

At the student's option, the Academy will accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Monthly payment agreement payments are due on the first (1st) of each month there is a \$30.00 late charge for payments made after the 5th day of each month or if using the financing option and make a late payment the student will be charged 10% of the minimum monthly payment, or \$30.00, whichever is higher. I agree to pay any and all collection and/or court costs associated with the collection of a delinquent account.

Payments may be made in the form of check, cash, Visa, MasterCard, American Express, Discover, certified/cashier's check, or ACH after setup with the school.

Any student that becomes 30 days past due on payments will be placed on financial suspension until a minimum of one full payment is made and the past due balance is under 30 days. (Financial suspension means that you will not be allowed to attend school.)

The student will be responsible for payment of any unpaid portion of tuition not covered by Title IV Funds.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

TRAINING AGREEMENTS

We currently partner with training agreements with the following agencies to provide grants to pay for portions of tuition and/or fees:

- Veterans Administration
- Employment Development Department - State Department of Rehabilitation, Sacramento Employment Training Agency – SETA

FEDERAL ASSISTANCE PROGRAMS

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

Financial Aid Office Hours: Tuesday – Friday from 8:30am – 4pm. Students may request information relating to financial aid during these times.

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program:

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or stepparent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

COST OF ATTENDANCE BUDGETS (For Need Analysis)

Hoss Lee Academy utilizes data available to the general public from The Board's website for calculating COA budgets for Schools that its services across the USA. "The Board's nine- and twelve-month living expense budgets show living expense costs by region and metropolitan area. Both a moderate and a low budget are provided. The budgets reflect increases in the Consumer Price Index (calculated by the U.S. Bureau of Labor Statistics) "The budgets are developed based on data from the most recent Consumer Expenditure Survey (CES) and the Indexes of Comparative Costs, both produced by the U.S. Bureau of Labor Statistics. Budget regions correspond to the metropolitan statistical areas (MSAs) defined by the U.S. Office of Management and Budget. Since a factor could not be established for every region of the country, no region is adjusted by a value of less than 1.0."

Hoss Lee Academy utilizes the figures for the demographic area closest to the School location. For Schools that are not located in a demographic area provided, Hoss Lee Academy will use the standard average Board budgets listed for the entire USA. Also, some State Financial Aid Associations and Agencies set limits on budget figures and provide their own for the purpose of awarding State Grants.

Child Care cost allowances are developed from statistics and studies done by the National Association of Child Care Resources and Referral Agencies detailed tables of Average Annual Child Care Prices by State. The annual amount is divided by 12 and multiplied by the number of months/weeks in the student's COA Budget. Other allowances may be added to indirect costs for loan fees and disability costs on a case by case basis. Tuition, books, kit and fees will also be added.

The following sample shows how standard **monthly** allowances make up the indirect cost used in developing COA budgets.

COST OF ATTENDANCE BUDGET SAMPLE

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, childcare and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the 2019- 2020 Award Year.

Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other	Total
\$837.00	\$284.00	\$459.00	Case by Case	\$1580.00

Living away from home:

Room & Board	Transportation	Miscellaneous	Other	Total
\$1250.00	\$424.00	\$684.00	Case by Case	\$2358.00

VERIFICATION

Students selected by the U.S. Department of Education for the process of verification are required to submit to the School Financial Aid Office additional student and or parents' financial and household information (the documentation required as indicated in the U.S. Department of Education's Application and Verification Guide). Hoss Lee Academy uses a Third-Party Servicer for awarding and approving student aid and for completing the verification process. The verification procedures will be conducted as follows:

Third Party Servicer Policy and Procedure for Verification

- 1) Students that require verification documents should be given a **“Verification Documents Required Form”** by their FA at the school listing any documents required. This form lists all the regulatory required notifications to the student regarding the process of verification. See form. These are listed below.
- 2) The School's designated official must then call the student in and collect the necessary documents to complete the Verification process.
- 3) The student should be asked to submit all required documentation to the School FA within 14 days from the date the student is notified that the additional documentation is needed due to being selected for verification. If the student does not provide all of the required documentation within the 14 day time frame, at the School's discretion the student may need to be notified that they will be required to make other payment arrangements until the documentation is received and the student's eligibility for Federal Aid has been established.
- 4) The appropriate School official may reserve the right to make exceptions to the 14-day policy stated above on a case by case basis due to extenuating circumstances.
- 5) Once the documents have been received the School official should then review and upload those documents as part of the initial FA file.
- 6) Provided all the required documents are received and there are no discrepancies to hold up the process, the student's aid package will be further processed.
- 7) A Verification Comparison form will be completed, uploaded and an e-mail notification will then be sent to the School saying that verification has been completed.
- 8) The servicer FAA will notify the School FA of any changes to the student's financial aid awards resulting from corrections made due to the verification process. An adjustment(s) will be made to the Financial Aid Worksheet and a new Award Notification can then be printed at the School and presented to the student for signature.
- 9) Any students selected for V4 or V5 verification will be reported on FAA Access.

CONFLICTING INFORMATION

The school and servicer understand that all conflicting information must be resolved before any Title IV funds can be disbursed, therefore students with conflicting information in their files or paperwork may be selected for verification by the School or the servicer in order to resolve the conflict in question. In such an instance a Verification Documents Required form will be sent to the School FA listing the documents required by the servicer to resolve the conflicting information.

Applicants Selected for Verification: If the servicer has any reason to believe that any information on the application or any supporting documentation used to calculate the EFC is discrepant or inaccurate, the applicant will be required to provide adequate documentation to resolve the conflict.

Applicants Not Selected for Verification: The servicer will review all tax returns provided by the school even if they were not requested and will resolve all conflicting information regardless of whether the applicant was selected for verification or not. All C-Codes will be reviewed and resolved.

Selective Service C-Codes will require the student to submit a letter to selective service to verify whether they are a veteran. In the event the C-code is because they did not register and were required to then they must provide the response letter and written documentation to support their reasons for not registering for selective service. All this will be reviewed, a determination will be made, and the student will be notified by the school of the decision.

For Citizenship C-codes students will be required to provide acceptable documentation proving they are a US Citizen or eligible non-citizen. If the eligible non-citizen student does not pass the automated secondary confirmation the documentation will be sent along with form G-845 to Homeland Security for secondary confirmation of the validity of the documents submitted.

LOW INCOME

The servicer requires students and parents who provide financial data on their FAFSA that is below the established poverty level published in the Federal Register annually to complete and sign a low income statement. This is regardless of being selected for verification.

INSTITUTIONAL REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 200 Whyte Avenue, Roseville, CA 95661. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an application fee not to exceed \$100.00 (maximum of \$10.00 for Veteran's or persons eligible for Veteran benefits), and less any deduction for materials and supplies, unopened and not used and returned within 7 days after the notice of cancellation is received. If due, a refund will be issued within 45 calendar days.
6. If Hoss Lee Academy closes or a program is cancelled subsequent to a student's enrollment, Hoss Lee Academy will refund all monies paid by the student.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of scheduled hours through the last day of attendance. The refund will be less an application fee not to exceed \$100.00 (maximum of \$10.00 for Veteran's or persons eligible for Veteran benefits), and less any deduction for materials and supplies, returned within 20 days after the notice of cancellation is received. Textbooks or workbooks that are in brand new condition may be returned. They may not be returned if there are any visible damages such as torn pages, bent corners, scratches on the cover or written in anywhere. The kit is a sanitary item and once it is opened it cannot be returned for any reason. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive calendar days.

If due, a refund will be issued within 45 calendar days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

RETURN TO TITLE IV FUNDS (R2T4)

DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)

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

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs available at Hoss Lee Academy that are covered by this law are:

Federal Pell Grants
Federal Direct Stafford Loans (Subsidized and Unsubsidized)
Federal Direct PLUS Loans.

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

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance

you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

INITIAL AMOUNT OF UNEARNED TITLE IV AID DUE FROM THE STUDENT

The statute specifies that a student is responsible for all unearned Title IV program assistance that the school is not required to return. In Step 7 of the R2T4 calculation worksheet the initial amount of unearned federal student aid due from the student (or parent, for Direct PLUS Loan funds) (Box Q) is determined by subtracting the amount returned by the school (Box O) from the total amount of unearned Title IV funds to be returned (Box K). This is called the initial amount due from the student because a student does not have to return the full amount of any grant repayment due. Therefore, the student may not have to return the full initial amount due.

REPAYMENT OF STUDENT LOANS

The student loans that remain outstanding in (Box R) of Step 8 of the R2T4 calculation worksheet consist of the loans disbursed to the student (Box B) minus any loans the school repaid in Step 6, Block P. These outstanding loans are to be repaid by the student according to **the terms of the student's promissory notes.**

TITLE IV GRANT FUNDS TO BE RETURNED BY A STUDENT

The regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed by the student for the payment period or period of enrollment. The initial amount of unearned Title IV grant aid due from the student in step 9 (Box S) of the R2T4 calculation worksheet is found by subtracting the loans to be repaid by the student (Box R) from the initial amount of unearned aid due from the student (Box Q). The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment (Box S) exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student in (Box F).

RETURN OF TITLE IV GRANT FUNDS BY THE STUDENT

The student is obligated to return any Title IV overpayment in the same order that is required for schools. Grant overpayments may be resolved through:

1. full and immediate repayment to the school;
2. repayment arrangements that are satisfactory to the school;
3. or by overpayment collection procedures negotiated with Debt Resolution Services.

A SCHOOL'S RESPONSIBILITIES IN THE RETURN OF FUNDS BY THE STUDENT

A school has responsibilities that continue beyond completing the Return calculation and returning the funds for which it is responsible. Here we discuss the institution's participation in the return of funds by the student.

GRANT OVERPAYMENTS

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds.

Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

1. the date the school sends the student notice of the overpayment, or
2. the date the school was required to notify the student of the overpayment.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the school will notify the student in writing via U.S mail that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, the school will inform the student of the following five items:

1. The student owes an overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

ORDER OF RETURN OF TITLE IV FUNDS

The school and or the student if applicable must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.

There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:

- a) The student may repay the overpayment in full to the school.
- b) The student may sign a repayment agreement with the school. **Note: Two years is the maximum time a school may allow for repayment.**
- c) The student may sign a repayment agreement with the Department.

*******The student should contact the school to discuss his or her options*******

CONSEQUENCES FOR NOT FOLLOWING UP ON THE NOTIFICATION

If the student takes no positive action during the 45-day period, the school will report the overpayment within a few days of the end of the 45-day period to NSLDS on the NSLDS Professional Access Web site under the AID tab, "Overpayment List" menu option after the 45-day period has elapsed.

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported immediately to the NSLDS and referred to the Debt Resolution Services for collection.

When a student receives additional funds during the 45-day period of extended eligibility:

Students who owe overpayments as a result of withdrawals generally will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of (a) the date the school sends the student notice of the overpayment, or (b) the date the school was required to notify the student of the overpayment. A student who receives Title IV funds within that period of extended eligibility and then fails to return the overpayment or make repayment arrangements becomes ineligible for additional Title IV program funds on the day following the 45-day period. However, any Title IV program funds received by the student during the 45-day period were received while the student was eligible. Therefore, those Title IV funds do not have to be returned (unless the student withdraws a second time). A student who loses his or her eligibility for Title IV funds at the expiration of the 45-day period will remain ineligible for additional Title IV funds until the student enters into a repayment agreement with the Department.

If, at any time, a student who previously negotiated a repayment arrangement fails to comply with the terms of his or her agreement to repay, that student immediately becomes ineligible for additional Title IV funds.

The school will also notify the student in writing via U.S. mail using a Refund Calculation worksheet, of the amounts of aid that were retained by the school for institutional charges and the amount(s) of aid that will be refunded by the school to each Title IV program. The student will also be notified of the amount of Title IV loans they will owe after all applicable refunds have been made, the requirement for the student to complete exit counseling, when the student will be responsible to start repayment of their student loans and who they may contact for further assistance or to report any changes to their personal information.

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

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

RETURN TO TITLE IV FUNDS EXAMPLE

On March 19, 2014 Mary has been absent for 14 consecutive calendar days without notification to the school. Her school director determines at this point that Mary needs to be terminated from her program for non-attendance. Her last day of attendance was March 5 and as of this day Mary had 250 scheduled hours available to her to attend school. Even though she may only have actually attended 150 hours she was scheduled for 250 and this is the number of hours that will be used for the Return to Title IV calculation. The school charges the total tuition, books kit and fees for the program up front. At her school the total cost of the program is \$13,750.00 (Tuition: \$12,750.00,

Books and Kit: \$790.00, Uniforms \$90.00, Student Permit Fee: \$20.00 and Registration Fee: \$100.00) The school has received the first disbursements of a Pell Grant in the amount of \$2,865, a Subsidized Direct Loan for \$1,732.00 and an Unsubsidized Direct Loan for \$2,969.00 for the first 450 hours towards Mary's tuition, kit, books and fees for a total of \$7,566.00. Since the percentage allowed to be retained is calculated by dividing the scheduled hours completed **in the current payment period** by the scheduled hours available in the payment period as of the official withdrawal date or last date of attendance, the school takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals .556%. This is the percentage of the total amount of aid received that can be retained ($\$7,566.00 \times .556 = \$4,206.70$) In the event that the scheduled hours completed in the payment period had been greater than 60% of the 450 scheduled hours for the payment period, then the total amount received could have been retained however it was not and so only the prorated amount of \$4,206.70 could be retained. This leaves a balance of \$3,359.30 which must be returned or refunded to the FSA programs. The school will now go through a process of determining how much of the \$3,359.30 must be returned by the school and how much the student is responsible for. For this they will need to determine the greater of the two amounts of: a) the prorated amount of all institutional charges or: b) the amount the school retained to pay allowable institutional charges for the current payment period. First the school will take the total contracted amount for tuition, books, kit and fees which equals \$13,750.00 and divide it by the hours in the program to determine an hourly prorated amount ($\$13,750.00/1500 = \9.17) Now it will multiply the hourly proration \times the 450 hours in the payment period which $= \$4126.50$ rounded up to \$4127.00 The greater of the two is the amount of Title Iv that was retained for the payment period (\$7,566.00). This is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will then be multiplied by the .444 % of **unearned** Title IV aid. In this case study the entire amount of unearned aid (\$3,359.30) must be refunded by the school and the student is not obligated to do anything except to pay back the remaining loan amounts after all refunds have been made.

Again, keep in mind that the school will also calculate their Institutional Refund Policy to determine how much they are entitled to charge the student for the time they were in school. This is a separate calculation and it may be determined that the Title IV retainable is not sufficient to cover the school's charges and consequently the student may still owe the school an additional sum of money which will need to be paid in addition to the Title IV Funds.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

Students are responsible for completing all forms accurately and by the published deadlines. They are also responsible for submitting information requested to the Financial Aid Office in a timely manner. Along with the information, students are responsible for keeping the Financial Aid Office up to date with any changes to name, address, and marital status. In addition, students should notify the Financial Aid Office of any assistance from non- sources such as scholarships, loans, and educational benefits. Students are responsible for informing the Financial Aid Office of any

enrollment changes such as requests for leave of absences. Lastly, but not limited to, students are responsible for maintaining satisfactory academic progress, and re-applying for aid each year.

DEFAULT PREVENTION AND MANAGEMENT

Entrance Counseling

Regulations require that first time borrowers of FFEL and Direct Loan program loans receive entrance counseling. During entrance counseling, schools must explain how the master promissory note works, emphasize the importance of repaying the loan, describe the consequences of default, and show borrowers sample monthly repayment amounts based on their program of study at Hoss Lee Academy. Hoss Lee Academy enhances entrance counseling to include financial literacy and ensure that borrowers thoroughly understand all information. In addition, Hoss Lee Academy collects as much contact information about borrowers as possible during entrance counseling to facilitate future contact if needed.

These activities will ensure more knowledgeable, responsible borrowers, and will result in fewer defaulters as well.

Benefits of Our Default Prevention and Management Plan

The activities in Hoss Lee Academy Default Prevention and Management Plan promote student and school success by increasing retention and reducing delinquency and default. Hoss Lee Academy and students receive benefits when we implement the activities, techniques, and tools outlined in this plan. Hoss Lee Academy benefit by avoiding any limitations on participation in the loan programs due to excessive cohort default rates (CDRs). Students benefit by having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and establishing a healthy credit history. Hoss Lee Academy is actively committed to promoting student success by helping their students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds borrowed to finance their education.

Consequences of Default for Borrowers

Borrowers who default on student loans face serious consequences. Stafford Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection efforts continue and the defaulter will be ineligible for additional federal student aid. The Department, guarantors, and servicers undertake many activities to prevent borrowers from defaulting. With a minimal amount of time, effort, and expense, schools can play a critical role in helping borrowers avoid the damaging consequences of default.

Consequences of Default for Hoss Lee Academy

possible. You should also immediately report the crime to the School Director or the most senior official available in his/her absence. A Crime Reporting Form is available at the campus for reporting any types of crime.

If you are the victim of a sexual assault on our campus/parking area, you should report the assault to the School Director. If the assault involves the Director, the incident should be reported to the other owner. In any case, you should feel free to notify local law enforcement of the assault. Students or staff committing any crime or sexual offense while employed by or enrolled in Hoss Lee Academy face possible suspension or termination at the discretion of the School Director and dependent upon the outcome of the investigation of the crime by law enforcement authorities. In such a case, the accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sexual offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. The school reserves the right to impose sanctions following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense.

The school also works closely with the local Sexual Assault Response Team. For more information about this critical program, call the Placer County SART Coordinator, at (916) 543-2533. The Placer County Sexual Assault Response Team has been created to provide immediate medical care, victim advocacy and criminal justice services for sexual assault victims in Placer County. SART is made up of dedicated professionals committed to reducing further trauma to victims of sexual assault while obtaining quality evidence to support a successful prosecution of the perpetrator.

Law enforcement agency information concerning registered sex offenders can be obtained from the Roseville's Police Department. Information can also be obtained via a national online sex offender's registry at www.stopsexoffenders.com. All students are encouraged to use the "buddy system" for extra protection when leaving the building. The following statistics are provided as part of the requirement under the Student Right to Know and Campus Security Act, Public Law 101-542, with regard to the occurrence of the following criminal offenses reported to campus authorities for the period **January 1, 2018 through December 31, 2018**.

Category	Incidents 2018
Murder	0
Rape /Forcible Sex Offenses	0
Non-Forcible Sex Offences	0
Robbery	0
Aggravated assault	0
Burglary	0

Motor vehicle theft	0
Liquor law violations	0
Drug abuse violations	0
Weapons possessions	0

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 OR VAWA

This document has been designed to inform all students and employees of the Violence Against Women Act and it emphasizes our commitment to the health and safety of our students and employees. The policy explains how our school addresses and promotes awareness of domestic violence, dating violence, sexual assault and rape, stalking and consent. Each October we provide this policy with updated statistics to all our prospective students and staff. It is also reviewed with all students during orientation and with staff at the time of hire. Annual training is provided by local law enforcement officials and or local crisis centers to help emphasize the necessity of awareness and to provide different options for reducing the risk of becoming a victim of sexual offenses or sexual violence. It includes education on the warning signs of abusive behavior and how to avoid potential attacks. The school's Campus Security Coordinator, the School Director, is committed to making this school a safe place for all to receive an education.

Sexual offenses or acts of sexual violence, including domestic violence, dating violence, sexual assault, and stalking are illegal regardless of the victims' gender, sexual orientation, gender identity or gender expression and as such are strictly prohibited.

Definitions and Examples

Domestic Violence: Abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant, or someone with whom the abuser has a child or is having a child, has an existing dating or engagement relationship, or has a former dating or engagement relationship.

Example: Jane, a student just broke up with her boyfriend Dan a few days ago. He just appeared on her doorstep yelling, kicking the door and threatening to do her bodily harm if she does not open the door right now. He has been physically abusive to her in the past but she kept it to herself. Dan is becoming quite angry and she hears him repeatedly calling her a "slut". He demands that she open the door. She is extremely frightened. He tells her he is not leaving until she opens the door.

Dating Violence: Violence committed by someone: a) who is or has been in a social relationship of a romantic or intimate nature with the victim and b) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- i. the length of the relationship
- ii. the type of relationship

iii. the frequency of interaction between the persons involved in the relationship

Example 1: Jim and Jan have been dating for a few months. One day they are sitting on the couch watching TV together and Jan starts talking. Jim becomes angry with her talking and tells her to shut up or he will shut her up and he shakes his fist at her. Then he stands up and kicks the coffee table.

Example 2: Matt has started dating Mindy. Mindy is constantly on edge about remembering to check in with Matt. The relationship has become sexual and Matt has demanded they date each other exclusively and that Mindy should only see and talk to people Matt approves. Mindy wants out of the relationship but is afraid to tell Matt for fear the interaction will become physical.

Sexual Assault: The term “sexual assault” is defined as engaging in physical sexual activity without the consent of the other person. An act of sexual assault may involve:

- Physical force, violence, threat, or intimidation
- Ignoring the objections of the other person
- Causing the other person’s intoxication or incapacitation through the use of drugs or alcohol
- Taking advantage of the other person’s incapacitation, including his or her voluntary intoxication, his or her state of intimidation, or other inability to consent

Example 1: Alex and Kris are at a party and both are drinking heavily. Alex is having trouble standing up, so Kris leads Alex over to a couch where Alex can lie down. Alex passes out and wakes up to find Kris on top of her, engaging in sexual activity.

Example 2: Terry and Leslie are working late on clients at the school salon. Terry thinks Leslie is being nice when Leslie offers to walk Terry home. Terry invites Leslie inside the house so they can continue their conversation. Leslie starts to kiss Terry, and Terry readily kisses Leslie back. Leslie starts touching Terry’s genitals. Terry pushes Leslie’s hand away and says, “No, I don’t want to.” Leslie becomes more forceful, and continues to fondle Terry’s genitals despite Terry saying, “No!”

Stalking: The term “stalking” is defined as behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Example 1: Adrian meets Jesse through a class group project. The group members exchange telephone numbers and Jesse calls Adrian for help with the project. As the quarter goes on Jesse repeatedly asks her out on a date and he refuses to take no for an answer. Adrian is in fear of her safety and tells him that she is not interested in dating him, but Jesse continues with this behavior that is unwanted and unwelcome by Adrian. He repeatedly texts her throughout the day despite her requests that he stop texting her. Before each group meeting, Jesse waits outside the classroom to greet her, “What took you so long? I’ve been waiting for you for almost an hour, but I don’t mind.”

Example 2: Julian recently met Ashley, who works on campus. They've gone out a few times, always meeting at a public place, never at either person's home. Julian thinks these dates have been fun but knows there isn't a serious future with Ashley and has told Ashley so. The next day, when Julian arrived at home, there were several notes left on the door from Ashley. The same thing happened again four times that week, with the same message asking if Ashley can have just one more chance. Julian, now in fear of her safety, arrives at home and sees Ashley sitting in a parked car staring directly at Julian's house.

Consent: Consent is:

Informed: Consisting of an affirmative, unambiguous, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Voluntary: Given without coercion, force, threats, or intimidation. Positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Revocable: Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent has been revoked, sexual activity must stop immediately.

Consent is given when a person is not:

Incapacitated:

- Physical and/or mental inability to make informed, rational judgments
- States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts
- Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed impacts a person's decision-making capacity, awareness of consequences and/or ability to make fully informed judgments.

A person cannot give consent if he or she is:

- Unconscious or coming in and out of consciousness
- Under the threat of violence, bodily injury, or other forms of coercion, or if his/her understanding of the act is affected by a physical or mental impairment

Other considerations with regard to consent include:

- Silence does not equal consent, lack of verbal resistance does not constitute consent and lack of physical resistance does not constitute consent. Consent is not indefinite; consent may be withdrawn at any time, and at that time all sexual activity must cease unless or until additional consent is given.
- Minors and incapacitated persons cannot give consent. Whether the accused knew, or a reasonable person should have known, that the complainant was incapacitated

Bystander Intervention:

- Most people want to help in difficult situations
- Incorrectly assume that someone else will take action

Phenomenon known as Diffusion of Responsibility:

- Each bystander's sense of responsibility to help decreases as the number of witnesses increase
- End result is that nobody speaks up, comes forward, or helps

This is not bystander apathy:

- People may be truly concerned about the welfare of the victim
- Sincerely believe that someone else will help
- Another person is either more likely or more qualified or more capable

What should you do?

Specific interventions can be divided into four main types:

- Engage: say or do something that directly engages one or more of the parties involved
- Distract: say or do something to interrupt the interaction
- Enlist: ask for the help of someone else who may be better able to intervene
- Delay: say or do something after the difficult moment or incident has passed

How do you decide what to do?

Things to consider before you act:

1. Is the situation an emergency or non-emergency?
2. Should intervention be direct, indirect or both?

DIRECT Emergency

- Take someone's keys away, drive the person home
- Remove the person from the situation
- Administer CPR

INDIRECT Emergency

- Call 911
- Seek assistance from a professional
- Distract the people involved
- Enlist help from others

DIRECT Non-Emergency

- Talk to the person directly about the situation

INDIRECT Non-Emergency

- Speak to and get help from someone with more expertise and/or authority: your campus Director, a campus administrator, or other professional

S.E.E.**Safe Responding:**

- Choose a course of action, direct or indirect, that best ensures the safety of those involved, including yourself

Early Intervention:

- Take action before the problem becomes worse

Effective Helping:

- Implement specific helping skills depending on the situation

Identifying Warning Signs

Identifying some of the warning signs that may lead to a sexual offense or an act of sexual violence.

These behavioral warning signs may include, but are not limited to:

- Jealousy – excessive questions about who a partner spends time with
- Controlling Behavior – not allowing a partner to make personal decisions
- Isolation – curtailing a partner’s social interaction
- Verbal Abuse – saying things about or to a partner that are meant to be cruel
- Blame-shifting for feelings and problems – blaming a partner, family, or the school for one’s own inabilities or lack of responsibility
- Making threats of violence – saying things like “If you talk to him/her again, I’ll kill you.” Or “If you leave me, I will kill myself.”

What to say:

If you suspect someone you know is a victim of a sexual offense or an act of sexual violence, talking with them about it can be difficult. The most important thing you can do is to let them know that they have support and that they do have options.

Some guidance on what to say and do can include:

- Offer your support without judgment or criticism
- Tell him or her that you’re concerned for his or her safety
- Encourage him or her to get help
- Try to avoid a confrontation while doing so

Avoiding Potential Harm

It's important to remember that while we can take steps to minimize risk, the only person to blame when a sexual offense or an act of sexual violence happens, is the perpetrator.

Strategies you can use for placing yourself in the best position to avoid harm and to minimize the risk of a sexual offense or an act of sexual violence. Some of these strategies include:

- Trust your gut instincts. If a situation doesn't feel right, don't worry about offending people, just leave
- Notice when someone doesn't respect your boundaries, and not being afraid to assert your right to have your boundaries respected.
- Understand that most perpetrators of sexual violence look for someone in a vulnerable position. This understanding can help guide your actions and choices.

Other strategies for placing yourself in the best possible position to avoid harm and minimize risk may include:

- Control access to your home or dorm room and your car by locking your doors and not leaving windows wide open if they provide easy access.
- Use "situational awareness" by noticing where you are and who's around.
- Don't be afraid to ask for help in situations that feel unsafe, such as asking for an escort to your parked car or asking people to walk with you.
- Travel in groups when possible and appropriate.

Reporting and Offense

A sexual offense or an act of sexual violence can be very frightening and disorienting.

Often, victims do not know where to turn or how to reach out for assistance and help.

If you've been involved in a sexual offense or an act of sexual violence, you are encouraged to:

- Find a safe place
- Seek medical attention
- Get support
- Preserve evidence
- Report the crime

In addition, as the victim of a sexual offense or an act of sexual violence, you are also encouraged to report this to your campus:

- School Director
- Human Resources office
- Any manager, supervisor, department head, or other designated employee responsible for responding to reports of sexual violence

Even if you are a bystander witnessing, or received a report of, a sexual offense or an act of sexual violence, you are encouraged to reach out to any of these resources for guidance and assistance.

Investigation and Disciplinary Proceedings

Campus proceedings to investigate and institute disciplinary action for sexual offenses or acts of sexual violence will:

- Provide a prompt, fair, and impartial investigation and resolution
- Be conducted by trained officials
- Use the standard of evidence set forth in the applicable policy

Both the accuser and the accused will have the same rights to have others present during an investigation and disciplinary proceedings, including an advisor of their choosing.

Investigation and Disciplinary Proceedings

All parties involved will be informed simultaneously in writing of:

- Initial outcome of the proceeding
- Appeal rights
- Subsequent changes to the result, resulting from an appeal

To the extent permitted by law, the School will protect the confidentiality of victims by omitting victim identifying information from publicly available documentation.

Disciplinary Actions and Sanctions

The following disciplinary actions and sanctions may be imposed, as appropriate, if a person is found to have committed a sexual offense or an act of sexual violence:

- Suspension
- Expulsion
- Termination of employment

Perpetrators of crimes may also be subject to criminal prosecution.

Campus Resources

Depending on the circumstances and if reasonably available, victims may also request assistance with changing their:

- Academic situation
- Living situation
- Transportation situation
- Employment situation

Regardless of whether he or she chooses to report the sexual offense or act of sexual violence to campus or local law enforcement.

We hope this policy is helpful to all concerned and will help us to keep our campus a safe and pleasant learning environment.

HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY

Hoss Lee Academy is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in Hoss Lee Academy.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the Hoss Lee Academy Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies please go to: www.stopbullying.gov.

DRUG ABUSE POLICY (Drug Free Workplace Information)

This is to inform you of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, public law 101-226 and what Hoss Lee Academy requires of its staff and students. Staff and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion/termination from employment.

There are numerous legal sanctions under local, state and federal laws that can be used to punish violators. Penalties can range from suspension, revocation, and denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole. Examples of penalties found in federal law for drug trafficking can be found in federal law literature, which can be obtained from any library or police department.

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits such as Social Security, retirement, welfare, health, disability, and veteran's benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State of California are stringent enough to ensure that persons involved with illegal drugs or excessive use of alcohol can be adequately punished. For example, a person found with any amount of illegal drugs may be charged with a felony. Punishment can range from a fine (with charges dropped to a misdemeanor) to 20 years imprisonment (for distribution). A person found to be intoxicated while driving would be charged with a misdemeanor (first and second offense with fines and loss of driver's license). A third offense and any accident involving serious personal injury are considered a felony and are punishable by imprisonment. Additionally, any alcohol or drug conviction can result in being forced to pay court costs and lawyer's fees, participating in community service, and being charged an increased cost for automobile insurance.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are the Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the Coast Guard.

There are a few legal facts of which we should be aware. It is a crime to hold someone else's illegal drugs and/or sell fake drugs. You can be arrested if you are in a house (or school) where people are using drugs even though you are not. You can be charged with possessing illegal drugs even if they are not on you. You are considered to possess, under legal terms of "constructive possession," drugs that are in your locker, purse, car or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system, and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and injurious to the body as well as the mind. People tend to lose their sense of responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depression, slow movement, inattentiveness, loss of appetite, sexual indifference, comas, convulsions or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject him or herself to all sorts of health risks, drug use can and in many instances does, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol-related highway deaths are the top killer of people ages 15-24 years old.

There are drug and alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. Look under the heading "DRUG ABUSE & ADDICTION INFORMATION & TREATMENT CENTERS" in the yellow pages of the telephone book. The California Department of Alcohol and Drug Programs in Sacramento, (800) 879-2772, can also provide additional listings.

There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one's use of drugs are:

- Abrupt changes in mood or attitude
- Continuing slump at work or school
- Continuing resistance to discipline at home or at school
- Inability to get along with family or friends
- Unusual temper flare-ups
- Increased borrowing of money
- Heightened secrecy
- A completely new set of friends

We recommend that any person observing any of the above changes in either staff or students immediately notify the School Supervisor or the Director. Caution must be observed not to wrongly accuse a person, as an improper accusation could lead to embarrassment both to the individual and the school.

There are clinics in the area that can render assistance. Treatment must be an expense borne by the patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming him or herself or others, law authorities will be immediately contacted.

Staff, upon being hired by Hoss Lee Academy, must notify the Director of the School in writing of a conviction of a criminal drug statute occurring in the workplace, within five days after receiving the conviction. Disciplinary action will take place within 30 days of notification, and can range from a letter of admonishment, suspension from work and/or enrollment in a rehabilitation program to termination from employment.

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

STUDENT DIVERSITY

Student Body Diversity: Full Time Students Active During 7/1/17 to 6/30/18 Were As Follows:

Females: 99	African American: 2	Hispanic: 10
Males: 2	American Indian: 1	Caucasian: 67
Pell Recipients: 55	Asian: 4	Other: 13
2 or More: 1	Pacific Islander: 1	

COPYRIGHT LAWS POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov. HEA section 485(a).

PROGRAM SCHEDULES

The Cosmetology program for a full-time student runs for 46 weeks and for a part-time student for 60 weeks. The Esthetics program for a full-time student runs for 18 weeks and for a part-time student for 22 weeks. You are permitted one schedule change per enrollment.

Cosmetology

- Freshman: Weeks 1-12 – Students will complete a minimum of 324 (part time) to 420 (full time) hours
- Seniors: Weeks 13 to completion - Students will complete a minimum of 1276 (part time) or 1080 hours – to complete their 1600 scheduled (full time) hours total

Esthetics

- Freshman: Weeks 1-5 – Students will complete a minimum of 135 (part time) to 175 hours (full time)
- Seniors: Weeks 6 to completion - Students will complete a minimum of 465 (part time) or 425 hours – to complete their 600 scheduled (full time) hours total

SCHOOL DAYS OF OPERATION, HOURS AND HOLIDAYS

School Days: Tuesday – Friday is 8:30 a.m. to 4:00 p.m.
Saturdays is 8:30 to 4:00 p.m.

TIME	FULL-TIME STUDENTS	PART-TIME STUDENTS
**FRESHMEN:		
8:45 a.m. to 9:45 a.m.	Freshman Theory Class	Freshman Theory Class
9:45 a.m. to 10:00 a.m.; 10:15 a.m. to 10:30 a.m. (Thursday Only)	Morning Break Times. All students are required to clock in and out for their breaks	Morning Break Times
10:15 a.m. to 12:00 p.m.	Freshman Training Class	Freshman Training Class
12:30 p.m. to 1:00 p.m.	Independent Study Time	Independent Study/Practice
1:00 p.m. to 3:00 p.m.	Freshmen Training Class	Sanitation and Timecard Maintenance at 1:15 p.m.
1:30 p.m. (Part-Time Only)		
2:30 p.m. to 2:45 p.m.	Afternoon break time. All students are required to clock in and out for their break	
2:45 p.m. to 3:45 p.m.	Freshmen Practice Time	
3:45 p.m. to 4:00 p.m.	Sanitation and Timecard/Maintenance Time	
TIME	FULL TIME STUDENTS	PART TIME STUDENTS

****SENIORS:**

8:45 a.m. to 9:45 a.m. (10:15 a.m. on Thursday)	Senior Theory Class	Senior Theory Class
9:45 a.m. to 10:00 a.m.; 10:15 a.m. to 10:30 a.m. (Thursday Only)	Morning Break Times. All students are required to clock in and out for their breaks	Morning Break Times
10:15 a.m. to 12:30 p.m. 10:45 a.m. to 12:30p.m. (Thursday Only)	Practical Operations on Clinic Floor or Quadrant Classes	Practical Operations on Clinic Floor
12:30 p.m. to 1:00 p.m.	Lunch Period	Practical Operations on Clinic Floor
12:00 p.m. to 3:00 p.m.	Practical Operations on Clinic Floor or Quadrant Classes	Sanitation and Timecard Maintenance Time at 1:15pm
2:30 p.m. to 2:45 p.m.	Afternoon Break Time. All students are required to clock in and out for their breaks	
2:45 to 3:45 Practical Ops		
3:45 p.m. to 4:00p.m.	Sanitation and Timecard Maintenance	

Hoss Lee Academy observes the following holidays: New Year's Eve, New Year's Day, the Saturday before Memorial Day, July 4th, the Saturday before Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. We reserve the right to observe additional days or close for an extended holiday weekend at the discretion of the Director.

Additional observed time off – Hoss Lee Academy will close at 2pm on the first Tuesday of each month for a staff in-service day. This time does not count against the student's scheduled time.

Breaks may only be taken in the student breakroom or outside.

Allotted Time-Off and Calculation of Scheduled Completion Date

Full-time Cosmetology students are allotted an additional 105 hours to their 1600-hour program requirements and part-time Cosmetology students are allotted an additional 105 to their 1600-hour program. After this, students will be required to pay an over contact fee for hours remaining to be completed. This will be at a rate of **\$9.35** per hour.

Full-time Esthetics students are allotted an additional 45 hours to their 600-hour program and part-time Esthetics students are allotted an additional 45 hours to their 600-hour program. The calculations listed above are valid only for students attending the full 1600 hours or 600 hours required for each program. After this, students will be required to pay an over contact fee for hours remaining to be completed. This will be at a rate of **\$12.20** per hour.

All absences count towards your allotted time off.

If a transfer student enrolls, the student's allotted time off will be prorated based upon the transfer hours we accept. Students reenrolling will enroll with the same amount of time off they had left when they dropped or were withdrawn.

Freshman Class Attendance

Cosmetology students missing more than 6 days during the first 12 weeks of the course will be dropped. Esthetics students missing more than 3 days during the first 5 weeks of the course will be dropped. Reenrollment may occur on a case-by-case basis. Please refer to the "Prospective Re-entry Students" policy.

Attendance

All absences must be reported by 8:45am, at the very latest, via email at attendance@hosslee.com or by phone at 916.726.5577. If an absence is not reported by 8:45am, the student will incur a 1-day suspension (not to be taken on a Saturday). If an absence is reported by 8:45am, the student will be permitted back in the following day. Late arrival must be approved in advance by an instructor or the administrative staff at least one day prior by the end of the school day (4:00 p.m.). Documentation to validate the request may be required if the student has excessive absences, is approaching going over-contract, or is over-contract. If the student has an emergency and is unable to get the approval 1-day prior, they may provide acceptable documentation to validate the late arrival. Acceptable documentation, outside of a valid doctor's note*, will be approved on a case-by-case basis. An example of acceptable documentation would be a roadside assistance receipt. If the student is unable to provide documentation, the student would be required to take the full day off and would be permitted in the next day as long as the absence was reported by 8:45am. Early departure will be approved on a case-by-case basis. Documentation to validate the request may be required if the student has excessive absences, is approaching going over-contract, or is over-contract. Credit can only be given to students who demonstrate applied effort.

Saturday Attendance (Please see the below chart for reference)

Saturdays are mandatory. Each student is allowed 2 Saturdays off per calendar quarter which must be requested at least 1-day prior by the end of the school day and approved by the Director of Education. Any portion of a Saturday taken off will count as a Saturday for the calendar quarter. If the student has an emergency and is unable to get the Saturday approved off 1-day prior, the student must provide a valid doctor's note* excusing the absence by Tuesday morning to be permitted in. Otherwise, the student would incur a 1-day suspension and be permitted back on Wednesday. If the student still has Saturdays available for the quarter and does not notify the school by 8:45am of their absence, he/she will also incur a 1-day suspension and be permitted back on Wednesday.

Once a student surpasses their 2 Saturday allotment for the calendar quarter, any additional Saturday would result in a 1-day suspension unless the student provides a valid doctor's note* by Tuesday morning excusing the absence and the absence is reported by 8:45am. If the student fails to report the absence by 8:45am and has surpassed their 2 Saturday allotment for the quarter, the student will incur a 2-day suspension and not be permitted back in until Thursday.

*Doctor's notes are acceptable for the student, spouse, dependent, child, parent or grandparent.

Saturday Attendance Reference Chart

Saturdays Available for the Quarter	Permitted in Tuesday	Permitted in Wednesday	Permitted in Thursday
Student is Approved Out by the Previous School Day	X		
Student reported the absence by 8:45am, not approved out by the previous day but provided a valid dr's note by Tuesday morning	X		
Student reported the absence by 8:45am, is not approved out by the previous day, and did NOT provide a valid dr's note by Tuesday morning		X	
Student did not call in by 8:45am to report the absence		X	
No Saturdays Available for the Quarter	Permitted in Tuesday	Permitted in Wednesday	Permitted in Thursday
Student reported the absence by 8:45am and provided a valid dr's note by Tuesday morning	X		
Student reported the absence by 8:45am but did NOT provide a valid dr's note by Tuesday morning		X	
Student did not report the absence by 8:45am			X

SMART Biometric Timeclock

Students must clock in and out on the SMART timeclock when arriving and leaving for school. They must also clock in and out on the SMART timeclock when taking their 30-minute lunch. The SMART Biometric Timeclock rounds to the nearest quarter hour by minutes and seconds. If a student is unsure if they have clocked in or out, they must notify the school administrator immediately to correct the error. If the error is not addressed, we will not retroactively correct time.

Tardiness/No Call-No Show

Morning theory class will start promptly at 8:45 a.m., and under no circumstances will a student be allowed to enter the classroom late (to avoid classroom disruptions) after that time. The tardiness policy applies to all scheduled classes. Students will be sent home if they are not prepared for class with all supplies and books at their scheduled time.

If a student clocks in at 8:37 a.m. and 31 seconds, the student will not receive credit until 8:45 a.m. School starts at 8:30 a.m., Tuesday through Saturday. You are given a 15-minute grace period to be in class, prepared, and ready to start your day by 8:45am.

Traffic and/or road construction are not valid excuses for tardiness. It is the student's responsibility to check traffic conditions prior to leaving and to make accommodations to avoid the delay. Traffic accidents are valid excuses for running late. A school official will check various websites to validate the reported accident and will allow the student to clock-in once verified.

Students who do not report an absence by 8:45am will incur a 1-day suspension (not to be taken on a Saturday).

Breaks

Full-time students are permitted two 15-minute breaks per day in addition to the required 30-minute lunch period. Students attending 6 hours or fewer per day are permitted one 15-minute break and do not receive a lunch break.

The first break period of the day is at 9:45 a.m. immediately following theory class. Students are expected to return to class by 10:00 a.m. to begin the day's activities. Students may take their second break at 2:30 p.m. to 2:45p.m. following their lunch period. Any student taking more breaks than permitted will be subject to disciplinary action.

Students are required to clock in and out in Salon Iris when taking ALL breaks. If you are not signed out, you must be engaged in a student activity of applied effort. Students will be subject to disciplinary action if they are not clocked out during break time. You may choose not to take your break. If you choose not to take your break, you must clock in and out in Salon Iris and notate you chose to not take your break.

Lunch

Any student in attendance for more than 6 hours per day is required to take a 30-minute lunch period. Extended lunches are not permitted without prior approval and are subject to disciplinary action. The front desk receptionist will schedule the 30-minute lunch in between clients to ensure the student is able to take their lunch break. Students who are with a client throughout the scheduled time must work with their instructor to help reschedule their lunch break. The instructor will notify the front desk of the scheduling change.

Freshman students will typically take lunch from 12:00 p.m. to 12:30 p.m.

Students are required to clock out on the SMART timeclock when leaving for lunch and clock back into the SMART timeclock upon returning from lunch. Lunch includes getting your food and eating it. This does not mean clocking out to get your food and clocking back in to sit down and eat. Students will be subject to disciplinary action if they do not take a lunch by 2:30 p.m. If the student has not taken lunch by 2:30pm, it is their responsibility to notify their instructor so accommodations may be made.

Expediting Your Part-Time Course

Part-time students may attend school additional hours to expedite their course only under these circumstances: The prior week of attendance, part-time students must have attended their regularly scheduled hours on Tuesday through Friday from 8:30 a.m. to 1:30 p.m. and on Saturday from 8:30 a.m. to 4:00 p.m. without any deviation or tardiness. The front desk must be notified each day by the end of theory of any eligible part-time students that will be staying late and the time they plan to stay until. This will allow the front desk to schedule guests appropriately. Keep in mind that with an expedition of course time there may need to be an adjustment to the amount of Federal Student Aid funds received. Your aid will be recalculated for a shorter enrollment period and may be reduced.

Outside Education/Extra-Curricular Activity Hours (additional training hours)

Students may earn additional hours by attending preapproved outside educational classes. Students must turn in a fully completed Outside Education Form, signed by the educator who conducted the class, to be credited hours. The form must be turned in by the end of the week following the class to be given credit. Students also may participate in extra-curricular school activities supervised by a school official if they have a 90% attendance rate. These will be documented as “additional training” on the student’s progress report. Cosmetology students will be permitted to earn a maximum of 160 additional training hours and Esthetics students will be permitted to earn a maximum of 60 additional training hours. Externship hours do not count towards the allotment of hours granted for additional training hours.

SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory academic progress policy applies to all students whether receiving Federal Title IV funds, partial funding assistance, or self-pay. Satisfactory Academic Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Academic Progress to continue eligibility for funding. To determine Satisfactory Academic Progress, all students are evaluated in academics and attendance at the end of each payment period. All of our programs have a 900-hour academic year. Students are advised of their academic and attendance status via a progress report. Students must be in Satisfactory Academic Progress upon graduation.

DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period will be considered making Satisfactory Academic Progress. In order for a student to be considered making Satisfactory Academic Progress, the student must meet both attendance and academic minimum requirements. Students will be evaluated at the following points:

Course / Program	Attended Hours
Cosmetology	450, 900, 1250, 1600
Esthetics	300, 600

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

SATISFACTORY ACADEMIC PROGRESS (Qualitative Standard)**Grading Procedures**

The qualitative element used to determine satisfactory academic progress is a reasonable system of grades as determined by student performance on assigned academic exercises and practical experiences. Students are given academic assignments and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of a practical assignment as a rating of **75%** or above.) If the performance is not at the satisfactory level, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of **75%** and pass a final cumulative exam, written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scales:

100 - 90	EXCELLENT
89 - 75	SATISFACTORY
74 or below	BELOW STANDARDS – UNSATISFACTORY

SATISFACTORY ATTENDANCE PROGRESS (Quantitative Standard)

Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Your program and schedule will be determined on your Enrollment Agreement. Any deviation from this schedule (including coming in late and leaving early) must be approved in advance by the School Administrator. *Saturday attendance is mandatory* for all students. Unauthorized absences on Saturdays will result in a two-day suspension not including the missed Saturday. Students with religious restrictions forbidding attending school on Saturday must bring in a letter from their pastor or clergyman explaining the reason. You will be allowed 10 unauthorized absences if you are enrolled in the Cosmetology program and 5 unauthorized absences in the Esthetics program. Unauthorized absences the day before or after an observed holiday will result in a two-day suspension not including the missed day. If you surpass your allowable amount of unauthorized absences, you will be subject to additional suspension days for each additional unauthorized absence. Students placed on financial suspension, disciplinary suspension, or suspension due to attendance reasons will have the time deducted out of their allotted time off. Students must maintain a cumulative attendance percentage of 75% or greater to be considered making satisfactory academic progress.

MAXIMUM TIME FRAME

Based on a cumulative 75% required attendance rate, the maximum amount of time a student may have to complete their program is equal to 133% of the published length of their program in hours and weeks. This is to ensure that the student is able to graduate in Satisfactory Attendance Progress. The maximum time allowed for students to complete each course at satisfactory academic progress is stated below:

<u>Program</u>	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology (Full Time, 35 hrs/wk) – 1600 Hours	62 Weeks	2128
Cosmetology (Part Time, 28 hrs/wk) – 1600 Hours	76.25 Weeks	2128
Esthetics (Full Time, 35 hrs/wk) – 600 Hours	24 Weeks	798
Esthetics (Part Time, 28 hrs/wk) – 600 Hours	29 Weeks	798

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the actual hours or 133% of their

contracted hours and weeks. If a student surpasses their max timeframe and cannot meet the max timeframe requirement, they will be dropped.

Determination of Progress Status:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status.

If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will lose Title IV eligibility and must appeal and prevail upon appeal in order to be placed on probation.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory academic progress while during the first probationary period, if the student appeals the decision, and prevails upon the appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period and within the maximum timeframe. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. A student may be placed on Probation Status for one payment period. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and will lose eligibility for Title IV Funds for the next payment period. At this time, the academic based scholarship will also be revoked.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow him or her to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and

reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, they will be placed on probation, the satisfactory academic progress determination will be reversed, and they will have eligibility for Title IV funds reinstated.

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Academic Progress may reestablish Satisfactory Academic Progress by: 1) Making up missed tests and assignments and increasing grade average to **75%** or better, and/or 2) Increasing cumulative attendance to **75%**.

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Academic Progress or who have reestablished Satisfactory Academic Progress by the next payment period.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incomplete, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Academic Progress Policy.

EFFECT OF SATISFACTORY ACADEMIC PROGRESS ON INTERRUPTIONS, WITHDRAWALS AND RE-ENTRIES

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw or have been withdrawn prior to completion of a program and wish to re-enroll after the original official withdrawal date will return in the same satisfactory academic progress status they were in at the time of withdrawal, if granted permission to re-entry. A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

RE-ENTRY STUDENTS

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 re-entry fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

LEAVES OF ABSENCE OR TEMPORARY INTERRUPTIONS

Students are allowed to take two (2) leave of absences (LOAs) during a course of enrollment. These may be no fewer than 10 calendar days and no more than 30 calendar days at a time. Pregnancy leave may extend up to 180 calendar days in any 12-month period. A leave of absence will extend a student's contract date of completion for the specified amount of time and will be amended to reflect that. The student will not incur additional institutional charges as a result of an approved leave of absence. These are the conditions:

LOAs may be granted for legitimate reasons at the discretion of the School Director. In the case of an emergency, a leave may be granted for up to a maximum of 180 calendar days in any 12-month period.

- ✓ A student is required to apply for a Leave of Absence in advance by submitting a Request for Leave of Absence form. All Leave of Absence Requests must be submitted in writing and signed by the School Director.
- ✓ The School Director may grant an LOA to a student who did not provide the request prior due to unforeseen circumstances, and is required to document the reason for the decision providing the student completes the request for leave of absence and contract change amendment at a later date. In this example, the beginning date of the approved LOA would be determined by the School Director to be the first date the student was unable to attend because of the unforeseen circumstance.
- ✓ Changes to the contract period on the enrollment agreement must be signed and dated by the student and the School Director. Any contract change amendments will be maintained in the students' file.
- ✓ Two (2) leave of absences may be granted for the duration of the course only if there is a reasonable expectation that the student will return from the LOA.
- ✓ If the student does not return or provide a written request for a LOA extension on the day following the scheduled end date of the leave, the student will be withdrawn from his or her course of study. The withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.
- ✓ Upon early return to school, the student's LOA will be considered to be complete.

- ✓ While a student is on a leave of absence, his or her payments will be suspended until the student returns to school, unless otherwise requested.
- ✓ A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- ✓ No Federal Direct Student Loans will be disbursed while on LOA.

GRADUATION REQUIREMENTS

- All freshman practical's have been passed satisfactorily at 75% or better.
- All state required clock hours have been completed (Cosmetology 1,600 hours / Esthetics 600 hours).
- All state required theory hours/operations have been completed.
- All required chapter tests have a grade point average of 75% or better.
- The required Sanitation/Disinfection essay has been completed.
- Baby Board examination has been passed with a score of 75% or better.
- Final written cumulative exit exam has been passed with a score of 75% or better.
- All financial balances are paid in full (unless prior arrangements have been made prior to graduation).
- (For Cosmetology Only) Quadrant 4 was completed and passed with a 75% or better
- Resume has been completed.
- Satisfy all financial obligations to the Academy.
- Be in cumulative satisfactory academic and attendance progress

Freshman: During freshman training, students must complete a practical freshman operations sheet that can be found in their student manual. Freshmen are expected to remain in the freshman area with the freshman instructor during their entire freshman training. During the freshman training, the students will be given freshman grading packets that must be completed with a grade of 75% or better. If the packets are not finished in the 12 weeks of freshman class, the student will have ONE WEEK to complete it in the senior work zone. Any subject that is not passed with a 75% or remains unfinished will keep the student from being able to receive guests that require a service of that particular subject matter. The student may also face disciplinary action for being delinquent with their packets.

Written Report: Because California State Board Health & Safety Rules and Regulations are so important to public safety, we require that all students submit a written report on the subject, using the bacteriology, sanitation, and sterilization chapters from the textbook and State Board Health & Safety chart that is in the student manual and is also required to be posted on the wall of every school and salon. Much importance should be given to this study since it deals with patron protection, safety, and the control of disease. This report should be typed in 16 Font, single spaced (cosmetologists – 10 pages, estheticians – 6 pages) and turned in any time prior to graduation.

Baby Board Examination: Prior to completion of 75% of the course, a baby board examination will be given to each student. This will be necessary to complete and pass at 75% or better before

you may pre-apply to the State Board of California for the State Board examination. This is a practical exam. The examination is scheduled as needed and usually on a Monday morning. This will be a demonstration of all the procedures and techniques in the State Board curriculum. Please refer to the State Board criteria provided to you in this binder, as well as the scope for your examination, also provided in this binder. This exam will be graded according to the criteria used at the actual State Board examination. You do not need to rent a kit; you may use your own equipment as long as you prepare and have everything ready before the exam starts. Students must pass this test with 75% accuracy. A diploma will not be issued unless this test is completed with a passing score. If you fail to show for your scheduled baby board exam, a \$50.00 fee will be assessed to administer the exam at a later date.

Upon successful completion of all completed State Board and school requirements, a diploma will be awarded along with two Proof of Training documents.

WITHHOLDING OF TRANSCRIPTS/GRADES

Transcripts and grades will be withheld if all the above criteria (exit procedures) have not been met. Upon completion of all the above criteria (exit procedures), all completion papers and certificates will be given to the student.

PRIVACY AND FILE ACCESS POLICY

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian (if the student is a minor) for each third-party request. A student (or parent/guardian of a dependent minor) has the right only to inspect, review and challenge information regarding student's grades and information related to the student and maintained by the school in the student's records. Students are not entitled to inspect their parent's financial information without written consent of the parents. Please request an appointment by giving a 24-hour notice to the Supervisor in charge. Written consent is required before information can be given to 3rd parties except the Accreditation Commissions or other qualified government agencies as authorized by law the school form may be used for this purpose. The school will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records.

POLICY FOR SAFEGUARDING STUDENT INFORMATION

Hoss Lee Academy is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the

information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for **12** months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

Hoss Lee Academy shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

STUDENT RECORDS AND FILE RETENTION

Student's records are kept on file for a minimum of six years. Student transcripts are maintained permanently. All student records are kept in safe, fireproof cabinets. For official copies of school records, please contact the School Administrator or Administrative Assistant. There is no charge for the initial copy of withdrawal or completion papers at the time the student completes or withdraws.

Timecards and Recordkeeping

In order to keep track of each student's theory hours and practical operations, each student **MUST** use a timecard. Fellow students are not allowed to write on another student's timecard, which would result in immediate disciplinary action. Timecards are never allowed to be taken out of the building by anyone. A timecard is a legal document and subject to all the same rules and regulations as any other legal document.

Hoss Lee Academy conducts a weekly audit of timecards being turned in and a student checklist every Saturday evening for timecards that have been turned in for that week. If we are missing your timecard, you will be notified the following Tuesday. Your timecard **MUST BE TURNED IN** by the end of the school day to receive credit for your operations and theory. If you are not in attendance the day following a missing timecard, you will have until the end of the following day you are in attendance to turn in your timecard. You will not receive your operations or theory for the week if we do not receive your timecard by the end of that day.

In addition, Hoss Lee Academy conducts an internal weekly audit of all ~~hours~~, operations and theory entered in for the previous week to ensure accuracy and possession of timecards. You will receive an updated progress report the first week of each month.

Any student using a weekly timecard must be sure it is signed daily by the instructor. An instructor will not sign a timecard if it is not entirely filled out properly and will not sign a timecard if it does not reflect the current date. This document is signed under penalty of perjury as to its accuracy and correctness. Instructors cannot allow you to receive credit for anything that you did not actually do or for time in which you did not apply effort. Operations and theory must be signed off by an

instructor for you to receive credit. You must print your full name on your timecard in ink at the beginning of the week

DIPLOMA AND STATE EXAM LICENSING REQUIREMENTS

Upon successful completion of all State Board and school course requirements and assignments, a diploma will be issued. You will also be issued two copies of a Record of Completion and a Proof of Training Certificate which is required by the California State Board of Barbering and Cosmetology as proof of successful completion of the Cosmetology and/or Esthetics program.

Pre-application is a privilege granted by the Board of Barbering and Cosmetology to exemplary students who have earned the right to apply for examination prior to completing their course of study. Upon completion of the course, State Board strives to grant an examination date within 10 working days of your anticipated date of graduation. Students who do not qualify for Pre-application will have to apply upon completion of the course and can expect a significant delay for examination. To pre-apply:

- Students must have completed the minimum of 1,200 hours in Cosmetology, 450 hours in Esthetics, and the pre-application must be sent in within 7 days of completing these hours.
- Students must have completed 75% of all required theory hours and practical operations along with a 75% attendance rate.
- Students must have passed the Baby Board exam at 75% or better
- Upon pre-application, the BBC strives to grant an examination date within 10 school days of your anticipated date of graduation.

Requirements for licensure:

- Applicant must be at least 17 years of age
- Applicant must have completed the tenth grade or its equivalent
- Applicant must have completed all requirements and clock hours for the prescribed course with a Proof of Training and Certificate of Completion from our school
- Applicant must submit the required State Board forms for the examination and pay all required fees
- Student identification must match your pre-application forms to State Board precisely
- Each applicant must have proper identification and a valid Social Security number

Students who have any criminal convictions (felony or misdemeanor) will be subject to review by the Board of Barbering and Cosmetology according to California Business and Professions Code §480 Applicants must submit **CERTIFIED** court documentation for all convictions and sentencing. Also include a personal statement explaining the crime, sentencing and rehabilitation efforts. If you do not provide all documentation, processing of your application will be delayed.

***The above listed requirements for licensure still apply to those students that *do not pre-apply* except that instead of completing 1200 hours in Cosmetology or 450 hours in Esthetics, the student must complete all 1600 hours in Cosmetology and all 600 hours in Esthetics in order to apply for licensure.**

California Business and Professions Code §480

- (a) The board may deny a license regulated by this code on the grounds that the applicant has one of the following:
- (1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of §1203.4 of the Penal Code.
 - (2) Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself, herself, another, or substantially injure another.
 - (3) (A) Done any act that if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.
(B) The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions, or duties of the business or profession for which application is made.
- (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with §4852.01) of Title 6 of Part 3 of the Penal Code or that he or she has been convicted of a misdemeanor if he or she has met all the applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of §482.
- (c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for the license.

For more information, you may contact:
Department of Consumer Affairs
Board of Barbering and Cosmetology
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
(800) 952-5210

ADVISING

Advising and guidance starts at the time of enrollment and is given throughout the course as needed, if necessary, or as requested.

Assistance Phone Numbers

- Counseling numbers and information you may need are as follow:
- WEAVE 24-hour line 916-920-2952;
- Placer Department of Mental Health, Alcohol and Drug Prevention Services 530-889-7240; Veteran's Affairs 1-800-952-5626;
- Women's Center Domestic Abuse and Rape 916-652-6558;
- Suicide Prevention 530-885-2300;
- Placer Adult Protective Services 530-886-5401;
- Sacramento County 916-874-9377; and
- California Department of Rehabilitation 916-324-1313.

RULES OF OPERATION AND STUDENT CONDUCT

Student Conduct Policy:

HLA's write up policy is designed to create a clear understanding of disciplinary action when a student is not adhering to school policies. Certain policies have automatic consequences associated with them and are notated in the policy. For example, the attendance policy notates an automatic suspension day if the student has a no call/no show. For the remaining policies we have developed the following guidelines for students to follow and staff to administer:

Students are given a month-long grace period when they begin school or will be verbally warned once for a violation of policy during this time. Following their first 30 days, or a verbal warning given within the first 30 days, they will be subject to the following disciplinary process if a violation of policy is to occur.

Below establishes the disciplinary action for each write up:

- 1st Write-up: Clocked out for the remainder of the day
- 2nd Write-up: Clocked out for the remainder of the day + 1 day
- 3rd Write-up: Clocked out for the remainder of the day + 2 days
- 4th Write-up: Referred to the Director of the School to determine if student will be expelled or suspended. Suspension may be up to 30 days. Application for reentry is required and must be submitted within the suspension time. The application for re-entry is a letter from the student documenting the reason he or she has been written up 4 times, how the situation will be corrected upon re-entry and the understanding that any further violation of policy will result in the termination of the contract. If re-entry is permitted and another violation occurs the student's contract will be withdrawn.

Student Conduct

Students are expected to conduct themselves in a professional manner at all times. The school reserves the right to expel any student who refuses to cooperate with the rules of the school. Students who cannot follow instructions or schedules, refuse clients, behave rudely in front of clients, or refuse to cooperate with or act disrespectfully to staff members will face suspension or expulsion from school. Students who engage in disorderly conduct including threats, fighting, stealing, drug use/possession of drugs, or gang activity will be reported to the authorities and face expulsion/withdrawal from school. This campus is a drug-free campus. Illicit drugs, alcohol and weapons have no place on school grounds and possession thereof is grounds for immediate expulsion/withdrawal. Any student who is under the influence of illicit drugs or alcohol may face immediate expulsion/withdrawal.

Each department has established classroom rules and procedures that may affect certain school policies. The students will review and sign these on their first day of class and are expected to

follow these policies or be subject to disciplinary action. Classroom rules may affect a student's permission to smoke on campus.

Student Conflict

Per our student conduct policy, students are expected to conduct themselves in a professional manner at all times. Gossiping, spreading rumors, fighting, threatening students or staff will be grounds for immediate dismissal. If a student is the recipient of gossip, rumors, threats or any acts of violence he/she is expected to address this with the Director of the School or Director of Education. Addressing these types of issues with anyone besides the Director of the School or Director of Education may be construed as gossip and therefore grounds for immediate dismissal.

HOSS LEE ACADEMY SOCIAL MEDIA POLICY

Hoss Lee Academy recognizes and respects the rights of students in their use of social media. Social media includes Facebook, Myspace, Twitter, You Tube, etc. as well as written and verbal communication such as video uploads, podcasts, emails, blogging, forums, newsgroups, etc.

California State Senate Bill 1349, Chapter 619, and Statutes of 2012 . . . prohibits public and private postsecondary educational institutions, and their employees and representatives, from requesting a student, prospective student, or student group to: (1) disclose a user name or password for accessing social media; (2) access personal social media in the presence of the institution's employees or representatives; and (3) divulge any personal social media information.

Institutions are prohibited from suspending, expelling, disciplining, or threatening to take any of those actions, or otherwise penalizing a student, prospective student, or student group in any way for refusing to comply with a request or demand that violates the aforementioned prohibitions. Institutions are not prohibited from: (1) exercising rights and obligations to protect against and investigate alleged student misconduct or violations of applicable laws and regulations; or (2) taking any adverse action against a student, prospective student, or student group for any lawful reason.”

Hoss Lee Academy expects all of its students to adhere to our policy on student conduct. Students are responsible for all of their content that is published online for public viewing. Hoss Lee Academy does not tolerate racism, sexual harassment, cyberbullying, intimidation, personal insults, or conduct that is counterproductive to our institution and its policies. Hoss Lee Academy reserves the right to request removal of any such postings at our discretion and additionally, to take any necessary disciplinary action as a result of such occurrence.

GENERAL POLICIES

Applied Effort

After clocking in, you are required to maintain applied effort. Applied effort means; you are to be engaged in assigned practice activities, self-study activities (authorized by your instructor), or in

class. In all cases, your activities while on the clock must be related to training for your course of study.

Dress Code

If you are clocked in, you are required to be in dress code. Student uniforms identify students and distinguish them from the clients and instructors; they also protect the technicians' clothing and person from potentially hazardous chemicals that are commonly used in the industry. Students must wear solid black slacks past the ankle ONLY – this does not include leggings, jeggings, jeans (other than black), stretch pants, yoga pants, etc. Black slacks should have a zipper and a button(s); they may also have pockets but not always. Solid black closed-toe shoes must be worn at all times (shoes may have a label, hardware visible, and soles/shoelaces are not required to be black), slippers are not permitted. Saturday you may wear jeans with a HOSS LEE ACADEMY t-shirt, HOSS LEE ACADEMY apron (outside aprons may be worn but must be approved by the Director of Education prior to wearing them, competitors aprons are not permitted), and solid black closed-toe shoes (shoes may have a label and hardware visible). Hats and scarves are not permitted. Head pieces may be worn (bandanas, bows, headbands, etc.) but may not be over 1" in width. Jeans must not have any holes and must be past the ankle. HOSS LEE ACADEMY T-shirts cannot be altered in any way (i.e., cutting the sleeves, cutting the neckline, etc.). You are permitted to wear a solid black or white shirt underneath your HLA approved top, no other colors, clothing, or garments over your HLA approved top is permitted. Visible Socks must be solid black. Your personal hygiene, i.e., bathing, clean and brushed hair, and clean teeth, nails, and clothing must be taken care of every day before you arrive at school. Makeup, hair and other personal grooming should be done before you arrive at school and should not be done upon arrival to school. You will not be permitted time to fix your hair or makeup once you have clocked in. Hair must be styled in a manner that reflects consumer safety and protection. Long hair should never come in contact with the clients. Your vision should never be obstructed in any way. Your nails should be manicured and free of snags and hangnails. The length of nails should be maintained so that they are not a danger to the client in any way.

Food and Drinks

Food and drinks are not permitted on the Senior Clinic Floor. Water is permitted in a closed container. All food and drinks may be consumed in the lunchroom, or outside, during your 15-minute break or during your lunch break.

Phone Calls

The telephones on campus are for business use only. Personal phone calls will be accepted on an emergency basis only.

Cells Phones

Cell phones are not permitted during any theory class. Students may have a phone for taking pictures of their work on the Senior Clinic Floor, but only with permission from an educator. In case of an emergency, we have 3 different phone numbers you may provide any person that may need to contact you at: 916.726.5577, 916.726.4247, and 917.726.2474. You may check your cell phone for messages during the designated break times and lunch in the lunch room or outside. Please make sure to provide the above numbers listed to any person who might need to contact you for an emergency.

If caught using your cell phone for anything other than educational purposes, you may choose to surrender your phone until the end of the school day or be sent home as an unapproved absence. If the problem persists, you will be written up.

Client Services

You are expected to perform any service assigned to you. The requirements on your timecard are only minimum requirements from the State Board. There are no maximums for any of the procedures on your timecard. Refusing a client service warrants disciplinary action. If for any reason you cannot perform a service on a client, you must discreetly inform the receptionist or an instructor. NEVER UNDER ANY CIRCUMSTANCES should you disrespect the client or make the client feel unwanted!

All clients will check in with the receptionist before their service begins. Students must have a valid numbered ticket with them for the service(s) being performed. All services shall be consulted with an instructor PRIOR to beginning the service and concluding the service. Chemicals shall not be distributed without an instructor's approval.

Any upgrades or additional services shall not be performed on the client without advising the instructor and advising the client of the additional charges. Every service shall be approved by an instructor before the client leaves the chair.

If a client disrespects you or makes you feel uncomfortable for any reason, please notify an instructor immediately. The client will be handled by the instructor on a case-by-case basis.

Personal Services

Personal services are a privilege granted to students at a greatly reduced rate and must be approved by the instructor on duty. Personal services must be approved by your instructor first.

- Students must have a minimum of 90% attendance rate
- Students who have 3 or more tests to be made up are ineligible for personal services
- All services must be approved in advance by the floor supervisor on duty.
- Personal services are to be conducted Tuesday through Friday.
- Senior students may not receive personal services on Saturdays.
- Clients come before personal services. If a student is called for a client, then the client must be taken and their personal service put on hold, providing the personal service has not started
- Students on probation, warning, or a plan for success will not have the privilege of giving or receiving personal services.
- Students receiving personal services do not receive credit for clocked hours at that time unless they have a special voucher specifically stating they may receive a "no clock out service". If they do not have this voucher, the student receiving personal services must clock out in order to receive the services.
- Freshman students are not allowed to work on senior students unless approved by both the Freshman educator and Senior educator.

□ **LIBRARY / REFERENCE MATERIALS**

These materials are for all student use whenever they wish. Access is always allowed with your request during school hours.

Requesting Reference Materials

Books, CD's, and DVD's may be checked out for "in school use with timecard deposit" and after initialing our Hoss Lee Academy Library Check-Out Signage Sheet. The terms are as follows:

"By my initial on the Hoss Lee Academy Library Check-Out Sign In sheet in column 3, I agree to return any books, CDs, and/or DVDs at the end of each school day."

The books, CDs, and DVDs may be checked out for up to 1 week with student's initial agreeing to the terms, which are as follows:

"I agree to return any book, DVD, and/or CD within 1 week or pay a \$30.00 replacement fee."

Esthetics Reference Materials List

Videos

1. Rent a Kit Esthetician Demo
2. IDI Expert Skin Analysis (2)
3. IDI Advanced International Skin Care Techniques
4. IDI Skin Exfoliation Techniques
5. IDI Spa Body Therapy Hydro Pack, Seaweed and Exfoliation Techniques
6. IDI Depilatory Speed Waxing (2)
7. JC Penney Salon Spa Advanced Education Tape I
8. Milady Lesson VI Special Procedures
9. Milady Lesson V Massage Number (2)
10. Dr. Ben Pak Ph.D. Theory, Instruction on Sugar Waxing, Eyebrow Contouring, and Facial Waxing
11. Indian Champissage Indian Head Massage

4. Dermalogica Age Smart
5. Dermalogica Medibac Cleaning Training Module (2)
6. Dermalogica Solar Defense System (2)
7. Dermalogica Chroma White TRX
8. Dermalogica Precleanse Training Module
9. Dermalogica Thermal Body Therapy
10. Dermalogica 9 to 9
11. Dermalogica Fite Launch Video
12. IDI International Skin Care Techniques
13. IDI International Advanced Skin Care Techniques
14. Advanced Brazilian Bikini Waxing
15. Men's Facial Techniques
16. Facial Equipment Techniques

DVDs

1. GM Collin Beauty Reborn
2. GM Collin Botinol Clinical Treatment
3. GM Collin Bota Peptide (5)

Esthetics Magazines

1. Med Esthetics
2. Beauty Link
3. Skin, Inc.
4. Skin Deep
5. Make Up International
6. Milady
7. The Mustard Method

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8. Standard Text Book of Cosmetology
9. Esthetician's Guide to Business Management
10. Milady's Skin Care and Cosmetic Ingredients Dictionary
11. Vigue-Martin Atlas of the Human Body
12. Body Sense
13. New Beauty
14. Brides
15. People
16. Dermascope
17. Acne and Rosacea

18. Bobbi Brown Beauty
19. Modern Salon
20. Lucky Magazine
21. Glamour
22. In Style

Catalogs to Order From

1. Salon Centric
2. Universal Companies Spa Resource Book
3. Jaco Wholesale Day Spa Supplies
4. Kryolan Professional Make Up Supplies

Cosmetology Reference Materials List**VHS and DVD List**

1. Toni & Guy – Classic Cuts Graduation
2. Toni & Guy – Classic Cuts One Length
3. Toni & Guy – Classic Cuts Round Layers
4. Toni & Guy – Classic Cuts Square Layers
5. Pedicure by OPI
6. Updos by Michael
7. Depilatory Speed Waxing
8. Milady's Standard Thermal Hairstyling
9. Milady's Standard Nail Disease & Disorders
10. Absolute Liquid & Powder Technology by OPI
11. Microwrap by OPI
12. Trix Styling Video by Matrix
13. Gels by Salon Essentials
14. Making Faces by Kevyn Avcoin
15. Face Forward by Kevyn Avcoin
16. Milady's Standard Permanent Waxing
17. Milady's Standard Haircolor Theory & Single Process Technique
18. American Crew Men's Cuts
19. Milady's Basic Manicure, Hand & Arm Massage

20. Art of Modern Blonding – Clairol Professionals
21. Milady's Step by Step Make Up
22. Salon Behavior by Salon Education Division
23. Hair Sculpting by Aqvage

Cosmetology Books

1. Inspire Books – Featuring Color The Updo Collection Featuring Makeovers Kids Got Style II Upstyles Beauty at Every Age Featuring Texture
2. HAIR'S – 1000 Hairstyles Color
3. Passion – Regis Salon Collection – 2 Volumes Black Volume 37 Color Up Styles and Weddings – 2 Volumes Hairstyles Album Long Looks

Cosmetology Magazines

1. Modern Salon Magazine

2. Nail Pro

3. Maly's – Salon Centric Magazine

GRIEVANCE PROCEDURES

While most problems that occur can be resolved through discussion and compromise when addressed in a timely manner, sometimes a problem may require further conciliation. Our grievance procedures are designed to resolve a problematic situation that cannot be resolved in a simple manner. The steps that should be taken are as follows:

1. The student should register the complaint in writing on our designated form within 30 days of the date that the act which is the subject of the grievance occurred. These forms are available in our main office and will be provided immediately upon request.
2. Please fill out this form in its entirety including date, time, people involved, any evidential facts to support your grievance, and the outcome expected.
3. This form should be handed to the Director of the school, Lisa Lee.
4. The process of investigation may include interviewing other students, teachers, and staff in order to substantiate the grievance.
5. The results after a thorough investigation of the problem will be put in writing and given to the student within 15 days of receiving the grievance.
6. If the student feels that the problem has not been addressed satisfactorily and still feels it necessary to pursue further relief, the student may resubmit the grievance with reasons why the solution given will not suffice and request a hearing by the school's grievance hearing committee.
7. The school's management will appoint the members of this committee, which may include a staff member not included in the grievance, an instructor not related to the grievance, and an outside person not employed by the school and not a part of the grievance.
8. All facts and evidence will be discussed, and a written report with recommendations or modifications will be given to the student within 15 days after the student requests further relief.

Complaints can also be directed to the California State Board of Barbering and Cosmetology at the following address:

California State Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260

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A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

JOB PLACEMENT

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting local area job openings on a career opportunities bulletin board for students to review. Postings are updated weekly. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to keep in contact with the school and follow up on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

PORTFOLIO PREPARATION

While you are a student at Hoss Lee Academy, you are encouraged to use this opportunity to market yourself to prospective employers. For example, the documents that you have acquired, photos of your best work, awards received, or any notices of recognition will most often help to boost your chances of employability. Below is a list of items that should be contained in your portfolio.

- Diplomas – secondary and post-secondary
- Awards and achievements received
- Field-related achievement-oriented resume
- Letters of reference from employers
- Summary of continuing education and copies of certificates
- Statement of professional affiliations and groups
- Statement of civic affiliations
- Before and after photographs of technical services you have performed
- Statement of why you have chosen cosmetology or esthetics as a career

Employers are looking for a well-rounded, honest, professional, educated team player. A full, concise portfolio is your opportunity to share your accomplishments and achievements with that prospective employer.

SUCCESSFULLY SEARCHING FOR A JOB

How to Create a Great Resume

I. Reflection and Organization

The hardest parts of building a resume are reflection and organization. Reflection means knowing what your marketable qualities are and then organizing them in a unique, stylish manner on paper. If you have never worked before and this is the first time you will be entering the job market, you may feel you have no real marketable qualities to fall back on by way of experience. You would be surprised to know that many of the ordinary tasks

that you do day to day are, in fact, good marketable qualities that employers may be looking for. For example:

1. Being on time
2. Being dependable
3. Being a team player
4. Being a good listener
5. Being able to assimilate problems and come to resolutions
6. Being open to new suggestions

These qualities are worth their weight in gold to a prospective employer. These qualities are what make a great employee and co-worker. When you are reflecting on your qualities, make a list of what you feel your greatest qualities are.

Now that you are coming upon completion of your Cosmetology or Esthetics course, you will need to formulate a creative, interesting, and professional resume. Hopefully, you have taken the opportunity to prepare a great portfolio for yourself while you have been in school. Your portfolio should contain articles such as:

- Diplomas – secondary and post-secondary
- Awards and achievements received while in school
- Grade point averages on testing
- Field-related achievements from externships and competitions
- Letters of references from the school
- Copies of continuing education certificates in your field of study
- Copies of certificates from professional affiliation groups in your field of study
- Copies of certificates from any civic affiliations
- Before and after photographs of technical/chemical and styling services you have performed
- Statement of why you have chosen cosmetology or esthetics as your career choice

Employers are looking for a well-rounded, honest, educated, professional team player for their work group. A full, concise portfolio is your opportunity to share your accomplishments and achievements with the prospective employer of your choice. Make yourself an asset to their business. You will ultimately be a key to their success.

II. Identifying Your Marketable Skills

1. Make a chart that identifies the skills that you have had experience in and list where you have had that experience(s).
2. After the chart is complete, look at the chart to see which skills you have had the most experience in.
3. If you want to use any of these skills list them as such: Communication Skills, Leadership Skills, Organization Skills, etc.
4. This chart helps to outline your experiences.

III. Putting Your Resume Together

1. The first section of your resume should include your personal data: Name, address, telephone/cell number or both, fax number if you have one, email address, and if you have a web page – your web page address.
2. Section 2 should state your “Job Objective” – this helps convince employers that you know what you want and are familiar with the field. Be as specific and concise as possible. A short statement such as, “Hair Stylist”, “Hair Colorist”, or “Esthetician” is sufficient – see example.
3. Section 3 for an entry level position would be to list your “Key Skills.” This section should include how knowledgeable you are in your field of study, communication skills, knowledge and experience in your field of study (i.e., coloring, cutting, perms, massages, facials, etc.), product knowledge, negotiation and salesmanship abilities, energy and enthusiasm to work full time, and good mathematical skills.
4. The fourth section is for your “Educational Qualifications.” How long have you been interested, studied, and practiced in your field of study? Where did you complete your training? What were the dates you attended school? Also list any extra-curricular classes that you have taken related to your field of study, with dates, and mention certificates earned.
5. If you have any work-related experience, even if you have only interned, this is the section you would list that experience, with dates.
6. Section 6 should include all responsibilities and duties you have performed. Some examples are: maintaining salon cleanliness and hygiene, greeting and interacting with clients, using hair colors and brands, using equipment for your profession, and implementing new techniques and styles.
7. Section 7 is where you can list your achievements, i.e., certificates of achievement, increased revenue for an establishment with an example of a % of growth rate in a specified year.
8. Section 8 should list the languages you speak.
9. Last, Section 9 should list your references. Professional references are always listed first, and personal references listed last with contact numbers and/or email addresses.

THE JOB INTERVIEW AND HOW TO PREPARE FOR IT

Now that you have successfully landed an appointment for a job interview, you will need to prepare for the interview. Before the interview:

1. Thoroughly research the company you would like to work for
2. Print your completed resume on professional paper; make several copies
3. Have your business cards ready to distribute
4. Decide ahead of time what you will wear to the interview
5. Practice interviewing with another person

Preparation for an interview cannot be stressed enough, as this will be your one chance to prove yourself and potentially land that job you want.

I. Researching the Company

1. You will probably be able to look up a company on the Internet to get a business profile, which should list the management, when the business started, their location,

demographics, and the type of industry. Some suggested sites are Glassdoor.com, Vault.com, and Google.com

2. You can also look companies up on the Better Business Bureau to see if they are in good standing.
3. Being knowledgeable about the company, its mission, and its employees will let the company know how interested you are in working there.

II. Practice Interviewing

1. You will be given the chance to have mock interviews with the students and staff while you are in school. Cosmetology students will practice mock interviews at 1450 hours of completion of their course and the Esthetics students will start their practicing at 300 hours.
2. At home, try to involve family and friends in mock interviews. Have them run through typical questions asked at an interview.
3. A list of difficult and the typical top 10 interview questions are provided in the following pages for you.
4. Research your answers and practice what feels right for you to say given your parameters.

III. What to Bring to the Interview

1. Any work samples or portfolio you have prepared in your field of study
2. A notepad and pen
3. Breath mint (before you enter the building and not while in the interview)
4. An extra copy of your resume on professional paper
5. Your business cards

IV. What Not to Bring to the Interview

1. Your cell phone
2. An iPod or any other electronic device
3. Gum
4. Cigarettes
5. Candy
6. Soda or drinks of any sort
7. Scuffed shoes, messy and/or not-so-clean clothes

V. What to Wear and What Not to Wear

1. Dress appropriately for the establishment you are interviewing with. The hair industry is typically on the flamboyant side when it comes to attire and hair design. While standing out from the others is alright sometimes, it is not alright on at an interview. Try to tone down any flashy, glitzy, unreserved, gaudy or loud attire, makeup and hair design. Try to avoid showing tattoos, piercings, multi-colored hair, flashy jewelry, and anything that would draw attention away from you during an interview.
2. Keep in mind that you will be presenting yourself to a variety of different people that come from all walks of life while working. Dressing to fit a certain style will single you out as a person that shows an interest and taste in one particular style. Try to keep your image open and fresh and inviting to all different styles of people.

3. A business casual dress code is appropriate for this industry. Long tailored pants and a neutral blouse or shirt is acceptable. If you want to wear a skirt, remember to keep it at a respectable length so as to not offend anyone.
4. Makeup should be kept tasteful and not overdone.
5. Jewelry should be kept to a minimum as well.
6. If you decide to wear perfume, use only a very small amount so as not to overwhelm your interviewer or those around you. A clean smell is always the best smell.
7. Hair should be washed and styled neatly and not overdone.
8. Shoes should be closed toed if possible; never wear flip flops, crocs, stilettos, tennis shoes, or any old or dirty shoes to an interview.

VI. The Interview

The most important first step in the interview process is to **BE ON TIME!** Showing up late to an interview reflects the lack of regard you have for other people's time. If you show up late, there really is no excuse that can erase that away. The employer will look at you as not appreciating the opportunity of an interview. Research or MapQuest the location of the interview well ahead of time. Drive there a few days ahead of time to gauge the time it takes to get there and assess the parking situation. Be prepared time wise. While waiting to be interviewed, you may be asked to wait in a seated area. How you sit and wait, and how you greet the receptionist and the interviewer all have an impact on whether you are going to be considered for this job. Sit quietly and be patient. Be friendly and pleasant to everyone there. Shake hands firmly with your interviewer avoid a sticky or clammy handshake.

During the interview, make eye contact with the interviewer for a few seconds at a time. Be pleasant and nod at appropriate times. Laugh only when the interviewer laughs first. Be polite and keep an even tone in your voice. Do not be too loud or quiet. Sit up straight and relax, leaning forward a little towards the interviewer. Be careful to listen to the interviewer and refrain from interrupting.

You will be asked a series of questions; some geared toward the job and others geared toward you and your work ethic. Here is a list of the most common interview questions asked:

1. What are your greatest strengths?
2. What are your greatest weaknesses?
3. How do you handle stress and pressure?
4. Describe a difficult work situation/project and how you overcame it.
5. How do you evaluate success?
6. Why do you want this job?
7. Why should we hire you?
8. What are your goals for the future?
9. Tell me about yourself.
10. Tell me how you get along with others
11. How well do you work with supervisors?
12. Do you consider yourself successful?
13. What salary are you looking to earn?

14. What extra classes have you taken to enhance your abilities?
15. How do you feel about retail sales?
16. How would you handle conflict with a co-worker?
17. Why did you choose the beauty industry?
18. What motivates you?
19. What do you know about our company?
20. What product lines have you worked with?
21. Why would you like to work here?

In answering some of the more difficult questions, you will need to analyze yourself and your goals to give an appropriate answer. For example, “Tell me about yourself” can go different ways. By rambling and looking as if you are winging it, you may bore your interviewer. Offering two or three precise sentences that sum you up and get right to the point is far more effective. Remember to be specific and to the point with your answers. Your goal is to project yourself as a capable individual who is confident and knows what he/she wants. If a question focuses on negativity, turn it around to focus on the positive. For example, “What are your greatest weaknesses?” may point to what others may or may not perceive as a negative. If you have been labeled an obsessive-compulsive individual that likes cleanliness and order, this may be perceived by someone as a weakness when in reality it can come across as a very strong point on your behalf. Frame this quality to reflect positively on yourself: You like order and cleanliness, which is of the utmost importance in the beauty industry and is a definite plus in a salon. Research and analyze your answers carefully.

The following is a list of the most common job interview mistakes:

1. Not preparing for the interview
2. Dressing inappropriately
3. Displaying poor communication skills
4. Talking too much; giving out too much information
5. Not talking enough
6. Offering vague, fuzzy facts
7. Not listening or paying attention to the interviewer and his or her questions
8. Giving wrong, irrelevant answers to questions asked
9. Badmouthing former co-workers or past employers
10. Forgetting to follow up after the interview

VII. After the Interview

As soon as possible after the interview, send a thank you letter, note or email to the interviewer thanking him/her for his/her time and considering you for the position. Use this opportunity to reiterate your interest in the job and company and to highlight your relevant skills. Keep the correspondence short and to the point and proofread your correspondence before you send it out.

Hopefully the above information will help guide you through the job seeking process. On the following pages is an example of a sample resume. There are many types and styles to

choose from on the Internet. Do a search to see which one you like the most and the one that will allow you to portray your best skills. Remember, it is a job to look for a job and requires dedication, patience, research, and planning to get to where you want to be. Keep moving forward and do not give up. Keep in mind that Hoss Lee Academy offers placement assistance, Good luck in your job search!

SAMPLE RESUME

Address:

1234 Easy Street
Sacramento, CA 95825
Home Phone: (916) 777-5555

Email Address:

beth@yahoo.com
Cell Phone: (916) 555-2222

Amanda K. Hired

Objective To obtain gainful employment in the field of the cosmetology arts and sciences

Education **Encina High School, City, State** **Graduated June, 2009**

General education requirements
GPA: 3.45

Sierra, City, State **July 09 – June 10**

General education requirements
45 credits earned
GPA: 3.00

Relevant Courses:

Business Administration	Art I
Sociology	History of Women
Psychology	Art II

Hoss Lee Academy, Roseville, CA **Graduated May 2011**

1600 hours in Cosmetology
Relevant Courses:
Health and Safety Theory of Electricity
Sanitation and Disinfection Bacteriology/Anatomy/Physiology
Wet Hairstyling Thermal Hairstyling/Press and Curl
Permanent Waving Chemical Straightening
Haircutting Hair Coloring/Bleaching
Scalp and Hair Treatment Manual Facials
Chemical Facials Eyebrow Arching and Hair Removal
Makeup Water/Oil Manicuring
Complete Pedicures Artificial Nails (liquid and powder)
Nail Tips Nail Wraps/Repairs
Electrical Facials

Work **Suzie's Hair Salon and Spa, City, State** **March 2011**

Experience

Externship – 4 weeks

- Studied and assisted in performing different hair coloring process techniques and corrective coloring
- Assisted in makeup and makeovers
- Assisted in different styles of haircutting for men, women and children

- Studied and assisted in corrective conditioning and shine enhancement

Barnes and Noble, City, State

2011 – Present

- Cashier
- Customer Service
- Stocking and Inventory

Safeway Market, City, State

2010 – July, 2009

- Cashier
- Office Assistant
- Stocking and Inventory

Skills

Outstanding customer service skills, cashiering, knowledge of inventory processes, salesmanship, and excellent knowledge and experience in all fields of the cosmetology arts and sciences.

**Activities
and Honors**

“Outstanding Customer Service Skills” award from Barnes and Noble
“Most Valued Employee” from Barnes and Noble
First Place Award for Hair Competition in Fantasy Category at Hoss Lee Academy
“Student of the Month” in January of 2011 at Hoss Lee Academy

References

Available upon request

VETERAN POLICY STATEMENTS

EVALUATION OF PRIOR CREDIT – CFR 21.4254(b)(12) CFR 21.4254(c)(4)

This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. Evaluation will be based upon an evaluation of records of prior training, written exam, and/or oral exam.

Credits will be recorded on the enrollment record.

SATISFACTORY ACADEMIC PROGRESS – CFR 21.4254(b)(6)(7)

Students are evaluated at 450 hours, 900 hours, 1250 hours, and 1600 hours (Cosmetology) and 300 hours and 600 hours (Esthetics) to assess compliance with minimum progress standards. Students who have not maintained the required grade average of 75% are placed on probation for 12 weeks (Cosmetology) and 5 weeks (Esthetics). Those students who have not achieved the required minimum average by the end of the probationary period will have their VA benefits terminated.

ATTENDANCE POLICY – CFR 21.4254

Students are required to maintain a 75% attendance average. Those students whose attendance is below the required average will be placed on probation for a period of 12 weeks (Cosmetology) and 5 weeks (Esthetics). Those students who have not improved their attendance to the required minimum average by the end of the probation period will have their VA benefits terminated.

CONDITIONS FOR RE-ENROLLMENT CFR 21.4254(b)(7)

Re-enrollment or re-entrance will be approved only after evidence is shown to the Director's satisfaction that conditions that caused the interruption for unsatisfactory academic progress have been rectified.

REFUND POLICY FOR NON-ACCREDITED COURSES – CFR 21.4255

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discounted therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its length.

Note: The maximum non-refundable application fee allowed by VA is \$10.00 for non-accredited courses.

FOR POST 9/11 GI BILL® (Ch 33) STUDENTS AND VA VOCATIONAL REHABILITATION (Ch 31) STUDENTS

Our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-

1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

STUDENT GRIEVANCE FORM

NAME _____ ADDRESS _____

Student ID# _____ TELEPHONE _____

1. Please provide a one or two sentence description of your complaint.

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

Date

AUTHORIZATION FORM – RELEASE OF INFORMATION

I understand that I have the right to gain access to my records according to the school’s Access to Files Policy by making an appointment with the appropriate school official.

I also understand that I have the right to authorize certain individuals, organizations or class of parties (such as potential employers) to gain access to certain information in my student file. I also understand that I have the right to rescind the authorization in writing at any time.

I hereby authorize _____ to have access to the following information:

Signature of Student or Date
Parent or Guardian if Student is a Dependent Minor

Note: This form is to be used each time the school wants or has a need to release information from the student file to a third party unless a class of parties has been identified.

This form need not be used when releasing information from the student’s file to the student or student’s parent if the student is a dependent student under IRS laws.

SAMPLE SATISFACTORY ACADEMIC PROGRESS REPORT

Name: _____ Date: _____

Start Date: _____ Evaluation Period: _____

Scheduled Hours: _____

Actual Hours: _____

Attendance: _____%

Cumulative Academic Grade: _____%

Student is making satisfactory academic progress: _____ Yes _____ No

Notice of Warning/Probation for non-compliance with requirements for Satisfactory Academic Progress: _____

Reason for Warning/Probation: _____ Attendance _____ Academics

Warning:

You have until the next evaluation period to bring up your grades and/or attendance up to minimum requirements.

Probation:

If the student has still not met progress requirements at the end of the warning period, the student will be considered not making satisfactory academic progress. In order for the student to be placed on probation and continue to receive a scholarship fee waiver, the student **MUST APPEAL** the satisfactory academic progress decision within the next 10 days and prevail upon appeal. You have until the next evaluation period to bring your grades and/or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon academic plan. If satisfactory performance is not achieved by the end of the probationary period according to satisfactory academic progress requirements or your academic plan, your scholarship fee waiver will be interrupted and you will be responsible for payment of all tuition balances in full. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have your scholarship fee waiver reinstated.

Additional Comments:

Student Signature _____ Date _____

School Official Signature _____ Date _____

APPEAL POLICY AND PROCEDURE FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding an SAP determination must be made within 15 days of the negative determination.

_____ Financial Aid Package _____ SAP Determination
_____ Extra Instructional Charges _____ Other: _____

Attention Campus Director:

I wish to appeal the decision and/or policy of the school regarding the above indicated matter. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

Supporting Documentation Attached: _____ Yes _____ No

Student Signature

Parent or Guardian (If applicable)

OFFICE USE ONLY

_____ APPEAL _____ APPEAL DENIED

EXPLANATION OF DECISION:

REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC
PROGRESS AT THE END OF THE PROBATIONARY PERIOD:

CERTIFICATION

Please review the statements below and initial to the left of each statement.

Student
Initials

_____ I have received a copy of the Hoss Lee Academy Course Catalog and reviewed all school rules and policies.

_____ I have received a copy of the School Performance Fact Sheet

_____ I have received a copy of the Cancelation Form

_____ I have received a copy of the California State Board of Barbering and Cosmetology Acts & Rules and my course Criteria.

_____ I have received a copy of the Hoss Lee Academy course outline

_____ I have received a copy of my Enrollment Agreement, including my Rights to Cancel, Withdrawal and Refund Rights.

_____ I have received a copy of the Student Grievance Form and understand the Grievance Procedures

_____ I have received an Authorization Form for Release of Student Information

_____ I have received a Sample Satisfactory Academic Progress Report

_____ I have received an Appeal Policy and Procedure Form

My signature below certifies that I have read and agree to abide by all rules and regulations set forth by Hoss Lee Academy course catalog and the California State Board of Barbering and Cosmetology. I understand that violation of these rules may result in disciplinary action up to and including expulsion from school.

Student Signature

Date

Print Name