

EDUCATION · EXPERIENCE · ENJOYMENT

BEAUTY SCHOOL

Arnold's

731.686.7351



1179 SOUTH SECOND ST.
MILAN, TN 38358



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 RESIGNED TO PROVIDE A BROAD BASE TO MAXIMIZE THE EMPLOYMENT OF ITS GRADUATES.

BEAUTY SCHOOL

1179 South Second Street
Milan, Tennessee

www.arnoldsbeautyschool.com
731-686-7351





The current catalog was published in August 2018 to be valid for the 2018-2019 school year.

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ADMINISTRATION

DIRECTOR - Tammy Glenn

ADMISSIONS/FINANCIAL AID - Debbie Arnold

STAFF OF SENIOR INSTRUCTORS - Debbie Arnold

Leslie Graves

Donna Sanders-Lewis

Lauren King

Tammy Glenn

JUNIOR INSTRUCTOR - Ali Dunn

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



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)

o 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)
- o Item does not have to be solid color
- o 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

SCHOOL RULES

If rules are not followed, you will be docked 30 min from time or sent home.
Repeated violations can result in suspension and/or termination.

1. Students must be clocked in, signed in and in class by 8:15am Monday through Friday. No late clock-ins, no exceptions.
 2. Do not apply makeup after 8:15pm. This violation will result in being clocked out and sent home.
 3. A break room with refrigerator and microwave is provided for students who choose to bring their lunch. Students are not allowed in the Instructor's break room for any reason.
 4. Students will be allowed 30 minutes for lunch on Monday and 60 minutes for lunch Tuesday through Friday. This time is not to be added toward total course hours.
 5. Cell phone use and food are only allowed in the breakrooms and outside.
 6. Students are responsible for recording services performed on the clinic floor and keeping card files up to date on all chemical services.
 7. Smoking is not allowed inside of the building. Designated smoking areas are outside.
 8. 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.
 9. Students must work on their task sheets whenever they do have a client or class. This is mandatory and your responsibility.
 10. Any student refusing to do any assignment will be clocked out for the remainder of the day.
 11. 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.
 12. Students will be held responsible for his/her own equipment and personal property. Students are encourage to lock their kits and lock valuables in their lockers.
 13. When a client checks out, tell the instructor all services performed including eyebrow waxes, nail art/French manicure, etc.
 14. All business connected with a student's training will be conducted in the school office.
 15. The director and staff members urge the students to make constructive suggestions at any time
 16. Students are to park in the public parking lots located in close proximity to the school.
 17. Student hours will not be released for certification while the student owes a balance on his/her tuition.
 18. 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.
 19. 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.
 20. Conduct
 - a. Profanity and drama and/or discord 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.
- Students will be expelled for misconduct or violation of the following while on the school premises: vulgar, distasteful or obscene language; disrespect of authority concerning any staff member; possession of, or use of any drugs of any type; possession of weapons of any type; use of alcoholic beverages; stealing of any kind: and/or any other conduct deemed inappropriate by the school administration.

Any act of violence or threats of violence, verbal or physical, will result in suspension. If, after an investigation by the administration, there is any truth or validation to these

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.

2018-2019 SCHOOL YEAR CALENDAR

June 30 – July 8, 2018.....Summer Break
August 13, 2018.....Professional Development
August 31 – September 3, 2018.....Labor Day
October 4 – 8, 2018.....Fall Break
November 22 – 25, 2018.....Thanksgiving
December 19, 2018 – January 2, 2019.....Christmas Break
January 21, 2019.....Martin Luther King, Jr. Holiday
February 18, 2019.....President's Day
March 22 – 26, 2019.....Spring Break
April 19 – 22, 2019.....Easter Break
May 24 – 27, 2019.....Memorial Day
June 29, 2019 – July 7, 2019.....Summer Break

ENROLLMENT

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

Enrollment Dates:
August 7, 2018
September 18, 2018
November 6, 2018
February 5, 2019
April 2, 2019
June 11, 2019
August 6, 2019
September 17, 2019
November 5, 2019

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

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

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.

Financial Aid Warning:

If a student is not making SAP according to the school's policy of required Grade Average and Completion Rates at the end of each payment period, the school's policy is to place the student on Financial Aid Warning and may disburse Title IV HEA program funds to the student for one payment period. The Financial Aid Warning will be the first step in the process of Financial Aid Probation if the student does not take necessary steps to improve performance. The student may be eligible for Title IV, HEA programs after being issued a Financial Aid Warning.

Financial Aid Probation:

After a Financial Aid Warning, and a subsequent opportunity to correct academic and attendance performance, a student will be placed on Financial Aid Probation. If a student is not making SAP according to the school's policy, the school may place the student on Financial Aid Probation and may disburse Title IV, HEA program funds to the student for the subsequent payment period if:

- a) the school evaluates that the student is not making satisfactory academic progress
- b) the student appeals the determination
- c) the school determines that the student should be able to make satisfactory academic progress during the subsequent payment period and meet the school's satisfactory academic progress standards at the end of that payment period, or the school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress standards by a specific point in time.

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.

Notification:

A student will be provided notification prior to being placed on Financial Aid Probation by the Director of Financial Aid and given an opportunity to discuss and Academic Plan for Program performance improvement.

Academic Plan:

Instructors will meet with the student to determine the deficiencies in coursework including attendance, theory test scores, and practical work. Consistent deficiencies in testing may lead to evaluation to see if oral testing is needed. Goals for improvement on practical work, minimum attendance and theory testing may be set following evaluation based on the individual's needs.

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 Basis of successful appeals can include, but not be limited to: the death of a relative, an injury or illness of the student, or other circumstances. The appeal must also include what changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation.

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.

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. Failure to meet the minimum hour requirement may result in warnings, in school suspension, out of school suspension and/or termination.

All practical and theory work missed due to absence must be made up prior to graduation and is the responsibility of the student.

A student may be terminated after 10 consecutive unexcused absences. Poor attendance and poor performance in practical and theory work, may affect eligibility for scholarships and financial aid.

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 Hydraulic 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

After 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.

SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE

All students at Arnold's Beauty School are required to meet Satisfactory Academic Progress through attendance and coursework. Evaluations are made throughout enrollment to ensure progress is being made, or whether the student requires advisement. An academic year at Arnold's Beauty School is defined as 900 clock hours.

Payment Periods

Payment periods are divided into 4 increments based on hours (0-450, 451-900, 901-1200, and 1201-1500).

Weeks of instructional time of each payment period consists of:

0-450 hours:	15 weeks
451-900 hours:	15 weeks
901-1200 hours:	10 weeks
1201-1500 hours:	10 weeks

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)
- 3) at midpoint of second academic year (after completion of 1200 clock hours). The SAP policy provides for consistent application of standards to all students within the Cosmetology program.

Required Grade Averages:

At the end of each increment, the grade point average will be evaluated, 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 academic progress:

Cosmetology 1500 clock hours
50 weeks @ 30 per
Maximum time frame - 75 weeks

# of weeks of Enrollment	22.5	45	67.5	75
Minimum 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:

# of weeks of Enrollment	22.5	45	67.5	75
Minimum 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 – failing grades, W - withdrawal, I - incomplete, and X'S unofficial withdrawal.

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)

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 2018-2019 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 \$3500 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 \$3500 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.

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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%

COMPLETION, PLACEMENT & STATE EXAM PASS RATES

January 1, 2017 – December 31, 2017 (Calendar Year) Completion, Placement and Licensure Rates

As required by the Council on Occupational Education

Completion: 80%

Licensure: 88%

Placement: 92%

July 1, 2015 – June 30, 2016 (School Year) Tennessee Higher Education Commission - Division of Postsecondary State Authorization Annual Performance Report

Program Enrollment: 82

Number Still Enrolled: 42

Percent Still Enrolled: 51.2%

WITHDRAWAL SUMMARY

Special Circumstance Withdrawals: 3

Number of Withdrawals: 11

Withdrawal Rate: 9.8%

COMPLETION SUMMARY

Number Not Currently Enrolled: 40

Number of Completions: 29

Completion Rate: 78.4%

PLACEMENT SUMMARY

Special Circumstance Non-Placements: 4

Placed In-Field Withdrawals: 0

Number Placeable: 25

Total Placed In-Field: 25

In-Field Placement Rate: 100.0%

Number Placed: 25

Placement Rate: 100.0%

STUDENT DEMOGRAPHICS

Race

Caucasian: 79

Percent Caucasian: 96.3%

African-American: 3

Percent African-American: 3.7%

Hispanic: 0

Percent Hispanic: 0.0%

Other/Unknown: 0

Percent Other/Unknown: 0.0%

Subtotal Race: 82

Gender

Male: 1

Percent Male: 1.2%

Female: 81

Percent Female: 98.8%

Subtotal Gender: 82

Age

Under 25: 67

Percent Under 25: 81.7%

25 and Over: 15

Percent 25 and Over: 18.3%

Subtotal Age: 82

September 1, 2016 – August 31, 2017 Completion, Placement, Licensure Rates and Title IV Recipient Rates

As required by the Department of Education

Beginning Enrollment as of 09/01/2016: 49

New Enrollees: 38

Students Still Enrolled as of 08/30/2017: 40

Graduated: 23

Withdrawals: 10

Completer Statistics

Females Completers – 100 %

-White – 87%

-Pell Grant Recipients – 22 %

-Sub DSL – 17 %

-Both Pell and Sub DSL – 30 %

-No Financial Aid – 17 %

-African American – 4 %

-Pell Grant Recipients – 0 %

-Sub DSL – 0 %

-Both Pell and Sub DSL – 4 %

-No Financial Aid – 0 %

-Multi-Race (2 or more races) – 8 %

-Pell Grant Recipients – 0 %

-Sub DSL – 0 %

-Both Pell and Sub DSL – 4 %

-No Financial Aid – 4 %

All statistics were based upon student enrollment records and follow ups conducted by the Financial Aid Office after graduation or withdrawal.

CAMPUS SECURITY AND RISK REDUCTION

Although we are fortunate to be 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. Multiple security cameras monitor the interior and exterior of the campus. Our monitoring system is limited to the School's property at 1179 S. Second St. Students will review over the Campus Security Report, practice emergency procedures, and how to report a crime during orientation.

Arnold's Beauty School provides access to ongoing prevention and awareness programs and campaigns. Self-defense classes are conducted periodically and are available at request through the Milan Police Department at 686-3309. The local police and fire departments provide training to instructors for fire, active shooter and emergency drills. If a counselor is needed, Arnold's Beauty School can provide referrals for off-campus counseling services.

Although the campus does not employ security officers, local police patrol the area regularly, especially at closing times. The local police are very responsive to the needs of our school and investigate any reported crimes that occur on campus. 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.

Drugs, alcohol, firearms and other weapons are not allowed on campus. The Drug Prevention Policy must be read and signed during orientation with counseling procedures and resources listed. Pamphlets about drug and alcohol abuse, health issues, and domestic assault are available at the school.

CRIME REPORTING AND RESPONSE

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 (Senior Instructor and/or Director) and to the local police. By dialing 911 on any of the school phones, appropriate emergency personnel will be dispatched promptly. If any incidence is reported, Arnold's Beauty School will investigate the situation and act to address it. All witnessed crime reports are voluntary and confidential and reported on the Annual Crime Report.

There were no incidences of crime (except for minor instances of theft in 2015) for the previous 4 school years. Following is an individualized offense list. If crimes are reported, staff should be notified, and the police will be contacted if the victim chooses to. The crime will be voluntarily and confidentially reported and documented and determined if the incidence occurred on or off campus. If necessary, the institution will enforce any protective measures including "no-contact" orders, restraining orders, or other similar lawful orders issued by a criminal, civil or tribal court.

ANNUAL CAMPUS SECURITY REPORT

Campus Security Reports are conducted annually, and all information from local law enforcement, students, clients, or staff is confidential. Statistics are available to all staff and students in our Student Catalog. Students will review over the catalog during Orientation, including the Campus Security Report, Health and Safety Plans, and Emergency Procedures.

All information about victims and other necessary parties will be confidentially and voluntarily documented and secured in the school office files that only approved personnel have access to. The school will maintain the reporting parties' confidentiality so that the school will be able to provide accommodation or protective measures. If the reporting party needs assistance, or a request of changes to their academic situation, the school can provide accommodations at the victim's request. A written notification may be provided to the victim about their options.

Criminal Offenses on Campus

	2014	2015	2016	2017
Criminal Homicide including Murder/Negligent and Non-negligent manslaughter	0	0	0	0
Sexual Offenses including Rape/Fondling/Incest/Statutory Rape	0	0	0	0
Robbery /Burglary	0	0	0	0
Aggravated assault	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Illegal Weapons Possessions	0	0	0	0
Dating Violence including domestic violence and stalking	0	0	0	0
Hate Crimes including all primary crimes listed above, larceny-theft, simple assault, intimidation	0	0	0	0

FIRE REPORT

There have been no fires or reports of fires at Arnold's Beauty School. Arnold's Beauty School's campus does not provide student housing. Annual Fire Safety Reports for student housing are not applicable.

TN SEX OFFENDERS

Information about registered sex offenders is available at <https://www.tn.gov/tbi/general-information/redirect-tennessee-sex-offender-registry-search/sex-offender-registry-search.html>.

STUDENT EMERGENCY CONTACTS

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 take by the student on a regular basis. The school advises medical assistance when deemed necessary with the student being financially responsible. First Aid kits are located at the front desk, wax station, break room bathroom and office bathroom.

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

When an emergency or evacuation occurs, the Director or Financial Aid Officer will notify students, clients and staff of the situation. The Director and/or Financial Aid Officer will determine the appropriate segment of the campus community to receive a notification, determine the content of the notification and initiate the notification system of an intercom announcement. The school will consider the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

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 take 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. 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, act to incapacitate the shooter