




1179 SOUTH SECOND ST.
MILAN, TN 38358

731.686.7351

Arnold's

BEAUTY SCHOOL

EDUCATION · EXPERIENCE · ENJOYMENT



The current catalog was published in the spring of 2017 to be valid
for the 2017-2018 school year.

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ADMINISTRATION

DIRECTOR - Norma Arnold
ADMISSIONS/FINANCIAL AID - Debbie Arnold
ASSISTANT DIRECTOR - Tammy Glenn
STAFF OF SENIOR INSTRUCTORS - Norma Arnold
Debbie Arnold
Leslie Graves
Donna Sanders-Lewis

JUNIOR INSTRUCTOR - Tammy Glenn
Ali Dunn
Olivia Hensley

All instructors are Senior licensed with the Tennessee State Board of Cosmetology and are full-time except as noted. Each instructor received their Cosmetology and Instructor Trainee diplomas from Arnold's Beauty School.

The administration and staff are readily available to assist students during school hours. Students are encouraged to keep an open line of communication during their enrollment period and continuing on after their graduation or withdrawal.

Arnold's Beauty School is owned by Arnold's, Inc.

Norma Arnold, President
Andy Arnold, Chairman of the Board
Debbie Arnold, Secretary

LICENSED BY: Tennessee State Board of Cosmetology
First Floor, 500 James Robertson Parkway;
Nashville, Tennessee 37243-1147
(615) 741-2414

ACCREDITED BY: Council on Occupational Education
7840 Roswell Rd. Building 300, Suite 325, Atlanta GA 30350
(770) 396-3898 / (800) 917-2081

AUTHORIZATION AS A POST-SECONDARY INSTITUTION IN

TENNESSEE BY: Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
(615) 741-3605

This authorization must be renewed each year and is based on an elevation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. Arnold's Beauty School's School Code is #1817.

The above license and accreditation certificates are displayed in the school. A copy may be obtained from the school office.

USDOE SCHOOL CODE: 015937 CIP Cosmetology Code: 12.0401

For information about the future of the field of cosmetology, visit the US Department of Labor website <http://www.onetonline.org/>, and put cosmetology in the Occupation Quick Search



INTRODUCTION

Arnold's Beauty School has been a part of the Milan community for many years. The school has been in operation since 1941 and was originally called Flo's Beauty School. The late J.W. Arnold purchased the school from Mary Nynn Thompson in 1964 and changed the name to Arnold's Beauty School. In 1983, the school became accredited by the Southern Association of Colleges and Schools and has remained in good standing with the Commission of Occupational Educational Institutions. Arnold's continues to grow and improve to meet the needs of the community and beauty industry.

INSTITUTIONAL FACILITIES

Arnold's Beauty school is located in the downtown area of Milan. The school has 3 theory classrooms, 3 clinic classrooms, clinic area, 2 facial clinics, 8 pedicure stations and manicure area all used for instruction. Two student break rooms equipped with a refrigerator and microwave ovens is located at the rear of the school. Student lockers are also in the break room area.

MISSION STATEMENT AND OBJECTIVE

Arnold's Beauty School is dedicated to educating quality students with the fundamental knowledge to meet the present and future needs of the industry. Each student admitted to the school receives individual instruction in technical skills, professional services, business and job related information. Each student also participates in closely supervised services while apprenticing in the clinic. Each unit of study offered by the school is designed to provide a broad base to maximize the employability of its graduates.

Additional objectives are:

- To develop technical abilities to the highest level of each student;
- To develop professional qualities within each student;
- To counsel each student in the variety of opportunities within the field;
- To introduce and teach the techniques involved in the latest products, equipment and styling trends;
- To fulfill the requirements of the Tennessee State Board of Cosmetology.

Cosmetology: The successful completion of the Cosmetology course will allow the licensed graduate to practice arranging, dressing, curling, waving, cleansing, cutting, singeing, bleaching, coloring or similar work upon the hair of any person by any means; caring and servicing of wigs and hair pieces; manicuring; massaging, cleansing, stimulating, manipulating, exercising, beautifying or similar work upon the hands, arms, face, neck or feet with hands or by the use of cosmetic preparations, antiseptics, tonics, lotions or creams; placing or applying false eyelashes; and, giving facials, applying makeup, giving skin care or removing superfluous hair by tweezing, depilatories or waxing.



NON-DISCRIMINATION AND HANDICAP POLICY

Arnold’s Beauty School is in compliance with the Civil Rights Act of 1974, as amended, which prohibits discrimination on the basis of race, sex, religion, age and national origin. The school is in compliance with the Rehabilitation Act of 1973 in that no qualified person, by reason of handicap, will be excluded from enrolling in the course of instruction. The school will work with any handicapped applicant to ensure that needed or special services are available.

2017-2018 SCHOOL YEAR CALENDAR

June 30-July 9, 2017.....	Summer Break
September 1- September 4, 2017.....	Labor Day
October 5-9, 2017.....	Fall Break
November 23-26, 2017.....	Thanksgiving
December 20-January 2, 2018.....	Christmas Break
January 15, 2018.....	Martin Luther King, Jr Holiday
February 19, 2018.....	Presidents Day
March 30-April 2, 2018.....	Spring Break
April 27-30, 2018.....	Easter Break
May 25-28, 2018.....	Memorial Day
June 30 - July 8, 2018.....	Summer Break

ENROLLMENT

Students will be accepted for full-time enrollment on the following dates:

Enrollment Dates:

- August 1, 2017
- September 19, 2017
- November 7, 2017
- February 6, 2018
- April 3, 2018
- June 12, 2018
- August 7, 2018
- September 18, 2018
- November 6, 2018

Students must enroll in advance of each starting date through the admissions office. The number of students enrolled each month is limited to maintain a good student teacher ratio.

Class Schedule:

Monday.....	8:00am-1:30pm
Tuesday-Thursday.....	8:00am-5:00pm
Friday.....	8:00am-3:00pm



ADMISSION REQUIREMENTS

The following requirements must be met for admission to be accepted to Arnold's Beauty School:

- Student must;
1. Be at least 17 years of age,
 2. Have certificate of high school graduation or GED; and met the high school exam requirements,
 3. Agree to abide by the Tennessee State Board of Cosmetology laws and regulations, and,
 4. Complete and sign a contract.

Students wishing to apply for admission should contact the school office appointment.

GED INFORMATION

For students who have not received a high school diploma, area high schools offer GED preparatory classes one and two nights weekly throughout the school year and are usually free to the public. Arnold's will be glad to help students find the most convenient location and assist in enrollment. There are several colleges and universities within a reasonable distance from Arnold's that offer the GED test at different times during the school year.

TRANSFER HOURS

Any student with cosmetology clock hours accumulated elsewhere and showing approval by the Tennessee State Board of Cosmetology will be accepted and charged accordingly; up to a total of 750 clock hours. Transfer students may be required to repeat classes or attend additional hours according to the individual student's ability, which may result in additional charges.

All transfer students are required to provide a certified transcript of theory and practical grades/hours from the previous school attended. All transfer students are required to enroll on regular class start dates with admission into the freshman class and may accelerate at the discretion of the administration. A placement test may be required.

AVAILABLE PROGRAMS

Cosmetology

Upon satisfactory completion of the cosmetology course, application will be made with the Tennessee State Board of Cosmetology for exam. Exam fees are \$70 for the theory portion and \$70 for the practical portion. Applicants must pass the theory portion before they can pay the fee and schedule the practical portion. These fees are to be paid by the student. Exam dates are usually scheduled within 4-6 weeks of application. Successfully completing the exam and payment of the required license fee (notification of exact license fee will be provided to the graduate by the State Board) will result in the graduate being licensed to practice in the state of Tennessee. The State Board will provide renewal dates of the license to the individual. Each state has their own regulatory board governing cosmetologists and it is the responsibility of the individual to contact that board prior to practicing in another state.



CURRICULUM

Cosmetology hours shall be apportioned as follows:

- General.....300 hours
 - Sterilization, sanitation and bacteriology
 - Anatomy and physiology
 - Shop ethics, personality and salesmanship
 - State Law
- Chemical.....600 hours
 - Permanent waves
 - Hair relaxing
 - Hair coloring, bleaching and toning
 - Sculptured nails
 - Hair structure and chemistry
- Physical.....600 hours
 - Shampooing and rinses
 - Hair and scalp care
 - Hair shaping
 - Hairdressing and styling
 - Facials, eyebrow arching, lash and brow tinting
 - Manicures and pedicures

EQUIPMENT USED FOR COSMETOLOGY PROGRAM

- 4 Large Flat Screen Televisions with Internet Capability
- 3 Tablets for Student Use
- 32 Manikin Stands
- 12 Manikin Tripods
- 3 Project Easels
- 20 Practical Styling Stations with Hydraulic Chairs
- 5 Shampoo Stations with Reclining Chairs
- 8 Chair Hair Dryers
- 6 Manicure Stations with Chairs
- 2 Waxing stations with Reclining Hydraulic Chairs
- 2 Facial Rooms, each with Facial Bed and Towel Steamer
- 1 Make-up Station with Hydrualic Chair

MINIMUM GRADE REQUIREMENTS

Arnold’s Beauty School requires students to maintain a minimum grade average of 70% in theory and “S” in practical application. Students failing to maintain grades and other required standards are promptly, individually and privately counseled. Personal assistance is available and every effort is made to help the student correct his or her deficiency. Any unwillingness to try or failure to cooperate with the grading policy may result in the student’s dismissal from the school.

- S-Satisfactory
- N-Needs Improvement
- U-Unsatisfactory

Affer consultation, if a student does not bring grades up to passing, he or she will receive notification from the school. The student will have two additional weeks to bring grades up to 70%. If there is no improvement, the student may be terminated from class.



GRADUATING REQUIREMENTS & SCHOOL DIPLOMA

The student must complete the requirements listed under their course-required curriculum to achieve graduation and a certificate of diploma.

After passing the final school examination and completion of the required hours of the course as prescribed by the Tennessee State Board of Cosmetology, the student will receive certification of the hours enabling them to take the state board exam. The student must have an average grade of 70% in theory and “S” in practical to receive a diploma from the school. The diploma attests to the satisfactory completion of the course.

Graduates have 3 months from the date of graduation to take the State Board Exam, theory and practical.

After that date, fees will follow:

- Written Material: \$10
- Written Material, State Board Bag, 2 Manikins: \$150
- 1 time Mock State Board at School Schedule: \$150

Upon the passing of the Tennessee State Board of Cosmetology exam, the graduate will be required to purchase a state license. Licensure information will be provided at the examination site.

EMPLOYMENT ASSISTANCE

The courses offered by Arnold’s do include classes in writing an employment resume, applying for a job and the job interview.

The school cannot guarantee job placement. Students are provided information including names and phone numbers of salons interviewing for employees. It is the responsibility of the student to apply for the jobs and participate in the interviews.

ADVANCED LICENSES

The Instructor Trainee Program is the only advanced license obtainable in Tennessee. By successfully completing the Instructor Trainee Program and passing the related State Board exam, you will be licensed as a senior instructor in the state of Tennessee. Your license will be renewable every two years and you must have proof of 16 hours of a state approved continuing education seminar within that time frame. The State Board will notify instructors of the approved seminars, but it will be the responsibility of the instructor to make arrangements to attend and pay for the seminar. As a rule, the seminar facilitator will advise the State Board of your attendance

CONTINUING EDUCATION

Continuing Education is available in great abundance to cosmetologists, manicurists and estheticians. While it is not a state requirement (except for instructors), Arnold’s greatly recommends all its graduates to update their education throughout their career. Opportunities for classes and seminars are usually advertised through vendors and national and state cosmetology associations. Arnold’s will also be glad to inform you of current and upcoming events--just give us a call!



TUITION AND FEES

Cosmetology Course	Registration fee	\$100
	Books & Starter Kit	\$400
	Kits	\$825
	Tuition/10.90 per hr.	<u>\$16,650</u>
	Total Cost	\$17,975
	(1500 Clock Hours @ \$11.10 per hr)	

The registration fees, cost for books and starter kit, which are required for the course, are due and payable upon enrollment. Tuition payments may be set up weekly, monthly or quarterly. The above charges are valid for students who enroll and begin classes within the 2017-2018 school year.

FINANCIAL AID

Financial Aid is available to those who qualify. Financial assistance is not guaranteed. It is the student’s responsibility to request any financial assistance and to provide the required documents to the Financial Aid Office in a timely manner. Completing the Free Application for Federal Student Aid and submitting required documents will be the first step in applying for student financial aid offered by the U.S. Department of Education. Financial aid must be applied for each school year that the student is in attendance. Changes in attendance, income, household size, number of dependents, marital status and/or any unusual circumstances may affect your financial aid award: always notify the financial aid office of any of these changes.

The school participates in the Pell Grant and SEOG programs, as well as Federal Direct and PLUS loan programs. Some applications for Federal Student Aid will be selected by the Department of Education for verification. Documentation will be needed to support the student’s responses on the application. The school office has applications and additional information available. For financial aid purposes, the academic year is defined as 900 clock hours and disbursements are scheduled at the successful completion of 450,900 and 1200 clock hours. All financial aid will be applied first against institutional charges. The median student loan debt for all graduates is \$6333.00

Arnold’s courses are also approved for Veteran’s benefits. If you think you might be eligible, you should contact your VA counselor. He will be able to advise you of what steps must be taken. The financial aid office will be available to assist students.

SCHOLARSHIPS

A \$3000 tuition scholarship is awarded each spring to a graduating senior from each area high school. Applications may be obtained from the guidance counselor at the student’s high school or the admissions office at Arnold’s Beauty School. Awards are based on academics, talent, citizenship, leadership and need. Any student receiving a Scholarship from Arnold’s must enroll for classes by fall of the award year. The scholarship is awarded as a tuition credit on a quarterly basis, corresponding with clock hours completed by the student. Please contact the school office for additional information.



A \$3000 tuition scholarship for good attendance is open for all enrolled students in good standing with the school. The scholarship will be awarded as a tuition credit on a quarterly basis. To be eligible for the tuition scholarship, students must: achieve 90% attendance of scheduled hours each clock hour period; maintain a B average in theory and S in practical work; and, must not have had any disciplinary action taken against them during the current award period. If a student does not meet the eligibility requirements for one award period, they may still be eligible to receive an award for the following clock hour periods.

All Arnold's based scholarships are to be credited to the student's account for tuition and only if there is a balance owed to the school.

ADDITIONAL SCHOOL POLICIES, PROCEDURES AND CONSUMER INFORMATION

ACCIDENT, SICKNESS AND EMERGENCY PLAN

The school maintains a personal file on each student with information regarding their physician, an emergency name and telephone number, their home phone number and address and a notation of any health problems or medications taken by the student on a regular basis. The school advises medical assistance when deemed necessary with the student being financially responsible.

The procedure for reporting accidents/emergencies is as follows:

- 1. Contact 911 (if necessary)
- 2. Contact person indicated on Personal Interview
- 3. Complete Accident/Emergency form

HEALTH AND SAFETY PLAN

Arnold's Beauty School maintains the following for the safety of its students, clients and staff:

- 1. ORIENTATION AND RESPONSIBILITY:** Students and staff are briefed on emergency procedures during orientation. Students and staff will be responsible for assisting any clients in safety and emergency procedures. A map is located in each room to show exits, first aid kits, and fire extinguisher locations
- 2. FIRST AID/ACCIDENT FORMS/WAIVERS:** A first aid kit is located in the reception area and the bathrooms. An eye wash station is in the Staff Breakroom. In case of an accident, a form must be filled out and reviewed by administration. All clients must sign a release from liabilities form before services are rendered.
- 3. FIRE SAFETY:** Smoke detectors are placed throughout the building. Fire extinguishers are located in the Front Mannequin Room, Student Break Room, Lobby and Freshman Mannequin Room. In case of fire, all students will be notified immediately and instructed to proceed to the nearest exit, moving to the parking lot in front of the building. The Director or Senior Instructor will call roll to make sure all students have left the building.



4. SEVERE WEATHER: In case of severe weather conditions, the Director and/or staff will monitor the weather on Weather Apps on their phones and/or contact the local Gibson County Central Control, the Tennessee Highway Patrol and/or the Milan Police Department as to weather and road conditions. Actions to be taken will be as follows: **a. Severe thunderstorms, flooding, snow or ice:** Students will be informed of these conditions and excused to leave for home if necessary. If inclement weather, school may be cancelled and the students will be informed through text, calls or social media.

b. Tornadoes: in the event of a tornado warning, students, staff, and customers will go across the street to the FEMA Tornado Safe Room. In the case that the building is not available, all persons will assemble in the interior hallway of the school and Freshman classroom, and sit on the floor with the upper body bent forward with the arms covering the head until the storm has passed.

c. Earthquake: In the event of an earthquake, students, staff and customers will be instructed to get under a sturdy table (classroom) or door frame and brace themselves. Everyone will be instructed to stay clear of windows and mirrors or any other heavy objects that may fall.

5. ROBBERY OR HOSTAGE SITUATION: In case of robbery, hostage taking or other threatening persons present in the school; everyone will be instructed to remain as calm as possible, not making any sudden movements or cry out, follow the person's instructions and call 911 as soon as it is safe to do so.

6. ACTIVE SHOOTER: In case of an active shooter (from the Department of Homeland Security): a. Evacuate out of the nearest safe exit, leave belongings behind and keep hands visible.

a. Call 911 as soon as you are safe.

b. If evacuation is unsafe, hide out of shooter's view, where you can lock and/or barricade the door. The Freshman Classroom and/or supply rooms are recommended.

c. As a last resort, and only if your life is in immediate danger, take action to incapacitate the shooter.

FIRST AID PLAN: First aid supplies are always in stock and available at the front reception desk in the bottom drawer. There is also a first aid kit in the front bathroom under the sink, in the cabinet by the wax station, and in the staff office bathroom. Students are made aware of these locations during the first day orientation and informed of the steps to follow in case of an accident. A list of first aid supplies is as follows: Hydrogen peroxide, Antibiotic ointment, Cotton balls, Band-aids, Q-tips, Gloves, Disposable bags

ACCIDENT FORM POLICY

Accidents can be injury to clients, staff and/or students. For cuts, burns, falls, and any other injury, staff must ensure an accident form is filled out. The accident forms, located in the staff office, must be filled out with all appropriate information and is available to students, staff, and customers. Accidents are followed up by the Director to ensure all information is correct. Action is taken accordingly. In case of absence of the Director the Financial Aid Officer and/or the Supervisor of Instruction will be responsible for following the Health and Safety Plan.



CLIENT WAIVER POLICY

Because all services are performed by students, a client must fill out a form to agree that Arnold's Beauty School is not liable for any accidents, burns, scratches, cuts, etc. On the clinic floor, signs are posted that state all services performed "at your own risk" by students.

EMERGENCY DRILLS

Fire, tornado, earthquake, robbery and active shooter drills will be conducted bi-annually. All students will be given this plan along with a demonstration during the orientation process.

EVALUATION

The Health and Safety Plan, including Accident and First Aid Policies, is evaluated annually at Advisory Board Meetings and is revised when needed based on the input from staff and students. The Plans are located in the Policy, Procedures and Plans Notebook in Office and at the Front Desk Color Bar. A suggestion sheet is included for any student or staff comments for change recommendations.

ATTENDANCE POLICY

Each student is to attend classes regularly and pursue the instruction and practical work diligently.

Students must maintain a minimum of 80% of clock hours per week. All practical and theory work missed due to absence must be made up and is the responsibility of the student. All required practical and theory work must be completed prior to graduation. Failure to meet the minimum hour requirement for 3 consecutive weeks will result in a 2 week suspension. Subsequent suspensions may result in additional suspension time and/or termination. Habitual absenteeism may result in termination. All absences of 3 or more days without notification will be cause for suspension. A student may be terminated after 10 consecutive unexcused absences.

CAMPUS SECURITY REPORT 2015-2016

Although we are fortunate to be located in a low crime area, Arnold's has taken all the necessary precautions to insure staff, student and customer safety. Students are assigned a locker that they may purchase a lock for.

A self-defense class is held at the school annually. Any student wishing to take additional classes are encouraged to contact the Milan Police Department at 686-3309. Local police patrol the area regularly, especially at closing times. The downtown parking surrounding the school is heavily trafficked and is well lit. Students should lock their car doors and keep valuables out of sight in their vehicles. An instructor will accompany students to their vehicles upon request.

Any crime witnessed by a student that takes place on the school campus or surrounding areas should be reported immediately to a school staff member and to the local police. By dialing 911 on any of the school phones, appropriate emergency personnel will be dispatched promptly. There were several incidents of minor theft in the 2010-2011 school year and no crime incidences for the previous 3 school years. Following is an individualized offense list.



Criminal Offenses on Campus

	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	3	0
Aggravated assault	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

COMPLETION, PLACEMENT & STATE EXAM PASS RATES 2016

Completion Rate	63%
Placement Rate	100%
Licensure Exam Pass Rate	100%

Students are allowed 14 months to complete the cosmetology program.

CONDUCT

A student will be dismissed from the school if their conduct is inappropriate, if they do not meet the school’s academic standards or attendance policies, and if they do not follow school rules. A copy of school rules and regulations is given to each student and explained during orientation. School rules are also published at the end of this catalog.

COUNSELING

Should a student fail to achieve the minimum passing grade or fail to meet other fundamental standards of the school, he or she will be privately counseled. When a student is counseled concerning academic progress, attendance or any other school related matter, a record of the counseling session will be kept on file.

FILES

Arnold’s will allow students access to their individual files upon request from the student. Each file is confidential and no information is given out without the permission of the student.

STUDENT GRIEVANCE POLICY

Any student having a complaint of any kind may indicate the problem in writing to the Director, Norma Arnold, 731-686-7351; at the school location, 1179 S Second St, Milan, TN; during regular school hours, as noted on page 3 of the catalog. The complaint will be considered and reviewed by the Director and one or more staff members. They will then meet with the student to resolve the matter in a satisfactory manner. If the student is not pleased with the outcome, the student may contact the Advisory committee members, the Tennessee State Board of Cosmetology or the Council on Occupational Education. Addresses and phone numbers will be provided upon request. (See first page of catalog for Board and Council information.)

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830.

Telephone: 615-741-5293.



LEAVE OF ABSENCE

1. The request for a leave of absence must be in writing,
2. School must limit leaves to 180 days within a 12 month period,
3. A series of non-consecutive days may be approved as one leave,
4. No additional institutional charges are generated during the leave, and,
5. Upon student's return, student is allowed to complete coursework started prior to leave.

Unless a student does not return, an approved leave of absence is not a withdrawal, and the student does retain in-school status. For a Student Loan borrower who does not return from an approved leave, the grace period starts retroactively to the date the leave began.

A student may take a leave of absence for not more than a total of 180 days in any 12-month period, and no less than 10 days, **if the student has an approved leave of absence**. The 12-month period, begins on the first day of the student's first LOA. The school may allow one additional approved leave (not to exceed 30 days) for unseen circumstances. Additional subsequent leaves may be granted for jury duty, military reasons or circumstances covered under the Family Medical Leave Act of 1993.

Unforeseen circumstances may include:

1. Birth of a child and the need to care for the child, or,
2. Need to care for student's spouse, child, or parent, if the person has a serious health condition or if a serious health condition makes the student unable to function as a student.

To qualify for an approved leave of absence, a student must submit in writing his/her request for leave. The LOA document must be completed, giving the date the leave is to begin and the date the student is expected to return from the leave. The LOA form must be signed and dated by the student and the approving school official.

REFUND POLICY:

Tuition refunds will be based on the period of enrollment computed on the basis of course time expressed in clock hours. The effective date of termination for refund purposes will be the last date of attendance. A full refund will be made to any student who cancels the enrollment agreement prior to enrollment.

Should the student terminate or withdraw after entering the course, the school will retain the non-refundable \$100 registration fee along with the amounts due for books and supplies that have been issued at the time of withdrawal. No refunds will be made after completing 60% of the course. (Cosmetology 900 hours)

The school will determine the percentage of tuition earned by dividing the amount of hours a student acquired by the total course hours according to the schedule below:

% of Time Completed to Total Time of Course in Clock Hours	% of Refund
.01%-10%	90%
10.01%-25%	50%
25.01%-50%	25%
50.01% or over	0%



All refunds will be consummated within 30 days from the effective date of withdrawal. Student hours will not be released for certification while the student owes a balance on his/her tuition, books and supplies, and/or fees. The ability to transfer credits from Arnold's Beauty School to another educational institution may be very limited.

Your credits may not transfer and you may have to repeat courses previously taken at Arnold's Beauty School if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Arnold's Beauty School and of any other educational institutions you may in the future want to transfer the credits earned at Arnold's Beauty School before you execute an enrollment contract or agreement.

Federal regulations require continuous attendance and satisfactory progress at school. If continuous attendance and/or satisfactory attendance are not maintained, the award will be adjusted at the discretion of the institution.

A student who withdraws or is administratively terminated from the school may be eligible to receive a refund for all or a portion of the tuition, fees and other school charges that were paid to the school for the payment period, based upon calculations per the above chart. **However**, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund will be returned to the financial aid programs, as described below:

Federal Return of Title IV Funds Policy

This institution complies with the Federal regulations for the return of Title IV Funds. This formula dictates the amount of Federal Title IV aid that must be returned to the Federal government by the school and, in some cases by the student. Funds for any Title IV recipient who completely withdraws before the 60% point in time from a term, payment period, or period of enrollment must be returned according to the formula.

Title IV Funds include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Stafford Loans (Subsidized and Unsubsidized), Federal PLUS Loans, and Federal Perkins Loans, (this refund calculation excludes Federal Work-Study).

The Student Financial Aid Administrator will be responsible for the calculations of the Return of Title IV Funds.

Note: If funds were released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grants if the student withdraws.

Examples and worksheets used to determine the amount of refund or return of Title IV aid are available upon request.

The Accreditation Commission/Institutional Refund Policy remains in effect. (see above)



Distribution of Funds:

If a student is entitled to receive a refund, or a return of Title IV funds in accordance with the federal/accreditation/institutional policies, the return of funds must be applied to the appropriate program in the following order:

1. Federal Unsubsidized Direct Loans
2. Federal Subsidized Direct Loans
3. Federal Perkins Loans
4. Federal PLUS Loans
5. Federal Direct PLUS Loans
6. Federal Pell Grants
7. FSEOG
8. Other grant or loan assistance authorized by Title IV
9. State, Private and/or Institutional Funds
10. Student

SATISFACTORY ACADEMIC PROGRESS POLICY

In order to be making satisfactory academic progress toward a diploma, students must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (one and one-half times the length of the program). Satisfactory progress will be measured as follows; 1) at midpoint of first academic year (after completion of 450 hours); 2) at the end of the first academic year (after completion of 900 clock hours); and 3) at midpoint of second academic year (after completion of 1200 clock hours).

REQUIRED GRADE AVERAGES:

At the end of each increment, the grade point average will be determined and documented in each student’s file. Student’s achieving the averages specified in the chart below will be considered to be making satisfactory progress:

Cosmetology	1500 clock hours	50 weeks @ 30 per			
	Maximum time frame - 75 weeks				
	After this # of weeks	22.5	45	67.5	75
	Students must have at least this cumulative grade average	65%	65%	70%	70%

Required Completion Rate:

In addition to the grade averages listed above, students must also be progressing toward successful completion of the program within the maximum time frame at the following rate:

	After this # of weeks	22.5	45	67.5	75
	Students must have completed at least this # of clock hours	450	900	1200	1500

Treatment of Incompletes, Withdrawals, Repeats, and Remedial:

The following grades received from the course taken will not be considered as successful completion: F - grades, W - withdrawal, I - incomplete, and X’S unofficial withdrawal.



The following conditions must be met for incomplete work, withdrawal from the program, repeating a subject and remedial work:

1) Students with incompletes will be given 2 weeks in the following evaluation period to make up work not completed during the prior evaluation period, in addition to the regular work for the current evaluation period.

2) A student wishing to change programs must get permission from the school Director. The Director will determine the amount of credit, if any, that will be given for the previous work completed.

3) A student who receives a failing grade for a subject will not receive credit for that subject, must repeat the subject in full and will be ineligible for financial aid. A student may repeat a subject only with approval from the school Director.

4) All remedial work must meet the same standards set for other course work and must be satisfactorily completed before graduation.

5) A “W” will be given to a student who withdraws before the end of a particular unit. An “I” will be given to a student who misses three or more days in a week. Progress reports will be provided at the end of each evaluation period.

In the event that a student fails to meet any of the above criteria in a particular evaluation period, the student will be placed on probation for the next evaluation period. A student in this category may receive financial aid for the upcoming evaluation period, but must meet the stated minimum grade requirement and complete enough work/clock hours to meet the cumulative amount of work/clock hours for that evaluation period as defined on the clock hour completion chart. The second time that a student fails to meet one or more of the requirements, the student will be ineligible for financial aid for the following evaluation period.

A student who is not meeting SAP standards at the end of the payment period is no longer eligible for Title IV, HEA funds unless the student is placed on financial aid warning or the student appeals the determination and the institution determines that the student should be able to meet the institution’s SAP standards by the end of the subsequent payment period; or the institution develops an academic plan for the student that, if followed, will ensure that the student can meet the institution’s SAP standards by a specific point in time.

A student who is placed on financial aid probation remains on financial aid probation, so long as the evaluation period is consistent with the requirements as outlined above. A student on financial aid probation for a payment period may not receive Title IV, HEA funds for the subsequent evaluation period unless the student makes SAP or the institution determines that the student met the requirements specified by the institution in an academic plan for the student.

Appeals Procedures:

If a student is determined to be ineligible for financial aid because SAP requirements were not met; the student may appeal this decision to the Director of Financial Aid by indicating in writing the reasons why the minimum academic/attendance requirements were not met, and why aid should not be terminated.

The Director of Financial Aid will review the appeal and determine whether the suspension from aid is justified. The student will be advised, in writing, of the decision.



To reestablish satisfactory progress once a student has been terminated from aid, the SAP requirements must be improved to meet the designated standards.
Reinstatement:

Students whose disqualification has been successfully appealed will be reinstated into financial aid eligibility status/

STUDENT APPEAL PROCESS FOR TERMINATION

When a student has been terminated from school, they will have the opportunity to appeal the decision of the administration. A student may contact the school within a 30-day period following the termination and set up an interview with the administration. At that time, they must provide documentation as to the reason they were not attending classes and/or had not notified the school of their circumstances. The school's Advisory Committee may be contacted to aid in the final decision. Upon approval, the student will be re-enrolled on a probationary status. At the end of this period, the school will evaluate the student's attendance and progress.

In relation to termination from school due to failing grades, the student will also be re-enrolled on a probationary status. During this probation period, the student will receive special tutoring from the instructors and given the opportunity to bring up failing grades. At the end of this period, the student's grades will be evaluated by the school as to the student's probability of passing the course. Probation periods will vary as to the individual's need, usually not exceeding 30 days.

TRANSCRIPT REQUEST PROCEDURES

Students and graduates of Arnold's Beauty School will be provided with copies of transcripts upon request. Transcripts will also be furnished to other postsecondary institutions or state boards at their request on behalf of the student. There is no fee. Transcripts may be withheld if the student owes a balance to the school per the Refund Policy.

WITHDRAWAL

Students that officially withdraw from school will be allowed to re-enter one time. Those that do not officially withdraw will not be allowed to re-enroll. Withdrawal date is determined as follows:

1. Last date of attendance from school's attendance records, or
2. Date student began the withdrawal process, or
3. Date student provided official notification of intent to withdraw, or
4. Date student did not return at the expiration of an approved leave of absence

SCHOOL RULES

If rules are not followed, you will be docked 30 min from time or sent home.

1. Do not apply makeup after 8:15pm. This violation will result in being clocked out and sent home.

2. Cell phone use and food are only allowed in the breakrooms and outside.

3. Breaks are only taken in 10-15 minute increment at designated times (9-9:15, 10:30-10:40, 3:00-3:10) and must be taken on campus –Do not take any other breaks without permission of your immediate instructor.

4. Students must work on their task sheets whenever they do have a client or class. This is mandatory and your responsibility.

5. In order to receive a station, the student must have at least 500 hours and pass the Intermediate Evaluation. Stations will be assigned according to availability.

6. When a client checks out, tell the instructor all services performed including eyebrow waxes, nail art/French manicure, etc.

7. **Personal Services** – manicures, pedicures, facials, hair service, etc. performed on you:

a. Must be approved by the Clinic Floor Director

b. Can only have 1 chemical service per month

c. Can only have 1 other service per week

d. Must pay before beginning service

e. Must have good attendance and conduct – no services until back at school for 30 days after leave or suspension

f. All weekly tasks must be completed/approved by instructor before you receive personal services.

8. Clean Ups and Sanitation

a. Students are responsible for keeping their station clean throughout the day

b. Clean up after each task before you start a new task. Ex: manicures, pedicures, facials, etc.

c. Students must complete 30 minutes of clean ups per day that are assigned at the front desk. Clean ups are checked by instructors, so if you do not do your clean up or only partially do it, you will be docked 30 min for the day. If you leave anytime during the day after you have been assigned a cleanup, you may be docked one hour.

9. Attendance

a. You must attend school 80% of each week or you will be on probation (highlighted).

b. If you are on probation (highlighted) for 3 weeks, you will be suspended for two weeks.

c. You will only be allowed 3 days of unexcused absences (including leaving early) each month. Missing more than 3 days will result in a 2 week suspension.

d. Being absent the day before and/or the day after a holiday without a legitimate excuse will result in 3 days of suspension

10. Conduct

a. Profanity and drama are not allowed on school grounds.

b. Always stay professional and represent yourself in a respectable manner.

c. Be respectful to all students, instructors and clients. Rudeness will not be tolerated.

d. Be mindful that your behavior outside of school can affect your professional opportunities.

If a student does not complete their course within the maximum time frame, they may be charged additional fees.

Any student leaving the school without permission will be cause for suspension. Students must be professional at all times with their patron being the number one objective.

Students are to park in the public parking lots located in close proximity to the school.

The director and staff members urge the students to make constructive suggestions at any time.

Student hours will not be released for certification while the student owes a balance on his/her tuition.

DRESS CODE

Mondays:

- May wear jeans with any color ARNOLD's tshirt or refer to the Tuesday-Thursday dress code

Tuesdays-Thursdays:

- Any color Arnold's tshirt or solid black shirt
- Any solid black clothing item, that falls at or below the knee (dresses, capris, pants, gauchos, jeans, skirts)
 - If above the knee you must have solid black leggings underneath

Fridays:

- Casual Day- You may wear dress code appropriate colored clothing and jeans instead of all black. You may wear multiple accessories if you would like.

Other Regulations

- No cleavage may be showing
- No writing or emblems, only Arnold's
- Any undershirts must be solid black
- Shirts must fall below waist line with arms raised
- No stomach or back showing will be allowed

Shoes

- Must be comfortable and well-fitted
- No open-toed shoes
- Shoes need to be maintained and in good condition

Jackets, Sweaters, and Hoodies

- Must be black and not oversized if worn while working on clients
- Black Arnold's in white writing will be accepted
- Black stylist's jackets and nametags must be worn at all times

Accessories

- 1 colored accessory may be worn with outfit (no colored clothing item)
 - Item does not have to be solid color
 - Belt, necklace, earrings, rings, scarf, bracelet, headband, etc.
- Diamonds, pearls, silver, gold, or white gold, jewelry will not be counted toward the one accessory if tastefully worn.
- All head accessories only allowed on Mondays (hats, headbands, bandanas, etc)

***Dress code subject to change**



Mission Statement & Objective

ARNOLD'S BEAUTY SCHOOL IS DEDICATED TO EDUCATING QUALITY STUDENTS WITH THE FUNDAMENTAL KNOWLEDGE TO MEET THE PRESENT AND FUTURE NEEDS OF THE INDUSTRY. EACH STUDENT ADMITTED TO THE SCHOOL RECEIVES INDIVIDUAL INSTRUCTION IN TECHNICAL SKILLS, PROFESSIONAL SERVICES, BUSINESS AND JOB RELATED INFORMATION. EACH STUDENT ALSO PARTICIPATES IN CLOSELY SUPERVISED SERVICES WHILE APPRENTICING IN THE CLINIC. EACH UNIT OF STUDY OFFERED BY THE SCHOOL IS DESIGNED TO PROVIDE A BROAD BASE TO MAXIMIZE THE EMPLOYMENT OF

BEAUTY SCHOOL
ITS GRADUATES.

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