohibits any school, college etc., from guaranteeing placement as an inducement to enter said College. EBCC offers lifetime job placement assistance to all EBCC graduates. A release form must be completed by the student before EBCC associates can discuss personal information about the student with the salon. One form per salon is required.

AWARDS

Student of the Month / Ambassador Award

Core I: The "Student of the Month" award is selected from the student body by the EBCC Associates. Award winners are selected from both day and evening classes. The recipient must have satisfactory attendance records and have a professional appearance. He/She must have a desirable personality, show interest in improvement, be dedicated to the profession, be motivated and must be excelling in both theory and practical skill work. Student of the Month will receive a black EBCC short sleeve T-shirt. If a student qualifies, the certificate of merit is issued on the first college day of that month to that recipient.

Core II: The Ambassador award is selected from the student body by the EBCC Associates. Award winners are selected from both day and evening classes. To distinguish the ambassadors from the rest of the student body he/she can wear red shirts instead of the required black attire. The recipient must have satisfactory attendance records and have a professional appearance. He/She must have a desirable personality, show interest in improvement, be dedicated to the profession, be motivated and must be excelling in both theory and practical skill work. The award winner must also be achieving satisfactory levels in sales and marketing techniques. Once chosen as an Ambassador in Core II, this student will be an Ambassador from that point on unless violations cause him/her to lose the Ambassador privileges. The Ambassador will receive a red EBCC short sleeve T-shirt. If a student qualifies, the certificate of merit is issued on the first college day of that month to that recipient. He/She uses the designated "Ambassador" dresserette. If selected

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Ambassador, the student becomes an automatic contender for the “Graduate of the Year” award at graduation. Ambassadors may purchase extra red t-shirts if desired.

OFFICE HOURS

A student may talk to the College Director, Director of Admissions or other office personnel by appointment only, after or before scheduled college hours, Monday through Friday.

Please observe these hours and **make appointments** accordingly.

ASSOCIATE LISTING

Office Associates:

President / Chief Executive.....	Angie Clevenger
Administrative Assistants.....	Erin Godbold / Jamie Froeter
Financial Aid Director.....	Angela McLane
Financial Aid Assistant & Data Processing.....	Sterling..... Erin Godbold / Jamie Froeter
.....Peru.....	Jamie Froeter
.....Rockford.....	Sheila Schaab
Director of Accounting.....	Sterling..... Angela McLane
Public Relations.....	Sterling..... Monique McCaulley
.....Peru.....	Tierney Piraino
.....Rockford.....	Sarah Rogin

Admissions Associates:

Director of Admissions.....	Sterling.....	Jessica Mammosser
.....Peru.....	Michelle Faletti	
.....Rockford.....	Kristina Marshall	

College Directors:

College Directors.....	Sterling.....	Angie Clevenger
.....Peru.....	Michelle Faletti	
.....Rockford.....	Darlene Williams	

Educational Associates:

<u>Sterling</u>	<u>Peru</u>	<u>Rockford</u>
Carla Sanders	Sherri Dober	Katrina Smith
Allie Wells	Tanya Hampton	Darlene Williams
Erin Godbold		Abony Austin
Alysia Waldschmidt		Casey Anderson
Jessica Allen		Joel Panteno
		Jennifer Arreguin

All employees are available during their scheduled work hours to assist enrolled or prospective students in obtaining information. The Director of Admissions is best suited for handling questions of prospective students. Upon reasonable notice, any employee can be made available. Please refer to the office hours above for availability.

ORGANIZATIONAL AFFILIATIONS

Accreditation: National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street, Alexandria, VA. 22314

(703) 600-7600 or www.naccas.org

License : Illinois Department of Financial and Professional Regulations

320 W. Washington, 3rd Floor, Springfield, IL. 62786

(217) 785-0800

Approved : A.C.E. Grants, P.E.L.L. Grants, Division of Rehabilitation Services (DORS), V.A. Approved, William D. Ford Direct Loan Program (Sub, Unsub & PLUS Loans), Dislocated Workers and I.D.E.S. Partners for Employment and Americor.

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Memberships: American Association of Career Schools
Illinois Association of Cosmetology Schools

Copies of membership/accreditation certificates, licenses or approval letters are available upon request in the school office.

ATTENDANCE

Attendance / Absentee Policy

Going to be absent? Students will call the college to notify and SPEAK to an associate before scheduled class begins for the day and/or evening. Failure to notify the college of absence and failure to SPEAK to an associate before class begins may result in a one day suspension*.

A report of the absence will be accepted from the student or his/her immediate family. *Saturday Policy:* All Cos./Nail Tech students in Core II are scheduled for Saturdays and are required to attend 7/5 hours on Sat.

If he/she does not attend his/her full 7/5 hours on Saturday then he/she will be required to make-up each Saturday that he/she was absent on a Saturday only.

If hours are completed and are attending to complete other graduation requirements the student is required to attend his/her regular day/evening schedule. There is zero tolerance for tardiness so all students must arrive before the class start time.

A student will attend only day schedule if contracted for days and night students will attend only the night schedule if contracted for nights when attending to complete (S&P Evaluation).

Be Responsible.....Be here!! *NOTE – Suspensions do count as an absence, so excessive absences could result in a student attending beyond his/her enrollment agreement (contract) ending date which could cost him/her additional money (See Cost of Course Information)

A student is a student until all graduation requirements are met. Therefore, a student will attend his/her regularly scheduled hours per enrollment agreement until all graduation requirements are met. *One cannot attend until all financial obligations are met.

See catalog and enrollment agreement for attendance/termination information. The policy meets the standards of NACCAS and the Illinois Department of Financial and Professional Regulations.

Attendance Policy for all Veterans and Their Dependents enrolled at EBCC:

Veterans and their dependents that are enrolled and attending EBCC must maintain an 80% attendance average each month in order to be considered maintaining Satisfactory Attendance.

Make-up Hours Policy

Students are expected to be in school during their scheduled time as indicated in the enrollment agreement and must successfully complete all required hours of training. Occasionally students may find themselves in a position where they were unable to attend during their scheduled hours and have to make up hours that were missed. Students can make up time missed either before or after their scheduled hours of attendance. Students will only be given credit for make-up time if they are receiving instructor provided training or instructor supervised lab or clinic exercises. All make-up time must be certified by an instructor or credit will not be awarded. Make-up days and hours are available based on the availability of an educator. Students making up hours must be in compliance with the uniform dress code policy and have name on reservation book prior to roll call.

Time Clock Policy / Procedure

Recording is a State of Illinois Department of Professional and Financial Regulation requirement. Unless the student clocks-in, the hours for that day/evening will not be credited to the students accumulated hours. Students are not considered legally in college if not clocked in before roll call. Until the student clocks-in, the student will not get any credit for his/her hours.

1. Students must clock-in upon arrival and not leave the building.
2. Students must be clocked-in before roll call and clock-out when leaving college for the day/night.
3. Students not clocking in will be considered tardy. College has 0 tolerance for tardiness.

Tardy / Leave Early Policy

1. Tardiness is not allowed. The policy is a zero tolerance of any tardiness. Tardy = absent

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2. If a student is going to leave early he/she must notify the educator at commencement of class.
3. A student must be in the classroom when class is scheduled to begin.
4. If a student is tardy from lunch or breaks he/she will be suspended for one day at the educator's discretions

ROLL CALL POLICY/ PROCEDURE

Roll call is taken each day/evening at the commencement of class for all students. At the roll call time the classroom door will be closed and roll call will begin. Those not in the class room at this time will be considered tardy. (See Tardy Policy)

The following are roll-call procedures:

1. Students are to be present when attendance is taken.
2. Students are to refrain from TALKING at this time.
3. Students will be evaluated on their professional appearance by standing when name is called. All students arriving late will not enter the classroom. Tardy = Absent
4. If he/she is not clocked-in (See Time Clock Policy), then he/she will be considered tardy. Tardy = Absent

(See Tardy Policy)

BREAK POLICY

Break Policy-Cosmetology/Cosmetology Teacher

Full-time Day students are allowed two 15 minute breaks. Breaks are allowed after 1 hour of attendance and no later than one hour before dismissal. Morning break is from 9:45am – 10:00am (9:30am – 9:45am RBC).

Full-time Evening (when available): Students are allowed one 15 minute break. Breaks are allowed after 1 hour of attendance and no later than one hour before dismissal.

Students must notify the receptionist and/or the educator when taking their break.

When students are not on break, lunch or have an appointment, he/she must be performing skills on a manikin, completing the Core II Salon and Product Performance Evaluation, watching an educator demonstrate or reading cosmetology college related materials. **No one is permitted in the breakroom unless on a scheduled break.**

If a student is late from his/her break the student will be suspended for one day at the educator's discretion.

Break Policy-Nail Technology

Students are allowed one 15 minute break.

When students are not on break, lunch or have an appointment, he/she must be performing skills on a manikin hand, completing the Nail Technology Salon and Product Performance Evaluation, watching an educator demonstrate or reading nail technology college related materials. **No one is permitted in the breakroom unless on a scheduled break.**

If a student is late from his/her break the student will be suspended for one day at the educator's discretion.

LUNCH POLICY

Cosmetology Students

A student has a 30 minute lunch permitted between 11:30am and 1:30pm with 1:00pm being the last scheduled time for lunch period. Rockford has an open campus for lunch, Sterling and Peru has a closed campus for lunch. The receptionist and/or educator will schedule the student's lunch time.

Students must check in and out for lunch with the receptionist and/or his/her educator.

If a student is late from his/her lunch, the student will be suspended for one day at educators discretion.

Evening students do not get a lunch break during scheduled hours Monday - Friday but do get a lunch break on Saturdays and/or during make-up hours on Monday.

Nail Technology Students

Due to the short length of the course no lunch time is allowed however, there is one 15 minute break each day.

(See Break Policy)

SANITATIONS

$\frac{1}{4}$ hour of sanitary duties are required of all students during the last 15 minutes of scheduled classes, except for special sanitations. The sanitation duties are posted in the college and are changed weekly. A list of each student's

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sanitation for each week is announced on the first scheduled day/night of the week. College is never dismissed until all sanitations are complete.

UNIFORM DRESS CODE POLICY

All students are required to dress and groom themselves in a manner that portrays the highest standards of the professional beauty industry. This standard will be maintained during all regularly scheduled school hours as well as during off-site educational events.

Hair will be clean and professionally styled as seen in styling books and magazines. Styles will represent the quality of hair designing work that the student performs.

Appropriate make-up (eyes, lips and cheeks) is required since make-up makes up a large part of the beauty industry.

Shoes will be all black and completely enclosed and it is highly recommended that shoes be comfortable. All black dress boots are allowed. Male students will wear all black socks with all black enclosed shoes.

All students will wear all sleeved black shirts or the EBCC shirts (no sweatshirt). Those students that have been awarded a red EBCC shirt will be permitted to wear them. Undershirts or camis (red, white or grey in color) are allowed UNDER either the sleeved all black shirt or any EBCC shirt described as professional attire.

Solid and all black pants or skirts or capris are permitted. Skirts and capris require flesh or black full length nylons. Pants require either solid black socks, black nylons or flesh nylons. No denim or fleece fabric is permitted. Male students will wear all black pants.

Accessories are permitted such as scarves etc. and will be red, white, black, grey or a combination of. Jewelry is also permitted as well as college related lapel pins. No hats or scarves will be used to cover the hair.

All clothing will fit appropriately and at the discretion of the college associates. Students not meeting all of the standards of the professional attire will not be allowed to attend classes.

Students are required to wear the provided apron. If an additional apron is desired the cost will be \$21.50 plus tax. A student can purchase a black EBCC jacket or smock for \$39.00 plus tax. Jackets and smocks can't be wrinkled and the smock's top 2 buttons ONLY may be unbuttoned.

Additional Information-Female and Male Uniform Policies

1. Dirty clothes are not allowed to be worn which includes any clothing that is touching the ground.
2. Clean, well-manicured nails, with or without polish are required. Polish will not be chipped.
3. All clothing must be neat and ironed. There will be no runs in nylons.
4. Please be considerate of others: bathe daily, wear clean undergarments and use proper deodorant.
5. No hickies.
6. If told at roll call that he/she is not in compliance with the dress code policy, student will be sent home.
7. ABSOLUTELY NO CHANGING OF CLOTHES (Uniform to street or street to uniform) is allowed on the college premises.

BOOKS / EQUIPMENT/ UNIFORM POLICY

Students are responsible for the safekeeping of their personal items including the kit. The school is not responsible for lost or stolen items.

Kits, supplies, and textbooks may be changed at the discretion of the College. Additionally, kits, supplies, and books may be disbursed in intervals, as items are available from the distributor.

The books, equipment and uniform(s) are non-refundable as per enrollment agreement and may not leave the premises of the college until all the graduation requirements are completed. Therefore, the books, equipment and uniform(s) may be removed by the student upon his/her graduation only.

If a student is absent without notice for fifteen days or if a student cancels, in writing, his/her enrollment agreement, he/she will be considered terminated and his/her books, equipment and uniform(s) will be disposed of after 30 days from the last date of physical attendance.

If a student fails to return from an approved leave of absence on the scheduled date of return, as documented on the L.O.A. papers, in the student's file, or fails to notify the college concerning this matter, that date serves as the

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termination date and his/her books, equipment and uniform(s) will be disposed of after 30 days from the scheduled return date.

COURSE OVERVIEW

Cosmetology Course

Our course provides 1500 hours of education over a period of 50 weeks and 60 weeks (when available) depending on his/her schedule. Day course is 12 months at 30 hours a week and the evening course (when available) is 14 months at 25 hours a week. The sequence of units depends on start date and rotation of units. Subjects covered:

Core I = 0-750 hours	Core II = 750-1500 hours	Units
Sculpture – 100 Liquid Tools – 10 Thermal Hair Styling - 40 Hair Designing - 100 Hair Pressing Long Hair Design - 20 Wigs & Hair Additions (LBC/SBC) - 20 Sanitations in the Classroom - 32 Building a Clientel - 25 Retailing/Prescribing of Professional Products - 18 Draping - 10 Shampooing/Rinsing & Treatments - 10 Product Knowledge/Hair - 10 The Study of Skin - 9 Dispensary Training - 2 Facials/Massage/Product Knowledge of Skin - 10 Make-up - 5 Manicures/Pedicures - 10 The Study of Nails - 5 Removing Unwanted Hair - 10 Scalp Massage - 5 Professional Development - 3 Salon Ecology - 6 Trichology/Skin Disorders & Scalp - 10 OPI No Chip - 5 Perming - 100 Chemical Hair Relaxing/Curl Reformation - 30 Salon Success Ch. 1-7 - 10 Color Design - 135	Illinois Law - 4 Salon Success Ch. 8 - 1 Anatomy & Physiology - 4 Wigs & Hair Additions (RBC) - 20 Chemistry - 3 Electricity - 4 Desairology (RBC) Student Salon - 627 Salon Ecology – Review - 4 The Study of Nails – Review - 4 The Study of Skin – Review - 4 Salon Business - 75	<u>150 hours</u> = General Theory & Basic Training <u>500 hours</u> = Hair Treatment, Chemical Application <u>475 hours</u> = Hair Dressing & Styling <u>200 hours</u> = Sanitation, Safety & Shop <u>85 hours</u> = Esthetics <u>55 hours</u> = Nail Technology <u>35 hours</u> = Related Electives

Cosmetology students may enroll anytime during the year for full-time day or evening (when available) according to the Class Schedule. (See Class Schedule-Cosmetology)
 In the event of a Monday holiday, class start will be postponed until Tuesday. A full-time day student will complete the program in 50 weeks. A full-time evening student (when available) student will complete the program in 60 weeks. A student’s actual start date is recorded on the enrollment agreement and the ending date calculated accordingly.

Cosmetology Teacher Course

The college offers a 1000 hour Cosmetology Teacher course. The day course is approximately 30 hours a week for a period of 33 1/3 weeks or approximately 8 months. The evening course (when available) is approximately 25 hours a week for a period of 40 weeks or approximately 9 months. Subjects covered:

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Cosmetology Teacher Subjects/Grades		Units
Theoretical Instruction / Actual	740 clock hours	<u>500 hours</u> = Post Graduate Training <u>150 hours</u> = Application of Teaching Methods <u>40 hours</u> = Educational Psychology & Teaching Methodology <u>50 hours</u> = Business Methods & Experience <u>260 hours</u> = Student Teaching
Educational Psychology	20 clock hours	
Learning Philosophy	10 clock hours	
Lesson Planning and Curriculum	10 clock hours	
Classroom Management	20 clock hours	
Instructional Methods (Methodology)	30 clock hours	
Assessment Methods	10 clock hours	
The Art of Teaching	10 clock hours	
Core Life Sciences	40 clock hours	
Business Methods	20 clock hours	
Theory Related to Technical Skills	80 clock hours	
Supervised Classroom Teaching	490 clock hours	
Technical Skill Instruction	260 clock hours	
Application of Technical Skills (Core I)	130 clock hours	
Supervised Clinic (Lab) Teaching (Core II) and Business Experience	130 clock hours	
Total Required Hours:	1000 clock hours	

Nail Technology Course (When Available)

The Nail Technology course provides 350 hours of education over a period of 17 ½ weeks or approximately 4 months. The course is 20 hours a week. Subjects covered:

Your Professional Image - 10 Bacteria and Other Infectious Agents - 5 Sanitations and Disinfection - 15 Safety in the Salon - 10 Nail Product Chemistry Simplified - 15 Anatomy and Physiology - 10 The Nail and its Disorders - 10 The Skin and its Disorders - 10 Client Consultation - 10 Manicuring - 35 Pedicuring - 35 Electric Filing - 10 Aromatherapy - 5 Nail Tips - 35 Nail Wraps - 35	Acrylic Nails - 35 Gel Nails - 35 The Creative Touch - 10 Salon Success - 10 Selling Nail Products & Services - 10	Units <u>50 hours</u> = Basic Training <u>15 hours</u> = Related Concepts <u>255 hours</u> = Practical & Procedures <u>30 hours</u> = Business Practices
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Nail Technology students may enroll anytime during the year (when available) for full-time day or evening classes when available as posted in the class schedule. (See Class Schedule-Nail Technology)

In the event of a Monday holiday, class start will be postponed until Tuesday. A student’s actual start date is recorded on the enrollment agreement and the ending date calculated accordingly.

TESTS

Absent for Making-up/Retaking Tests (Theory and Practical) Policy & Procedure

This policy and procedure applies to those who are absent the day of a test while in attendance at the EBCC.

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Any student that is absent the day of a test is required to make-up that test before he/she goes on to the next course. All make-up work is at the educator's discretion. The highest grade possible is 80%

If a student knows in advance that he/she will be absent the day of a test he/she will be allowed to take the test prior to the test date and will receive full credit. The educator will handle those situations with prior notice.

If a student fails a test, the test must be re-taken before the end of the month and the recorded score will be the average of the passing grade and 80%. A Cosmetology/Nail Technology/Cosmetology Teacher student must pass each test with an 80% or better. If a test is not re-taken prior to the end of the month the grade is 0%. The test must be taken in order to pass the subject.

Final Exams Policy & Procedure

If absent on a scheduled date for the practical final exam, the exam must be taken at the next scheduled exam date. Regardless of Core I, Core II, Nail Technology, or Cosmetology Teacher final, a fee of \$50.00 is charged to take the exam on the next scheduled date.

As per the signed enrollment agreement, the charge of \$50.00 is also for retaking any failed exams. If Core I written final is not passed the educator will schedule a date to retake it. The Core II written final has to be taken and passed prior to taking the practical. Core I finals must be passed with an 80% and Core II with an 85%. Final practicals cannot be performed on EBCC students, graduates, or licensed cosmetologists. Talking is not permitted during finals.

Core II Cosmetology Mock State Board Exam Information and Policy

All financial obligations must be paid in full before taking the Cosmetology Core II written final or practical final. The Portfolio must be completed before the written final can be taken. Finals can be taken when he/she has obtained 1350 clock hours. The written must be passed with 85% before taking the practical.

A pre-written final will be administered prior to the official written final in order to establish awareness of specific areas needing extra attention if necessary. The Core II pre-final passing grade is 85%. Talking is not permitted during finals.

The schedule for Cosmetology Core II finals are posted on the bulletin boards in the college.

Nail Technology Mock State Board Exam Information and Policy

All tuition and fees must be paid in full before taking the Nail Technology written final or practical final. The portfolio must be completed before the written final can be taken. Finals can be taken when he/she has obtained 315 clock hours. The written must be passed with 85% before taking the practical.

The schedule for Nail Technology finals are posted on the bulletin boards in the college.

GRADING POLICY

The following contains the grading scale for the practical skills, theory tests, quizzes and exams:

GRADING SCALE

90 – 100 A

80 – 89 B

Below 80 F

All class work, theory tests, practical tests and assignments must be passed with a 80% or better. An 80% or better grade point average must be maintained for all practical skills, theory, student salon performance, and examinations.

The following contains the grading scale for Core II final college examination, practical and written:

GRADING SCALE

90 – 100 A

85 – 89 B

Below 85 F

Core II final college examination, practical and written, must be passed with a score 85% or above.

GRADUATION

Graduation Ceremonies-Cosmetology/Nail Technology

Each year, a Cosmetology/Nail Technology graduation ceremony is held for all those students that graduated during the months of July 1 of the previous year to June 30 of the current year. At the ceremony, the graduate awards are announced, the EBCC diplomas are issued and the Pivot Point certificates are distributed.

If a graduate is unable to attend the ceremony, a fee of \$10.00 is charged in order for him/her to receive all of the materials at a later date.

Attire for female graduates is all black dresses or a black skirt/pant with black top and black shoes. Male graduates are required to wear all white shirts and black pants with black shoes. Clothing and shoes must be neat and clean and of course hair, nails and make-up done to perfection.

The publicity pictures and class pictures are taken after the graduation ceremonies. Friends and relatives are invited to attend.

Graduation Requirements-Cosmetology/Nail Technology

A student is a student until all graduation requirements are met. Therefore, a student will attend his/her regularly scheduled hours per enrollment agreement until all graduation requirements are met. A diploma is awarded to each graduate who completes 1500 hours of cosmetology or 350 hours of nail technology training and all of the following requirements are met:

1. The Core I and Core II Student Salon Service Skills and Product Performance Evaluation Goals must be completed. (See S&P) (Cosmetology only)
2. All financial obligation requirements are met.
3. Final college examination (written and practical) are both passed with a score of 85% or above.

If a student fails either final exam, it can be retaken at the next scheduled college final exam date. A fee of \$50.00 will be charged. If a third attempt is required, the college recommends to the student, failing the written or practical final exams, to schedule a meeting with their educator to review the results.

See catalog and enrollment agreement for attendance/termination information. The policy meets the standards of NACCAS and the Illinois Department of Professional and Financial Regulations.

All graduation requirements must be completed.

The college will certify to the appropriate agency all necessary records for the graduate to take the State Board Examination. Upon successful completion of said State Board exam, the appropriate agency will issue a Cosmetology/Nail Technology License to that graduate after he/she makes application.

Graduation Requirements-Cosmetology Teacher

A diploma is awarded to each graduate who completes 1000 hours of the Cosmetology Teacher course provided all of the following requirements are met:

1. All financial obligations requirements are met.
2. Satisfactory completion of the lesson plans and Mindful Teaching Pro.
3. Final college examination passed with a score of 85% or above.
4. Complete 40 hours of Educational Psychology/Teaching Methodology as required by law.

LICENSING REQUIREMENTS & EXAM

Licensing Requirements-Cosmetology/Nail Technology Profession

This is a listing of requirements that must be met in order to be eligible to obtain a cosmetology/nail technology license in Illinois.

1. Be 16 years of age or older at time of examination.
2. Have an 8th grade diploma (EBCC requires a high school diploma, its equivalent, G.E.D. certificate, or an online diploma from an approved high school or agency and at the schools discretion to enroll) (original)
3. Successfully completed 1500 clock hours of education in a state approved school in no less than 8 months for a cosmetology license.
4. Successfully completed 350 clock hours of education in a state licensed school in no less than 8 weeks for a nail technician license.

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5. Successfully completed college final exam including theory and practical skills.
6. Complete and submit application for State Board Examination including official transcript of education.
7. Pass the State Board Examination with a 75% average.
The cosmetology examination for licensing is held at various locations in Illinois. The student must complete all college requirements before registering for the Licensing Examination.
The nail technology examination for licensing is held at various locations in Illinois. The student must complete all college requirements before registering for the Licensing Examination.

Licensing Requirements-Cosmetology Teacher

This is a listing of requirements that must be met in order to be eligible to obtain a cosmetology teacher license in Illinois.

1. Be 18 years of age or older at time of examination.
2. Have a high school diploma, its equivalent, G.E.D. certificate or an online diploma from an approved high school or agency and at the school's discretion (original).
3. Have a current license as a cosmetologist in Illinois (original).
4. Has either :(1) completed 500 hours of cosmetology teacher in a licensed college of cosmetology and had 2 years of practical experience as a licensed cosmetologist with 5 years preceding the examination; or (2) completed 1000 hours of cosmetology teacher course in a licensed college of cosmetology. (Cosmetology Teacher only) (original documentation). EBCC offers a 1000 hour cosmetology teacher course.
5. Have passed an examination authorized by the Department to determine eligibility to receive a license as a cosmetology teacher.

The cosmetology teacher examination for licensing is held at various locations in Illinois. The student must complete all college requirements before registering for the Licensing Examination.

STATE BOARD FILING POLICY

All graduation requirements must be completed before a student may file to take the State Boards. In order to work in a salon/school/college a graduate must be filed and must take his/her boards within 6 months of filing. EBCC will pay for state board filing fees (excess of \$180) for all students who begin classes on or after June 1, 2015 and graduate. This applies to all graduates that graduate from cosmetology or cosmetology teacher programs.

RECIPROCITY

Information on reciprocity with other states concerning cosmetology licenses and cosmetology teacher licenses is available in the college office during office hours. (See Office Hours)

LICENSE REINSTATEMENT

This training is available to the cosmetologist/nail technician who, according to the Department of Professional & Financial Regulations, needs to attend a college for additional hours in practical skills for the reasons of license reinstatement or for applying for an Illinois license after already possessing a cosmetology/nail technician license in another state if reciprocity is not granted. See (Tuition) or call individual college for information.

C.E.U. INFORMATION

EBCC is qualified, by the Department of Financial and Professional Regulations to give classes to licensed cosmetologists/nail technicians and licensed cosmetology teachers for the required C.E.U.'s needed for professional license renewals. The C.E.U. training associates consists of EBCC Licensed Educators and record keeping by Jamie Froeter at the corporate office. Contact specific college for fees.

SALARY / WAGES INFORMATION

The U.S. Department of Labor provides current (2012) job information at www.careerinfonet.org. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. This information is also available in the school admissions office. This information is required to be given to prospect before enrolling and is therefore printed in this catalog.

OPPORTUNITIES IN OCCUPATIONS IN OUR PROGRAMS

In today's market, making a career choice is a very serious undertaking. We at the EBCC feel that we can help you make the right choice.

Cosmetology occupations available are make-up/platform artist, skin care specialist, salon owner/manager, beauty sales and much more.

Nail Technology occupations available are nail salon owner/manager, sales consultant, manufacturer representative and much more.

A career as a Cosmetology Teacher (Educator) gives the opportunity to become a platform artist, a professional educator, a product technician, a make-up specialist, etc.

Employment data on EBCC graduates indicating placement rate and starting salary for each program as well as long range employment information is available for review in the Financial Aid/Admissions Office.

SEMINAR / WORKSHOPS

Students are made aware of upcoming events in the areas related to the cosmetology/nail technology profession. Flyers are posted on the bulletin boards. Most events have discounted prices to students in college. The educators encourage students to attend any beauty education events outside the college. Clock hours cannot be obtained unless the event is a total college function.

SMOKING POLICY

All three facilities are "Smoke Free Environments". During breaks and lunch periods, students can smoke outside the college building in designated smoking areas. Smoking odor can be offensive to some so fragrance spray should be used on coats and clothes.

STUDENT DISCOUNTS

Students may, with an educators permission, have beauty services done. Students pay ½ of the regular prices or full package price or designated student price, whichever applies to the service. Students on a L.O.A. or attending scheduled classes regularly qualify to have services performed at the discounted prices. Services must be paid for before the service is performed. Students are given discounted retail pricing for purchases. Students may receive discounts until all graduation requirements are completed and payments are current.

STUDENT AS CLIENTS

Students will be used as clients for other students to practice on during assigned subject matter such as facials, pedicures, manicures etc. Exception will be allowed with an original doctor's excuse.

STUDENT SALON SERVICE SKILLS AND PRODUCT PERFORMANCE EVALUATION GOALS (S&P)

Evaluations are a graduation requirement, as stated in the enrollment agreement. The evaluations consist of Student Salon Service Skills and Product Performance Evaluation goals. Both Core I and Core II have specific goals and Core I cannot advance to Core II until all goals have been obtained. Core I Student Salon Service Skills and Product Performance Evaluation goals carry over to Core II and the total of each is the graduation requirement. Core I Student Salon Service Skills and Product Performance Evaluation goals are \$525 and Core II is \$5300 totaling \$5825 in Student Salon Service Skills and Product Performance Evaluation goals.

EVALUATIONS (COSMETOLOGY CORE I, II)

Evaluations are an educational procedure to ensure that specific weaknesses of services are addressed. Clients are required for all evaluations.

Core I evaluations are conducted by the EBCC educator and are a requirement for each of the 4 classes. A student may attend if they have no client however, a 0 is posted and the evaluation must be made-up by the student before the end of Core I. A student will take Core I finals but will not move on to Core II until all requirements are met.

Students are not to be clients for any evaluations. All clients receive substantial discounts on specific services.

Evaluations are a graduation requirement, as stated on the enrollment agreement. The evaluations consist of Student Salon Service Skills and Product Performance Evaluation goals. Both Core I and Core II have specific goals and Core I cannot advance to Core II until all goals have been obtained. Core I Student Salon Service Skills and Product Performance Evaluation goals carry over to Core II and the total of each is the graduation requirement. Core I

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Student Salon Service Skills and Product Performance Evaluation goals are \$525 and Core II is \$5300 totaling \$5825 in Student Salon Service Skills and Product Performance Evaluation goals.

COSMETOLOGY CORE III INFORMATION

This level of achievement can be reached by all students and it is strictly based on the student's salon performance. Purpose of Core III is to give the students that are salon ready before the completion of 1500 hours of the cosmetology program, an opportunity to experience a real salon experience. The charges for the services are slightly higher which gives the student a better opportunity to receive the Sales and Marketing Award at graduation and complete the S & P at a faster rate.

STUDENT SERVICES

The following is a list of various services that we offer our students during their enrollment period at our colleges: Assistance with placement in a salon or related field upon graduation, employment during enrollment period, child care information, state board filing, financial aid information, information for assistance in drug and alcohol abuse, information on assistance in domestic violence/sexual assault, employment opportunities, insurance policies needed for operating a salon or working as a stylist, information about business banking, information on health, exercise and nutrition, information on how to quit smoking, information about IRS and state taxes as it applies to working as a stylist as well as owning a salon as well as advising with issues such as attendance, grades and personal issues a student may have that we can provide guidance as to where one may be able to receive assistance.

STUDENT SERVICING CLIENTS POLICY

The Department of Financial and Professional Regulations, State of Illinois, Rules and Regulations indicate that a cosmetology student may perform a service on a client after reaching 150 hours of attendance. A nail technology student may perform a service on a nail client after reaching 50 hours of attendance. There are special discounted service prices for all clients in Core I.

The college is structured to develop knowledge and skills within a student to make them employable and to achieve a financially rewarding career. Training a student to merely pass a state board exam is secondary to our college objectives. Credit on the Salon and Product Performance Evaluations will be credited during Core I, II & III.

LIBRARY

Research on the internet pertaining to the beauty industry is allowed during theory for educational purposes. Ask an educator for information/list.

CHEATING/THEFT POLICY

Neither proven theft nor proven cheating by students will be tolerated at the EBCC. If a problem of theft of any kind occurs, students will be asked to submit to a polygraph test. This test is administered by the proper Law Enforcement Professionals and the results are kept confidential. The college reserves the right to search all college lockers. All personal belongings are to be kept in locked lockers.

FIRE ARM POLICY

The College is committed to a safe and secure environment in which to conduct educational activities for its students, faculty, employees and visitors. Accordingly, possession, transfer, sale, or use of weapons (e.g. firearms, knives, etc) within school buildings or at school events is prohibited by any person other than by authorized law enforcement or authorized military personnel. This prohibition applies to individuals who have been issued a Conceal Carry Permit from the State of Illinois.

Students violating this policy may be subject to disciplinary action up to and including dismissal from the program. Students who are observed violating the policy may be referred to appropriate law enforcement agencies. Violations of this policy should immediately report the matter to a school official.

FIRE SAFETY

Fire inspection reports are filed in the school office and may be viewed if asked. EBCC will conduct periodic fire drills. There have been no fire related accidents or deaths in the school's past history at any campus.

FIRST AID SUPPLIES/LOCATIONS

Each of the classrooms plus the dispensary are equipped with a first aid kit. The kit is located in the educators podium. A kit is also located in the school office and at the reception desk.

FOOD FACILITIES

A microwave, refrigerator, pop and candy machines are available in the breakroom.

LOCKER POLICY

Sterling: Each student will be issued one locker key during Cosmetology Core I/Nail Technology/Cosmetology Teacher Course orientation. We recommend that students get a key made for themselves and keep it in a safe place at home.

Peru & Rockford: Each student is responsible for obtaining a combination lock for their locker that has been issued to them during Cosmetology Core I/Nail Technology/Cosmetology Teacher Course Orientation. The combination must be kept in the student's file in the office.

NOTE: The college has the right to search all college lockers on premises.

MISSING PERSON POLICY

In a small environment such as EBCC, we are very aware if students are missing. If not planning on attending school, a phone call is requested. If students have not been present for three consecutive days and the school is unaware of their whereabouts, we will begin calling student contacts asking if the student is okay or if the contact is aware of where the student is and how they can be reached. If students wish to designate a contact, they should let the admissions office know. If students are absent five consecutive days and their contacts do not know where the student is, the school may, at its discretion, call local authorities and report the student as missing.

PARKING POLICY

Sterling & Peru:

Do not park in front of the college or at any on street parking spaces. These spaces are for people doing short term visits to all businesses in the area.

Use the parking lots that are within walking distance from the college. Check with the city concerning renting spaces monthly at various locations or ask for assistance in the college office as to who to contact for information on other parking lots for parking space rental.

Rockford:

All future graduates will park at the outer perimeter of the Brynwood Shopping Center lot. Each car must have the EBCC window decal displayed. Cars will be towed at owner's expense if not in proper parking space set aside just for EBCC future graduates.

CHANGE OF ADDRESS

Students must notify college personnel in the office of any changes of address.

CHANGE OF NAME

Students must notify college personnel in the office of any name changes.

CHANGE OF TELEPHONE NUMBER

Students must notify college personnel in the office of any telephone number changes.

PROFESSIONAL COMMITMENTS

The purpose of Professional Commitments is to comply with the State of Illinois Department of Professional Regulations, to maintain the high standards of our college, promote professional and marketable qualities in our students, meet all standards set forth by NACCAS and fulfill requirements set forth by the Department of Education, Washington, D.C. The following is a list of Professional Commitments (Do's & Don'ts).

These are a set of commitments that will be enforced from the day the student begins training until the day he/she graduates. The college does not deduct hours from a student's official record for any reason. Deductions are not used for disciplinary actions.

1. Students are not to loiter in the student salon area. Students are not to be in the student salon area unless he/she is performing a service on a client and/or student, assigned to be in the dispensary, assigned to be the receptionist assistant or receptionist or unless he/she is practicing on a manikin to complete the Salon and Product Performance Evaluation.
2. Students are not to sit in the reception, dryer, shampoo, practical, facial, nail or student salon areas. Students may be seated in classroom only.

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3. Students are to book appointments with receptionist at front desk.
4. Students are not allowed to refuse reservations/appointments/performing beauty services on clients.
5. Students are not allowed to style their own hair, apply their own make-up or service their own nails. Students perform all services on students in the student salon area. No student services will be performed during sanitations.
6. Dismissal is allowed for the day or evening as soon as all sanitations have been satisfactorily completed and the educators have checked them.
7. Students having a service performed on them must pay **Before** the service is performed and have an educator sign the service ticket after the service. Students on a L.O.A. or attending their scheduled classes pay ½ of regular salon service prices for all services (Unless otherwise advised). Services can not be performed on each other without the educator's approval. See student discounts.
8. Phone messages for students will be taken by the receptionist and/or educators and given to the students.
9. Absolutely no gum chewing is allowed by students during college hours inside the college.
10. Absolutely no profanity of any sort is permitted on the college premises.
11. All colleges are smoke free environments. Smoking is allowed outside the college at designated smoking areas and only during breaks and lunch times. Smoke odor is offensive to most. Use fragrance spray on coats and clothes.
12. Gossip of any sort is not professional, is not important and is not allowed. Students and/or staff do not have time for it and are not interested in non-cosmetology/ nail technology related information.
13. Students are not permitted out of class to see visitors.
14. Shoes must be kept on during all class sessions and off of chairs, tables and walls.
15. Absolutely no card playing, sewing or reading of non-related books or magazines allowed in school. Hair and fashion related articles are allowed.
16. All food and all drinks are kept in the break/lunch room; never in the classroom. Only clear drinking water in a plastic capped bottle is allowed in the classroom.
17. Students are not allowed in break/lunch room during or between sanitation time and dismissal.
18. Students are never allowed to yell in the college at anyone or for anything except of course as a warning to an emergency.
19. Equipment/supplies are the personal responsibility of the student. Sanitary procedures must be followed very closely in the disinfecting of all equipment in kits. If students lose something, it is the student's responsibility to find it or replace it with another identical item that the college has for sale to students. There is a \$7.00 charge for all Wahl clipper repairs. The college is not responsible for lost or stolen items. Again, it is the student's responsibility to replace lost, broken or stolen items. Students will refrain from using other student's equipment. Only the equipment issued to students at the time classes begin is permitted in the classroom or the student salon area. All other property must be kept in the student's locker. No equipment is allowed to leave the college premises until a student fulfills all financial obligations and graduation requirements. The EBCC will replace any faulty equipment while in Core I ONLY!
20. Visitors are not allowed past the reception desk. **NO EXCEPTIONS**. Visitors must remain in the reception area.
21. Retail purchases by students may be made during regular business hours of the college. Students on a L.O.A. or attending scheduled classes may purchase products for hair, skin and nails at greatly reduced prices posted on the student retail price list available at the receptionist desk. If students return any retail items/products that they have purchased they must have a receipt. So students must ask for a copy of a receipt if they think they may return it. If no receipt - no credit - no cash - no return.
22. Sanitations are performed during the last ¼ hour of the day and/or evening schedules except for special sanitation day. Each student's sanitation duty for the week is posted in the breakroom and /or classroom. Following sanitations, the student will report to their respective classrooms while sanitations are being checked

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- by the educators. Following satisfactory sanitation the educator will then notify classes of dismissal. No coats/purses/personal belongings can be removed until sanitations are completed.
23. All areas of the entire college are to be kept clean, neat and orderly during the day and the evening.
 24. Students are not to use the side or back doors of the college except for emergencies. The front door only is used for entering and exiting.
 25. Practice areas of the college are used for manikin practice, practical work or final exams unless otherwise stated by the educator.
 26. All personal belongings are locked in the student lockers. Student coats will be hung on provided coat racks in the break/lunch rooms and/or practice areas until after dismissal.
 27. All food, food containers and related items left in the break/lunch room are disposed of following dismissal. Take things home. Also, remove items from refrigerator if applicable.
 28. Students that may have to leave earlier than regular dismissal, must notify the educator and also the receptionist of what day and time he/she will be leaving. Students must clock-out at timeclock.
 29. Students are not allowed to leave the class room without permission. If a student is out of class without permission, he/she will be dismissed for the day/evening.
 30. Students will not disrupt class.
 31. Absolutely no one is allowed in the dispensary except the assigned student and educator. It is for the assigned students own protection in case of missing articles.
 32. Soliciting and/or selling of raffle tickets, Avon or related products to other students, staff or clients is prohibited. An exception is if there is a student/college fund raiser.
 33. The college reserves the right to make class assignments and to reschedule assignments if and when necessary. Each student shall be expected to attend all assigned classes.
 34. Students are responsible for all work missed during their absence. It is necessary to make-up all work missed. (See Make-up Tests)
 35. Students are responsible for keeping their work stations clean and orderly. Consideration is to be shown at all times for instructional material and college property.
 36. Any student who receives a termination notice must leave the college immediately.
 37. At no time is any student permitted out of the college boundaries for any reason. (See Lunch Policy)
 38. We reserve the right to suspend and/or terminate immediately any students from the college for:
 - a. Insubordination
 - b. Excessive tardiness/absences
 - c. Non-payment of cost of course.
 - d. Gossiping, causing discord, or in any way disrupting classes
 - e. Refusing clients
 - f. Foul language.
 - g. Use, distribution or sale of drugs (Proven)
 - h. Student under the influence of alcoholic beverages or non-prescribed drugs; or students caught drinking alcohol anywhere in the college before, during or after hours (Proven) possession of alcohol
 - i. Forging educators' signatures (Proven)
 - j. Cheating (Proven)
 - k. Physical violence of any nature
 - l. Stealing (Proven)
 - m. Any other infractions not listed above but are part of our policies and procedures as updated by the college.
 39. Cosmetology/Nail Technology services outside the college, is specifically disallowed by the State Board. This disallows any student from performing cosmetology/nail technology services outside the college until filed for state boards.

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40. Students may only use specified products on their clients, manikins, EBCC students and employees. There are no exceptions.
41. Cell phone use in the classroom and in the student salon is for cosmetology related purposes. Never are phones used for personal reasons while INSIDE of the building.
42. If a student has completed his/her required hours and has skills to complete....On the day/evening that he/she chooses to fulfill the Student Salon Skills and Product Performance Evaluation (graduation requirements) he/she must be present for the scheduled student salon hours. No late sign in times or tardies allowed!
43. If a student fails to have a client for a scheduled workshop the student will not be allowed to attend the day of the workshop.
44. Absolutely zero tolerance of student drama/attitude.
45. Absolutely zero tolerance for less than perfect appearance.
46. Absolutely zero tolerance for tardiness.
47. Study time at home is established during the admissions process. There is a vast amount of materials for the educators to present which leaves no time for studying at college.
48. Core II future graduates will complete manikin skills when not servicing a client. It is important to have a full chair/clientel to avoid practicing on a non-human head. Manikins do not become clients.

SUSPENSIONS

Suspensions are issued to a student by the educator in the case of a student not being in compliance with the Professional Commitments (Do's & Don't) of which he/she has reviewed and have given written acknowledgment that he/she understood.

Suspensions are issued following a student/educator conference concerning the matter. Suspension length is determined by the extremity of the offense and if he/she has disobeyed the commitment previously.

Suspensions do count as absences according to the college attendance policy. Suspensions do affect the student's S.A.P. and suspensions do not extend the life of the enrollment agreement.

Accumulation of suspensions could and may result in extra educational charges to the student if he/she goes beyond the life of the enrollment agreement. (See Tuition: Extra Charges)

A suspended student is prohibited from attending his/her scheduled classes for any reason during the suspension period.

WITHDRAWAL POLICY

A charge of \$150.00 (withdrawal/termination fee) is due from a student once he/she either withdraws voluntarily or is terminated by the college for his/her course of study. (See Refund Policy)

All students that withdraw must submit documentation to the college in writing containing the reason(s) for withdrawal/termination.

A student may enroll, separate and re-enroll no more than three (3) times. After the third enrollment a one year cooling-off period is required before the student may return to re-enroll at EBCC. (See Re-Entry Policy)

TERMINATION POLICY

Student agrees to comply with the rules and policies, Professional Commitments, and understand that the College shall have the right to terminate the enrollment contract and thus the student's enrollment at any time for violation of the rules and polices, and Professional Commitments, as stated in this catalog.

INSTITUTIONAL REFUND/ RETURN TO TITLE IV POLICY

Note: For the purpose of the Title IV refund policy, the student's official withdrawal is the date the student initiated the withdrawal process or notified the school of their intention to withdraw. In the event of an unofficial withdrawal, the school determines the student's last date of attendance that is documented in the school's records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date. Applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure for all students.

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Refund Policy:

- A. An applicant not accepted for training by the college shall be entitled to a refund of all monies paid.
- B. If a student (or Legal guardian) cancels his/her contract and requests his/her money back in writing, within five business days of signing the enrollment agreement or contract until midnight of the fifth business day, all monies collected by the college shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the college administrator/owner in person. This policy applies regardless of whether or not the student has actually started training. Notice to Student: The cancellation must be in writing and given to the registered agent, if any, or managing employee of the college.
- C. If a student cancels after the fifth day following enrollment but notice is given, prior to the completion of the student's first day of class attendance, the college may retain no more than the registration fee (\$100.00) plus the cost of any books or materials which have been provided by the college and retained by the student. The cost is the cost charged to the college by the supplier.
- D. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the college may retain the registration fee (\$100.00) and an amount not to exceed 10% of the tuition and other instructional charges or \$300.00, whichever is less, plus the cost of any books or materials which have been provided by the college.
- E. If a student cancels after completing 5% of the course of instruction the college may retain the registration fee (\$100.00) and the cost of any books or materials which have been provided by the college but shall refund a part of the tuition and other instructional charges in accordance with the following schedule:

Percentage of enrollment time to total time of the course	Amount of total tuition owed to the college
0.01% - 4.9%	10 %
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% or more	100%

Enrollment time is defined as the time elapsed (scheduled) between the actual starting date and the date of the student's last day of physical attendance in college. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined in Item B or formal termination by the college, which shall occur no more than 15 days from the last day of physical attendance, or in the case of a leave of absence the earlier of the documented date of return or the date the student notifies the school that he/she will not be returning. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification. Written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days. Refund calculations are based on scheduled hours.

- F. The cost of books, equipment & uniform are not included in tuition adjustment computations. These items are non-refundable and become property of the student when paid in full. All books and equipment are to be kept on the premises until the last day of attendance. The registration fee (\$100.00) is also non-refundable. Monies collected are credited to tuition first.
- G. Students who withdrew prior to course completion or are terminated will be charged a \$150.00 Withdrawal/Termination fee. This refund policy applies to tuition and fees charged in the enrollment agreement. 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 the enrollment agreement.
- H. If the college is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a Pro-Rata refund of tuition and a list of students containing Pro-Rata refunds will be submitted to necessary agencies.

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- I. If a course is canceled subsequent to a student's enrollment, the college shall at its option: 1. Provide a full refund of all monies paid; 2. Provide completion of the course.
- J. All refunds must be made within 45 calendar days from the date of receipt of the student's cancellation. The unexplained absence of a student from a college for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the college. For purposes of cancellation, the date shall be the last day of attendance. If a student fails to return from an approved leave of absence on the scheduled date of return, that date serves as the termination date.
- K. All student enrollees are subject to the Institutional refund policy. Enrolled students receiving Title IV funding are subject to Return of Title IV Funds Policies and the Institutional Refund Policy. (Ask for Refund/Withdrawal Forms in college office) Refund and/or return calculations will be performed according to the Department of Education's stipulations in the Federal Registers as updated. Our refund calculation procedures are approved by the Department of Education, Title IV funding regulations. Questions on these forms and their calculation can be directed to the Financial Aid Office. (See Financial Aid Office Hours)
- L. Students who change their schedule more than once will be charged \$150.00 each time.
- M. If a student owes the school money, based on the refund calculation, the monies owed are due at the date of cancellation or termination of the enrollment. Payment arrangements can be made however, if after 30 days of non-payment, the account, with a signed copy of enrollment agreement, will be submitted to a collection agency. The agency will use good taste and have sound ethical practices.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

The books, equipment and uniform(s) are non-refundable as per enrollment agreement.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (Title 37, USC Section 406 and Title 5, USC, 5726) is a Federal law designed to protect the privacy of a student's education records. The law applies to all school which receives funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

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

* Eligible students and parents or guardian of dependent minor have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible students and parents or guardian of dependent minor then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible students and parents or guardian of dependent minor then has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the eligible students and parents or guardian of dependent minor before releasing any information from a student's record. However, the policy allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions

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- Appropriate parties in connection with Financial Aid to a student
- Organizations doing certain studies for the school
- Accrediting organizations
- Individuals who've obtained court orders of subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and student of the information that is designated as directory information and provide a reasonable amount of time to allow the eligible students and parents or guardian of dependent minor to request the school not to disclose that information about them.

FERPA guarantees that information contained in the student file is private and will not be given out to any persons*, without prior written permission from the eligible student or parent /guardian of dependent minor. Student is also advised that the School guarantees the student the right to review their own file, upon request, and with a school representative present during the review to insure against file tampering. The School maintains student records for a period of seven years from the students last date of attendance. *Certain governmental agencies and financial institutions do have the authority to request limited student information pertaining to satisfactory progress and Federal Financial Aid matters.

STUDENT RECORDS

Privacy Act Information—*This complies with the Privacy Act*

Students may review their records at any time. We guarantee the rights of students and parent-guardians of dependent minors to access their records by appointment and with supervision and interpretation. No records will be released without written permission from a student and/or parent-guardian of dependent minor.

Information about a student is only released upon receipt of a written consent form from the student if independent or a written consent form from his/her parent-guardian if a dependent minor.

Safeguarding Records

All records at the college are kept in locked, fire resistant file cabinets. Only college personnel have keys and are permitted to enter these files. Student records are also password protected.

The college provides adequate safeguards of records requested by governmental agencies as follows:

1. Written legally authorized requests are required from the agency desiring information.
2. The college protects the privacy rights of students and staff members.
3. The college provides for necessary duplicate records of any information sent out of the college.
4. The college does not publish a student directory containing pertinent information about a student.
5. The college will provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

The college ensures the release of personal information from the student, and/or parent or guardian, if the student is a dependent minor, only upon written instruction from the student for each 3rd party request.

The college maintains cumulative education records for each student for a maximum of seven years and financial aid records for five years after graduation or termination of said student.

A copy of the official transcript, including the school seal, will be provided when all financial obligations have been satisfied. A release form must be signed by the student if he/she wants the official transcript sent to another school / agency. Transcripts from 1992 are kept on school premises in locked, fire resistant files.

An unofficial transcript will be issued, upon request, if financial obligations have not been met.

There is a \$2.00 fee for requesting a second transcript.

INTERNAL GRIEVANCE/COMPLAINT POLICY AND PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint 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 complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. 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 complaint.
4. If the complaint 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 complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. 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 complaint 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 must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
8. Contact information for the College's regulatory agencies can be found below.

Accrediting Agency:

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

Phone: (703) 600-7600

Fax: (703) 379-2200

Email: naccas@naccas.org

Licensing Agency:

***Illinois Department of Financial and Professional Regulations
320 W. Washington, 3rd Floor, Springfield, IL. 62786***

Phone: (217) 785-0800

Students may access and submit a complaint intake form for the Illinois Department of Financial and Professional Regulations by following the provided link <https://www.idfpr.com/admin/DPR/DPRcomplaint.asp>

DISPUTE RESOLUTION

Any dispute with or claim I may have or assert against MODERN BEAUTY COMPANIES, INC. d/b/a EDUCATORS OF BEAUTY COLLEGE OF COSMETOLOGY, or any of its officers, directors or employees, or any dispute or claim which the College may bring against me shall be filed only in the Circuit Court of Whiteside County, Illinois, and I and the College do hereby waive and relinquish any right to have the dispute or claim tried by a jury and consent to a trial

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of the dispute or claim by judge. I also agree that any dispute or claim I may assert or file shall be solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action. I acknowledge and give my consent to use of an electronic signature to bind me to this Agreement. I further acknowledge that the electronic signature attached to this document was created by me as a voluntary and knowing act that represents my intent to be legally bound.

LOA POLICY- LEAVES OF ABSENCES POLICY

A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. The maximum time frame for a LOA is 180 calendar days and the minimum is 1 week or 7 calendar days within a period of enrollment.

A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Financial Hardship
2. Medical Issues
3. Personal or Family Related Matters.

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature on the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the College via mail or in person within reasonable resolution of the emergency. In an emergency instance, the beginning date of the LOA will be determined to be the first date that the student was absent due to the emergency.

A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn from the College and a refund calculation is not required.

If the student does not return from the LOA by the expiration of the approved leave of absence, the student will be dropped from the program. The College is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance. Additionally, the student’s loans will go into repayment after 180 days from the last date of attendance.

The student’s contract end date and maximum time frame will be extended for the same number of calendar days the student was on LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

During an LOA a student is eligible for student discounts on services and retail items, but not for perfect attendance.

OUTCOME RATES AS PER THE NACCAS ANNUAL REPORT 2017

	STERLING	ROCKFORD	Total Sterling & Rockford	PERU
COMPLETION	64.52%	70.00%	69.70%	70.00%
PLACEMENT	90.00%	80.00%	85.07%	76.19%
LICENSURE	94.74%	100%	98.31%	100%

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The satisfactory academic progress policy is consistently applied to all students enrolled in the school, whether receiving Federal Title IV funds, partial funding assistance, or self-paying. Nail technology students are not eligible for Title IV financial aid. Satisfactory Academic Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Academic Progress to continue eligibility for Title IV funding. 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.

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EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1200 clocked (actual) hours

Cosmetology Teacher 450, 900 clocked (actual) hours

Nail Technology 175 clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or program, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% 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 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS/SCHEDULED HOURS	
Cosmetology (Full time day, 30 hrs/wk) – 1500 hours	66.66 weeks	2000
Cosmetology (Full time evening, 25 hrs/wk) – 1500 hours	80 weeks	2000
Cosmetology Teacher (Full time day, 30 hrs/wk) – 1000 hours	44.46 weeks	1334
Cosmetology Teacher (Full time evening, 25 hrs/wk) – 1000 hours	53.36 weeks	1334
Nail Technology (Full time day / evening, 25 hrs/wk) – 350 hours	23.35 weeks	467

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student’s enrollment agreement.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

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Numerical grades are considered according to the following scale:

90 – 100	A
80 – 89	B
Below 80	F

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, HEA Program funds interrupted, unless the student is on warning.

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 will be deemed ineligible to receive Title IV, HEA Program funds and become a cash pay student in order to cover the loss of Title IV HEA funding, if applicable.

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 period at the next scheduled evaluation. Students may begin attending makeup hours as they are needed.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

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.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution. Please see the College's admissions/transfer policy for additional information and requirements.

NOTE: Withdrawal passing/withdrawal failing and appeals are not applicable to this institution.

-END of SAP POLICY -

ACADEMIC ADVISING

At the beginning of each month for the previous month each educator reviews with each of his/her future graduates their progress reports. (See progress reports). If the educator felt the future graduate is falling behind in any specific area disclosed or the progress report an advisory report will be completed listing ideas and goals for improvement. A date is also established as to when another consultation will take place to review progress. The focus is on both grades and attendance to avoid jeopardizing their SAP (see SAP policy).

PROGRESS REPORTS

Progress Reports (report cards) are issued and reviewed with the student by his/her educator at the beginning of each month for the month previous. A copy of the report is given to the student after signing the acknowledgment of the consultation on the progress report. Student Progress Reports contain the monthly grades in theory, practical, attendance, and salesmanship as it applies. Student teacher Progress Reports contain monthly grades in post graduate training, application of teaching methods and business methods/experience as they apply.

VETERAN POLICY

All students receiving veteran benefits will be monitored on a monthly basis to assure that they maintain an 80% or better for grade point average and attendance. If either attendance or grade point average falls below 80% the student will be placed on probation. If at the end of the next month/evaluation the standards have not been met, the student will be terminated.

COPYRIGHT INFRINGEMENT

It is against school policy for students to copy or share copyrighted material. “Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the FBI.” When it comes to the penalties with violating of infringing a copyright, the penalties come in two forms: civil and criminal.

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 file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, united States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

In addition to the civil and criminal penalties above EBCC can take disciplinary actions against students who use the college’s technology systems for unauthorized peer to peer file sharing, illegal downloading or distribution of copyrighted material.

TUITION & FEES

Cost of Course-Cosmetology (future graduate)

College:	Sterling, Peru, Rockford		
When:	Effective March 1, 2016		
What:	<i>Cosmetology Training (1500 hours)</i>		
	Registration Fee	\$	100.00
	Books / Equipment / Uniform Fee		2,200.00
	Tuition		<u>16,775.00</u>
	Total Cost of Course	\$	<u>19,075.00</u>

Explanations

- Registration fee is for the purpose of enrolling a student in college.
- Equipment includes all of the items needed to perform the practical skills (list is in the catalog under Books, Equipment and Uniform List)
- Books are of a variety used to teach theory, practical skills, salon success, business, marketing and sales.

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Additional Charges/Information

- The hourly rate of \$11.38 is used to calculate tuition fees for those transferring in with acceptable hours
- The hourly rate of \$10.00 is used to calculate extra instructional charges for a student going beyond his/her enrollment agreement calculated contract end date. (This rate is also used to calculate tuition charges for hours required by state for license re-instating, etc.)
- A transcript-transfer fee of \$2.00 is charged when a student needs a second transcript of his/her accumulated hours at the EBCC sent to another school.
- A fee of \$50.00 for missing and/or retaking any final exam. (Core I or II) A student must pass with a practical and written average of 80% in Core I and 85% in Core II or above on both parts of the exam.
- A fee of \$150.00 will be charged any student who withdraws from his/her classes for any reason.
- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.
- All fees, tuition, books, equipment, uniform, over-contract charges, etc. are due and payable in full on the contract end date. Attendance after the contract end date will not be permitted until all financial obligations are met.

Method of Payment

A student agrees to pay the college \$19,075.00 *in full* on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program. The student, at the College’s option, may pay the College \$100.00 registration fee, the books/equipment and uniform(s) fee of \$2,200.00 and then \$1,677.50 a month in 10 monthly installments if he/she is a day student and \$1,397.92 a month in 12 monthly installments if he/she is an evening student until tuition and fees are **paid in full**.

Cost of Course-Cosmetology Teacher

Colleges: Sterling, Peru & Rockford
When: Effective January 1, 2016
What: *Cosmetology Teacher (1000 hours)*

Registration Fee	\$	100.00
Book / Equipment / Uniform Fee		263.20
Tuition		<u>15,000.00</u>
Total Cost of Course	\$	15,363.20

Explanations

- Registration fee is for the purpose of enrolling a student in college.
- Artist Access to Mindful Teaching is a variety of material used to teach theory, practical skills, salon success, business, marketing and sales. This is the book used for this course.

Additional Charges/Information

- The hourly rate of \$15.00 is used to calculate tuition fees for those transferring in with acceptable hours.
- The hourly rate of \$10.00 is used to calculate extra instructional charges for a student going beyond his/her enrollment agreement calculated contract end date. (This rate is also used to calculate tuition charges for brush-up courses and hours required by state for license re-instating, etc.)
- A transcript-transfer fee of \$2.00 is charged when a student needs a second transcript of his/her accumulated hours at the EBCC sent to another school.
- A fee of \$50.00 for missing and /or retaking and final exam. A student must pass with a written average of 85% or above on the exam.
- A fee of \$150.00 will be charged to any student who withdraws from his/her classes for any

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reason.

- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.

Method of Payment

A student agrees to pay the college \$15,363.20 *in full* on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program. The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment and uniform(s) fee of \$150.00 and then \$2,142.86 a month in 7 monthly installments if he/she is a day student and \$1,875.00 a month in 8 monthly installments if he/she is an evening student until tuition and fees are **paid in full**.

Cost of Course-Nail Technology

Colleges: Sterling, Peru & Rockford
When: Effective June 1, 2010
What: *Nail Technology Training (350 hours)*

Registration Fee	\$	100.00
Books / Equipment / Uniform Fee		700.00
Tuition		<u>3,600.00</u>
Total Cost of Course	\$	4,400.00

Explanations

- Registration fee is for the purpose of enrolling a student in college.
- Equipment includes all of the items needed to perform the practical skills (list is in the catalog under Books, Equipment and Uniform List)
- Books are of a variety used to teach theory, practical skills, salon success, business, marketing and sales marketing

Additional Charges/Information

- The hourly rate of \$10.29 is used to calculate tuition fees for those transferring in with acceptable hours.
- The hourly rate of \$10.00 is used to calculate extra instructional charges for a student going beyond his/her enrollment agreement calculated contract end date. (This rate is also used to calculate tuition charges for brush-up courses and hours required by state for license re-instating, etc.)
- A transcript-transfer fee of \$2.00 is charged when a student needs a second transcript of his/her accumulated hours at the EBCC sent to another school.
- A fee of \$50.00 for missing and/or retaking any final exam. (Core I or II) A student must pass with a practical and written average of 85% or above on both parts of the exam.
- A fee of \$150.00 will be charged any student who withdraws from his/her classes for any reason.
- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.

Method of Payment

A student agrees to pay the college \$4,400.00 *in full* on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program. The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment and uniform(s) fee of \$700.00 and then \$225.00 a week in 16 weekly installments if he/she is a day or night student. The 16th payment must be in the form of cash only (no credit card or check). All weekly tuition payments must be paid on Monday before entering class until tuition and fees are **paid in full**.

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PAYMENT INFORMATION

The College accepts payment via cash, check, money order, credit or debit card, and Title IV HEA Program funds for those who qualify. Tuition payments are due on the 1st day of the month. If a scheduled payment is not made by the 7th, attendance may be held in abeyance until such tuition is paid.

If students must rely on others for financial resources, they are held responsible for insuring that their financial sponsors observe the payment schedule set-up for them.

Students who are applying for Title IV HEA Program Funds should submit all paperwork at least 2 weeks prior to scheduled class starting date. In addition to all paperwork submitted a student must have one or more of the following in order to begin classes:

1. \$100.00 registration fee, books/equipment and uniform(s) fee and the 1st months payment (if a cash paying cosmetology student).
2. \$100.00 registration fee, all of books/equipment and uniform fee paid (if a nail technology student)
3. Completed F.A.F.S.A.
4. \$100.00 registration fee paid (if a cosmetology or Cosmetology Teacher financial aid student)

If a student does not have the appropriate financial back-up as noted above, their class start date will be postponed until such time as it is received.

No Title IV funding is applied toward tuition and fees until an accepted student actually begins classes.

GRANTS

A.C.E. Grants (Access to Cosmetology Education)

All ACE Grants are worth \$1000.00 for cosmetology, \$500.00 for cosmetology teacher, \$215.00 for nail technology. The recipient must begin college within the calendar year of which he/she received it. This means he/she must begin by 12/31.

A.C.E. Grants are awarded upon need due to the individual's financial status. A student and/or parent that didn't receive any P.E.L.L. grants, scholarships or fee waivers may apply for the A.C.E. Grant of EBCC.

An applicant must complete necessary applications and a salon owner/manager must conduct an assessment on the prospective student prior to beginning classes at EBCC.

The A.C.E. Grant is credited to the end of the course rather than at the beginning. It is for those recipients that graduate from the EBCC.

SCHOLARSHIPS

High School - Cosmetology / Nail Technology

Scholarships are selected and awarded by the high school counselor. Student must enroll for the full program to be eligible for scholarships. Scholarships are not available to students with previous hours accepted into enrollment. The scholarship is credited to the end of the course rather than the beginning to ensure those recipients graduate. The scholarship is only good for the first enrollment agreement (contract) of the recipient and upon graduation.

All High School scholarships for cosmetology from the college are worth \$500 to the recipient and are valid upon graduation. Nail technology scholarships are worth \$250 to the recipient. The recipient must begin college, by a pre-determined date based on subject matter. Contact Admissions for exact expiration date.

FEE WAIVER INFORMATION/POLICY

Fee waivers are available periodically, Please see your Admissions representative for detail.

Fee waivers are only valid to those students that graduate from their course. Fee waivers are granted on the initial enrollment agreement only.

WORK STUDY POLICY

EBCC offers, when available, an internal work study program for a student to participate in during their unscheduled college hours at the college. Credit will be issued for every hour worked based on the current minimum wage, state or federal rate, whichever is higher at the time of commencement of internal work study. This credit is given at the end of the contract upon graduation from the EBCC. This is our way of helping a student pay for his/her education.

ALCOHOL/DRUG POLICY

Information on preventing drug and alcohol abuse is available in the college office and from educators as well. The proven unlawful possession, use, or distribution of drugs and alcohol by students and employees on the schools property, or as part of the schools activities will be permanently terminated as a student or employee.

Any student(s) suspected and proven to have controlled substances (drugs) and/or alcohol on the college premises or having indulged in, either prior to arriving or returning to college, will be permanently terminated as a student at EBCC. Advising (counseling) is available through the college and educators as well. Telephone numbers to necessary centers can be attained from the Director of Admissions.

A list of counseling treatment centers, or rehabilitation programs are available in the college office. If student is terminated based on the proven offense, the school will notify the student of the loss of Title IV eligibility within 5 working days. In order to regain eligibility the student would need to apply for re-enrollment upon receiving counseling for drug and alcohol abuse and submit documentation from the agency/center. Local agencies may conduct programs at the college for the student/employees in regards to alcohol/drug abuse information.

EBCC is in compliance with the Drug Free School and Communities act of 1989 (Public Law 101-226). All students and employees will receive informational classes on substance abuse, to include health risks and hazards.

Anti-Drug and alcohol abuse program requirements: Alcoholic beverages are not allowed in any form at the School, and any student or employee that consumes alcoholic beverages immediately prior to coming into the school, will be suspended from training. The same rule applies to the use of marijuana and non-prescription drugs. EBCC insists on a “Drug-Free” atmosphere. Student’s acknowledging they have received a copy of this handbook/catalog are “in effect” signing a statement certifying that they understand the School’s Drug Free workplace policy and will abide by it. The following is a copy of EBCC’s Drug Free School and workplace statement. All students will be required to sign the statement prior to the first day of class.

Drug Free School and Workplace Statement

EBCC (hereinafter referred to as “this institution”) has a policy of maintaining a Drug Free Workplace and School. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substance (drugs and alcohol) is prohibited in the institution’s workplace. The workplace for this institution is defined in item #1 below.

1. In compliance with the Drug Free Workplace act of 1988, this institution’s workplace consists of the following locations:
 - a. The entire campus faculty.
 - b. Any location used as an off-site school function, i.e. competition, hair show, etc.
 - c. Students and employees must comply with the policy while off site if they are in the service of the institution in any capacity.
2. Non compliance with the terms in Paragraph 1 will result in the following action being taken by this institution:
 - a. Mandatory counseling, rehabilitation given by a Federal, State or Local Health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation.Or
 - b. Termination of enrollment, or employment, whichever is applicable, as well as referral for prosecution for violation of the standards of conduct.
3. All students and employees must read and understand the following statement:
4. Students receiving Title IV Federal Financial Aid and not complying with paragraph 1 will lose funding until completing counseling as described in #3 above. Once documentation of successful counseling or treatment is provided to the school, Title IV aid can be reinstated.

EBCC, by participating in the Title IV Federal Funds Program, must establish a policy of a Drug Free Workplace and as a student or employee of EBCC, One must acknowledge and agree to abide by the terms of Paragraph 1. Students or employees must notify the institution of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. In accepting this catalog, employees and students acknowledge this institution has established a Drug Free Awareness Program to inform

students and employees about:

- a. The dangers of drug abuse in the workplace
- b. This institution's policy of maintaining a Drug Free Workplace
- c. Any available drug counseling, rehabilitation and assistance programs; and
- d. The penalties that may be imposed upon students or employees for drug abuse violations occurring in the workplace.

In receiving this catalog, you acknowledge that you have read and understand the conditions explained in Item #4, have received a copy of this statement and agree to willingly participate in the Drug Free Workplace Program. I also understand that I will receive informational handouts giving the names and phone numbers of the surrounding area drug and alcohol counseling agencies, a list of legal ramifications for misuse of controlled substances as well as information explaining the health risks involved in abuse of those substances.

SCHEDULE

**COSMETOLOGY COURSE CLASS START DATES / SUBJECTS
2019
STERLING COLLEGE – DAYS**

<u>START DATE</u>	<u>SUBJECT</u>
January 14, 2019	Sculpture/Design
March 25, 2019	Color
April 29, 2019	Texture
June 3, 2019	Beauty Care
July 15, 2019	Sculpture/Design
September 23, 2019	Color
October 28, 2019	Texture
December 2, 2019	Beauty Care
January 13, 2020	Sculpture/Design

NOTE: If a holiday falls on the start date, the class will begin on the following day. Day classes begin every 5 weeks on Monday at 8:30am with the exception of Sculpture/Design which is a 10 week cycle. Students attend 30 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

**COSMETOLOGY COURSE CLASS START DATES / SUBJECTS
2019
STERLING COLLEGE – NIGHTS**

<u>START DATE</u>	<u>SUBJECT</u>
January 28, 2019	Color
March 11, 2019	Sculpture/Design
June 3, 2019	Beauty Care
July 22, 2019	Texture
September 3, 2019	Color
October 14, 2019	Sculpture/Design
January 13, 2020	Beauty Care

NOTE: If a holiday falls on the start date, the class will begin on the following day. Evening classes begin every 6 weeks on Monday at 4:30pm with the exception of S/D which is a 12 week cycle. Students attend 25 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

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COSMETOLOGY COURSE CLASS START DATES / SUBJECTS
2019
ROCKFORD COLLEGE – DAYS

<u>START DATE</u>	<u>SUBJECT</u>
January 14, 2019	Sculpture/Design
March 25, 2019	Beauty Care
April 29, 2019	Texture
June 3, 2019	Color
July 15, 2019	Sculpture/Design
September 23, 2019	Beauty Care
October 28, 2019	Texture
December 2, 2019	Color
January 13, 2020	Sculpture/Design

NOTE: If a holiday falls on the start date, the class will begin on the following day. Day classes begin every 5 weeks on Monday at 8:30am with the exception of Sculpture/Design which is a 10 week cycle. Students attend 30 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

COSMETOLOGY COURSE CLASS START DATES / SUBJECTS
2019
ROCKFORD COLLEGE – NIGHTS

<u>START DATE</u>	<u>SUBJECT</u>
January 7, 2019	Sculpture/Design
April 1, 2019	Color
May 13, 2019	Texture
June 24, 2019	Beauty Care
August 12, 2019	Sculpture/Design
November 4, 2019	Color
December 16, 2019	Texture
February 3, 2020	Beauty Care

NOTE: If a holiday falls on the start date, the class will begin on the following day. Evening classes begin every 6 weeks on Monday at 4:30pm with the exception of S/D which is a 12 week cycle. Students attend 25 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

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**COSMETOLOGY COURSE CLASS START DATES / SUBJECTS
2019
PERU COLLEGE - DAYS**

<u>START DATE</u>	<u>SUBJECT</u>
January 14, 2019	Beauty Care
February 18, 2019	Sculpture/Design
April 29, 2019	Color
June 3, 2019	Texture
July 15, 2019	Beauty Care
August 19, 2019	Sculpture/Design
October 28, 2019	Color
December 2, 2019	Texture
January 13, 2020	Beauty Care

NOTE: If a holiday falls on the start date, the class will begin on the following day. Day classes begin every 5 weeks on Monday at 8:30am with the exception of Sculpture/Design which is a 10 week cycle. Students attend 30 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

**COSMETOLOGY COURSE CLASS START DATES / SUBJECTS
2019
PERU COLLEGE – NIGHTS**

<u>START DATE</u>	<u>SUBJECT</u>
January 2, 2019	Sculpture/Design
March 25, 2019	Beauty Care
May 6, 2019	Color
June 17, 2019	Texture
August 5, 2019	Sculpture/Design
October 28, 2019	Beauty Care
December 9, 2019	Color
January 27, 2020	Texture

NOTE: If a holiday falls on the start date, the class will begin on the following day. Evening classes begin every 6 weeks on Monday at 5:00pm with the exception of S/D which is a 12 week cycle. Students attend 25 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

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**COSMETOLOGY TEACHER COURSE CLASS START DATES
2019
STERLING, PERU, ROCKFORD – DAY CLASS**

START DATE

Start dates for Cosmetology Teacher depends on the demand in the industry.

NOTE: If a holiday falls on the start date, the class will begin on the following day. Day classes begin every 5 weeks on Monday at 8:30am with the exception of Sculpture and Design which is a 10 week cycle. Students attend 31 hours per week.

Sterling, Peru, & Rockford

8 Months (1000 hours)

31 hours / week

Monday 8:30am – 4:00pm

Tuesday – Friday 8:30am – 3:00pm

Schedule for Cosmetology Training

Full-time Days:

Core I: Monday - Friday 8:30am - 3:00pm

Core II: Tuesday - Friday 8:45am - 3:00pm

Saturday 8:00am - 3:30pm

Full-time Evenings:

Sterling and Rockford

Core I: Monday - Friday 4:30pm - 9:30pm

Core II: Monday - Thursday 5:00pm - 9:30pm (Monday 5:00am - 9:30pm Theory)

Saturday 8:00am - 3:30pm

Peru

Core I: Monday - Thursday 5:00pm - 9:30pm

Saturday 8:00am – 3:30pm

Core II: Monday - Thursday 5:00pm - 9:30pm (Monday 5:00am - 9:30pm Theory)

Saturday 8:00am – 3:30pm

****All class schedules must be adhered to as outlined in the student's enrollment agreement****

Schedule for Cosmetology Teacher

Student educators may begin any Monday for approximately 30 hours a week. Scheduled classes are Monday through Friday and/or Tuesday through Friday and Saturday. Weekly meeting with Director of Cosmetology Teachers are mandatory and hours vary by college.

****All class schedules must be adhered to as outlined in the student's enrollment agreement****

NAIL TECHNOLOGY CLASS START DATES

2019

DAY CLASS

Start dates for Nail Technology depends on the demand in the industry.

NOTE: If a holiday falls on the start date, the class will begin on the following day. Students attend 20 hours per week. Saturdays are mandatory for Core II.

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SCHEDULE CHANGES

Schedule changes are allowed but not recommended during Core I. Each student is allowed one schedule change per enrollment agreement. For each schedule change thereafter, the student will be assessed a \$150.00 fee. Schedule changes are allowed based on student's record of attendance.

Educators of Beauty College of Cosmetology - Overall Graduation 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.

The annual rates are based on the 12-month period that ended August 31 of the prior year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog.

Overall Graduation Rates for Students Who Began Their Studies in 2016-17

Sterling location:

Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program = **50%**

Peru (LaSalle) location:

Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program = **49%**

Rockford location:

Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program = **53%**

Return of Title IV Funds

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal): The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The institution determines the earned and unearned portions of Title IV aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is

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determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV aid disbursed or the Title IV aid that could have been disbursed to the student or on the student's behalf.

For example: 450 hours in the payment period

- The student was scheduled to complete 225 hours as of the student's last date of attendance
- Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. $(225/450)$
- Amount Title IV Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned $\$1250 (2500 \times 50\%)$

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If the post-withdrawal disbursement includes loan funds, the School must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the School within 14 days. The school has 30 days from the date of the student's last day of attendance was determined to send the student /parent a notice that the post withdrawal loan funds are available.

Any amount of unearned grant funds that you must return is called an overpayment. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

Return of Title IV Funds by the School

The school must return the unearned aid for which the school is responsible by repaying funds to the Federal government within 45 days to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
4. FFEL/Direct PLUS (Graduate Student)
5. FFEL/Direct PLUS (Parent)
6. Pell Grant
7. Academic Competitiveness Grant
8. National SMART Grant
9. FSEOG
10. TEACH Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.