

Avant Gard The School

Student Catalog and Handbook

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ADMINISTRATIVE PERSONNEL AND OWNERSHIP

Joseph B. Settle OWNER and ADMINISTRATOR
Shaun T. Settle ADMISSIONS and INSTRUCTOR

The school is owned by Raley Hair, LLC. whose only stockholders are Joseph B. Settle and Shaun T. Settle. The corporate office is located at 8131 Kingson Street Suite 300 Avon, Indiana. The phone number is (317) 272-1212. The campus is licensed by the Indiana Professional Licensing Agency Cosmetology Board. The school is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302, 703-600-7600. The school is approved by the United States Department of Education to participate in Title IV financial aid programs. All current licenses and certifications may be reviewed at the campus during regular business hours. The campus administrator may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or financial aid programs* offered.

HISTORY

Joe Settle attended IUPUI and studied Business Management because he always knew that he wanted to own his own business. After testing out a few professions, Josef found his true calling in the professional beauty industry where he has been able to thoroughly fulfill his artistic potential while taking advantage of his marketing and management skills. A master at his craft, Josef partnered with his wife, Shaun, a highly successful designer and salon owner, to transform the world of creative hair design and beauty care education. Shaun had owned her own salon since 1985 which led to the pair opening Avant Gard Hair Salon in 1992. In that same year they were both recruited by Rusk Haircare as educators. Both gained the prestigious title of *Master Educator* at Rusk and traveled across the USA educating other hair designers. Joe went back to school in 2002 to obtain his instructor's license in preparation for opening Avant Gard The School in December of 2003. The thanks and appreciation of the school's students provide the driving force to continue to grow and improve the educational process .

MISSION STATEMENT AND GENERAL OBJECTIVES

The primary mission of Avant Gard The School is to provide a high quality education in a motivated, inspirational environment to ensure the success of our graduates in the exciting field of cosmetology. This mission may be accomplished through the following objectives:

- To assess institutional effectiveness through student achievement and performance as reflected in the campus completion, licensure, and employment rates and through periodic surveys of students, graduates, and employers of graduates.
- To employ a faculty of adequate size qualified by preparation, education or experience and personality to carry out the educational objectives of the institution.
- To maintain effective methods of organization and administration appropriate to the educational programs offered.
- To uniformly administer fair and equitable admissions policies.
- To provide a program of supportive services including academic advising to students and employment assistance.
- To develop and use well-organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- To maintain a sound financial condition and qualified financial management.
- To provide equipment, instructional and laboratory space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- To use systematic student evaluation to assist student learning and develop satisfactory student achievement.

ASSESSMENT PLAN

The stated goals and objectives, educational programs and support services are assessed systematically by means of:

1. Periodic student evaluations of the staff, programs and facility.
2. Periodic surveys of graduates and industry representatives as to the effectiveness of the instructional programs and support services.
3. Review of annual retention, licensure and employment rates.
4. Cooperative evaluation by staff during regular staff meetings regarding the institution's purpose, objectives and success.
5. Feedback annually from the Advisory Council comprised of industry professionals.
6. Completion of an Institutional Self Study for the school.

The information received is used in formulating plans to maintain and improve the institution's activities, educational programs, student support services, and any other area needing improvement.

CAREER OPPORTUNITIES

Welcome to the world of cosmetology! You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. As you begin, you may not know whether you prefer working with hair, skin, or nails. Enter the classroom with an open mind as you begin your course of study. The following vocations are options you may want to consider upon graduation.

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, a cosmetology education may be a pathway to a secure income and a solid future...

COSMETOLOGY

*Professional Stylist
Skin Care Specialist
Makeup Technician
Manicurists
Platform Artist
Product Representative
Salon Owner or Manager
State Board Member/Examiner*

MANICURING

*Nail Care Specialist
Synthetic Nail Technician
Nail Salon Manager
Nail Salon Owner
Platform Artist
Product Representative
Retail Specialist*

AESTHETICS

*Skin Care Specialist
Makeup Technician
Product Representative
Salon Owner
Salon Manager
Platform Artist
Theatrical Makeup Artist
Aroma therapist
Retail Specialist*

INSTRUCTOR

*Private School Instructor
Public School Instructor
Product Representative
Director of Education
School Administrator
Platform Artist
Board Member/Examiner
School Owner/Manager
Education Consultant*

COSMETOLOGY CAREER CONSIDERATIONS

The school feels that students interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions and beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

In addition, applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair.
- A personal investment may be required for advertising and promotions such as printing of business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

JOB DEMAND IN COSMETOLOGY

According to the 2006-2007 Occupational Outlook Handbook published by the U. S. Department of Labor, "Overall employment of barbers and cosmetologists is expected to grow about as fast as the average for all occupations through the year 2014, because of increasing population, rising incomes, and growing demand for personal appearance services. Continued growth in the number of nail salons and full-service day spas will generate numerous job openings for manicurists, pedicurists, skin care specialists, and shampooers." The handbook goes on to report that "median annual earnings in May 2004 for salaried hairdressers, hairstylists, and cosmetologists, including tips and commission, were \$19,800....the highest 10 percent earned more than \$35,990....median annual earnings, including tips, were \$24,010 for skin specialists. See www.ls.gov/oco/ocos169.htm.

Another survey was completed in 2003 for the National Accrediting Commission of Cosmetology Arts and Sciences by Dr. Lawrence Rudner of the University of Maryland. That survey reported that "there were 1,604,502 professionals employed in the nation's 312,959 beauty salons, barbershops, skincare salons, and nail salons. Nationally, 59.4% of salons are classified as 'full service', while 17.9% are haircutting only salons, 4.5% are barbershops, 4.3% are nail salons and 4% are day spas." The Job Demand Survey goes on to show that "the corresponding 2002 yearly full-time salaries were \$53,150 for salon owners and \$36,100 for all other salon professionals across the USA. The exciting news is that salon earning power keeps improving." See www.naccas.org.

EMPLOYMENT ASSISTANCE

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to seek employment that includes professionalism, how to write a resume, complete an employment application and prepare for an effective interview. The school places a great deal of emphasis on how to obtain and retain employment after graduation as well as provides job referrals and follow up. When our graduates succeed, we succeed!

FACILITY

The school facility includes:

- Approximately 8550 square feet of modern, air-conditioned space
- Office space for administration and education
- Reception area
- Classroom for theory and practical training
- A clinic laboratory with stations for serving the public
- A student lounge
- A library of texts, publications, curricula, audio-visual equipment and aids, and industry-related journals

CLASS CALENDAR

Observed holidays are New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. (the actual dates vary based on which day of the week the holiday occurs). Additional days off are published well in advance. School closures due to extenuating circumstances such as inclement weather are announced on local television stations. New classes begin the first Tuesday of every month.

PRIVACY AND FILE ACCESS POLICY

In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

- a) guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
- b) require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- c) do not allow publication of "directory information" about students;
- d) provide and permit access to student and other school records as required for any accreditation process initiated by the institution (by NACCAS or in response to a directive of NACCAS).

Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of seven years after graduation or termination.

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

ADMISSIONS AND ENROLLMENT

School does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, race, age, color, ethnic origin, or religion. The school does not recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology, Manicuring, or Aesthetics course has:

- At least 18 years of age.
- Submit valid proof of High School Diploma or GED
- Photo ID
- successfully completed the EQUIVALENT of twelfth grade
- Submit valid social security card

Instructor applicants must also hold a current license as a practitioner in the field they wish to teach.

SCHOLARSHIP POLICY

The school recognizes and accepts scholarships awarded by other entities.

EVALUATIONS AND ACADEMIC COUNSELING

Students are advised regarding progress and achievement periodically according to the Satisfactory Academic Progress policy. Evaluations include how the student is performing with regard to attendance, theory grades, and practical skills as well as their professionalism. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Information and advice regarding licensing regulations, reciprocity, employment, and continuing education opportunities is available to students as it is needed. The administration office has a list of agencies for referral if a student needs other assistance. At which time the school becomes approved to participate in federal financial assistance programs, the school will employ a Financial Aid Advisor who will be available to provide information and advice on funding assistance accessible to students in accordance with applicable regulations.

ATTENDANCE

Classes at the school are scheduled Tuesday through Friday between 8:30 a.m. to 4:00 p.m. and Saturday 9:00 am to 3:00 pm. Full time students are scheduled to attend 33.5 hours per week. Part time students are schedule to attend 27.5 hours per week. All students are expected to comply with the schedule assigned by the school and attend theory class as required. Students are encouraged to attend a minimum of 93% of the scheduled hours to ensure they get the most from their career education and avoid paying extra instructional charges for extending their training beyond their contract ending date. Be advised that students extending training beyond their contract ending date will be subject to extra instructional charges payable in advance of \$250 per week, or any part thereof, until completion of the applicable course hours. Student hours are recorded by means of an electronic time clock. Students are given credit for exact hours attended calculated to the nearest 100th of an hour. The school does not add or deduct attendance hours as a penalty nor does it round hours of attendance. All students are scheduled to take a half hour lunch break daily. If a student fails to clock out for lunch as required, thirty minutes will automatically be deducted from the day's total hours. If a student is unable to take a lunch break due to curriculum related activities, the instructor will initial the time card and he/she will be given credit for the time attended.

SATURDAY ATTENDANCE

Students may miss no more than one Saturday per month with prior approval. Unapproved Saturday absences (partial or full day) are subject to the following penalties:

- 1st Saturday without prior approval: Suspension the following Tuesday
- 2nd Saturday: Suspension the following Tuesday through Friday
- 3rd Saturday: Suspension for one month with Saturday attendance required
- 4th Saturday: Expulsion from school

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in writing stating the reason for the leave for approval by the school owner or Administrator. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. If at which time the school becomes approved to participate in federal financial aid and a financial aid recipient takes a leave of absence, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. The contract will be revised upon return from the LOA to extend the ending date by the applicable number of days. All approved leaves will be scheduled to begin on the first class day after the student's last physical day of attendance prior to beginning the Leave.

CAMPUS CURRICULUM – COURSE OUTLINES

All programs offered by the school follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this section of the catalog. Each program will be divided into three levels of training as follows:

Enlightenment: In the introductory level of training, Students will focus on learning the underlying theory and the basic skills for providing client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice.

Refinement: During this vital level of training, students will develop and customize their skills to meet the needs of clients. They will perform skills in the client service center and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, field trips, guest speakers, and hands-on practice.

Empowerment: In this level of training, Students will master the creative skills necessary for success in the workplace and learn key business skills needed to be successful Salon and Spa Professionals. During this Avenue, Students will learn systems that top professionals are using to attract clients, increase sales, and grow their personal income. Successful completion of Avenue III will prepare them for immediate success and will dramatically improve their opportunities for employment upon graduation. The education is provided through interactive lecture, demonstration, technology, field trips, guest speakers, hands-on practice, and competency skills evaluation. Students will focus on state board preparation, professional development, and career placement. The education is provided through demonstration, technology, field trips, guest speakers, hands-on practice, and competency skills evaluation.

Artist: Graduates begin an important relationship with the Avant Gard Alumni Association. They will provide documentation of licensure and employment in their chosen field. They will begin the achievement of the goals established in Enlightenment while enjoying success in an exciting career in the Salon or Spa environment.

	Enlightenment	Refinement	Empowerment
Cosmetology	0-450 Hrs	451-900 Hrs	901-1500 Hrs
Esthetics	0-80 Hrs	81-350 Hrs	351-700 Hrs
Manicuring	0-80 Hrs	81-200 Hrs	200-450 Hrs

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a FINAL 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 scale:

WRITTEN and PRACTICAL

95 - 100 EXCELLENT

90 - 94 VERY GOOD

75 - 89 SATISFACTORY

0 - 74 BELOW STANDARDS - UNSATISFACTORY

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training.

LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a cosmetologist, a nail technician, aesthetician or instructor who has completed the required clock hours in an approved school for the applicable course; has paid the required fees; and has passed the examination conducted by the Board to determine his/her fitness to receive a license.

UNITS OF INSTRUCTION AND HOURS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. Students also learn career and employment information, professional ethics, effective communications human relations, compensation packages, payroll deductions, and the fundamentals of business management.

COSMETOLOGY COURSE OUTLINE

1500 HOURS – 45 WEEKS

DESCRIPTION: The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions in Cosmetology or related career field.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, lightening, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

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

TOTAL HOURS	THEORY DEMO	ACTUAL PRACTICE	SUBJECT - UNIT
40	40		Sanitation, Health, Infection Control, Bacteriology, Products, tools, equipment, use & safety
10	10		State Laws and Rules, Licensing Requirements and Regulations
10	5	5	Salesmanship
10	10		Business Management, Professional Ethics, Communications, Human Relations, Compensation Packages and Payroll Deductions
5	5		Anatomy, Physiology, Biology
5	5		Skin Anatomy
5	5		Hair Anatomy
5	5		Electricity
10	10		Chemistry
			All Practical Skills Topics include Product Knowledge, Use and Safety
250	100	150	Principles and Techniques of Hair cutting
25	5	20	Principles and Techniques of Manicuring
20	5	15	Principles and Techniques of Pedi curing
15	5	10	Principles and Techniques of Hair Removal (eyebrows, upper lip, chin area)
35	5	30	Principles and Techniques of Shampooing
35	10	25	Principles and Techniques of Scalp and Hair Treatments
55	20	35	Principles and Techniques of Skin Care Treatments, Chemical Procedures, and Makeup Application
100	40	60	Principles and Techniques of Haircolor (Temporary, Semipermanent, Permanent, Bleaching, Frosting)
370	70	300	Principles and Techniques of Chemical Reformation (permanent waving and chemical relaxing)
280	70	210	Principles and Techniques of Hair Styling (wet, thermal, hair waving, hair pressing, braiding, finger waves)
215	215		Discretionary Hours
1500	640	860	TOTALS

MANICURING COURSE OUTLINE

450 HOURS – 13.50 WEEKS

DESCRIPTION: The primary purpose of the Manicuring Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as a Nail Technician or related career avenue.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Nail Technician, Manicurist or related position.

TOTAL HOURS	THEORY DEMO	ACTUAL PRACTICE	SUBJECT - UNIT
40	40		Sanitation, Health, Infection Control, Bacteriology, Products, Tools, Equipment Use and Safety
25	25		Anatomy and Disorders, Biology
10	10		State Laws and Rules, Licensing Requirements and Regulations

10	10		Chemistry
15	5	10	Salesmanship, Business Management, Ethics, Communications, Human Relations, Compensation Packages, and Payroll Deductions
200	40	160	All Practical Skills Topics include Product Knowledge, Use and Safety Principles and Nail Techniques (basic preparation, tips, sculptures, overlays, fiberglass, gel nails, nail wrapping, acrylic nails)
60	10	50	Principles and Techniques of Manicuring
35	10	25	Principles and Techniques of Pedicuring
20	10	10	Principles and Techniques of Electric Drill/Filing
35		35	Discretionary Hours
450	195	450	Total

ESTHETICS COURSE OUTLINE

700 HOURS – 20.5 WEEKS

DESCRIPTION: The primary purpose of the Esthetics Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as a Nail Technician or related career avenue.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

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

TOTAL HOURS	THEORY DEMO	ACTUAL PRACTICE	SUBJECT - UNIT
40	15	25	Chemistry of skin care
60	30	30	Physiology and Dermatology (Anatomy, Physiology, Histology, Skin and gland structure and function, conditions and disorders of the skin, Cells and tissue)
35	15	20	Bacteriology, Sterilization, Sanitation, Infection Control, Personal Hygiene, Public Health, Methods and Procedures, Products, Tools, Equipment, Use and Safety
20	20		Professional and Personality Development: Professional Ethics and Practices, Personality Development, Personal Attitude and image
25	5	20	Management, Human Relations, Communications Salesmanship, Marketing, and Retailing; Salon Development and Business Management, Insurance, Laws, Guest Records, Compensation Packages, Payroll Deductions,
10	10		State Statutes, Laws, Licensing Requirements
90	20	70	Machines, Introduction to skin care machinery, Types of current, Purpose and Effects
45	15	30	Introduction to skin care; Facial Structure, Skin Diagnosis, Guest Appointments and Consultation
155	35	120	Principles and Techniques of Skin Care, Massage and Cleansing Procedures, Movements in Facial Massage Manipulations, Mask and Packs, Massage and Cleansing, Hands and Feet (manicures/pedicures not allowed),

			Extraction Techniques
50	15	35	Principles and Techniques of Makeup: Contouring, Application, Color Accent, Purpose and Effects, Supplies and Implements, Preparation and Procedures
40	10	30	Eyebrows and Eyelashes: Arching, Eyelash Application\
40	10	30	Principles and Techniques of Hair Removal (Superfluous Hair): Tweezing, Waxing, Depilatories, Lips, Chin, Face, Leg
20	5	15	Safety Precautions: In Skin Care, Machinery (electrical), Facial Treatments, Makeup
45			Discretionary Hours
700	230	425	Total

The above hour requirements must be met by each Student Partner in each category in order for the earned hours to be accepted by the state licensing board for examination.

INSTRUCTOR COURSE OUTLINE

1000 HOURS – 29.5 WEEKS

DESCRIPTION: The primary purpose of the Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career avenue.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

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

TOTAL HOURS	THEORY DEMO	ACTUAL PRACTICE	SUBJECT - UNIT
150	50	100	Orientation and Applicable Curriculum Review; Career and Employment Information, Professional Ethics, Effective Communications, Human Relations, Compensation Packages and Payroll Deductions, Licensing Requirements, Fundamentals of Business Management
60	60		Introduction to Teaching, Principles of Teaching and Learning, Student Motivation
330	160	170	Course Outline and Development, Lesson Planning, Teaching Methodology, Presentation Techniques, Teaching Aids (development and use), Administering and Grading Examinations, Assessment of Student Progress, Academic Advising
50	30	20	School Administration: Record Keeping and Management, Laws and Rules, Applicable Organizational and Regulatory Requirements
150		150	Teaching: Assisting in the Clinic and Theory Classrooms
260		260	Practice teaching in the Clinic and Theory Classrooms in the Clinic and Theory Classrooms
1,000	300	700	TOTAL

The above hour requirements must be met by each student instructor in each category in order for the earned hours to be accepted by the state licensing board for examination.

INSTRUCTOR PROGRAM REQUIREMENTS

Each Student Instructor will be required to provide their own kit materials for conducting demonstrations and assisting students on the clinic floor. Student Instructors will complete the interactive textbook and workbook, *Milady's Master Educator*. In addition, teaching projects will be completed and evaluated as assigned. As with all other programs, Student Instructors will take a final written and practical evaluation in order to graduate.

REQUIRED PRACTICAL EXPERIENCES

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients. The requirements listed by category are the Minimum experiences that each student must successfully complete prior to graduation. More practices may be scheduled by the instructor based on training needs and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. These criteria are stated in the Practical Cosmetology Skills Evaluation Criteria document. The criteria are explained to students and used uniformly when giving practical grades.

HANDICAP POLICY

The school does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the campus administrator.

HOUSING

The school does not provide institutional housing for attending students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

STUDENT SUPPORT SERVICES

In addition to regular counseling regarding academic progress, Avant Gard The School offers other support services including student externships, field trips, special guest speakers and more. Further, the school allows students who fail their exam to return to the school and clock the additional required theory hours as applicable at no charge to the student. The school does not accept students from other schools for this purpose.

GRADUATION REQUIREMENTS

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- Successful completion of all phases of study, required tests, practical projects, and clinic assignments for the course;
- Completion of the Course of Study as required by the State regulatory agency;
- Pass the final written and practical exam for the applicable course;
- Complete all required exit paperwork and attend an exit interview;
- Make satisfactory arrangements for all debts owed to the institution.

Upon completion of the course of study and all graduation requirements, a diploma for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

WITHDRAWAL REQUIREMENTS

Students who withdraw from enrollment prior to course completion must:

- Complete all required exit paperwork and attend an exit interview;

- Satisfy all debts owed to the school or make satisfactory arrangements for debts to the school as approved by the President.

Upon payment of the \$10.00 transcript fee, a certified Final Transcript of Hours will be given to the student. If withdrawal requirements are not met, no transcript will be released. Withdrawal fees may be waived due to documented mitigating circumstances. An automatic withdraw will occur after 30 days in the event of a student's lack of attendance, during this time a student's should have hours will continue to accumulate.

TRANSFER STUDENTS

The school will administer a scholastic evaluation to students wishing to transfer to the school or require the transfer student to enter the Enlightenment class. Based on the test results, if applicable, the school will recognize credit for all of the applicant's previous training or work experience provided it is recognized by the regulatory board. However, the school will not accept transfer students for less than 750 hours of training. Transfer students must comply with the class level assigned as a result of the scholastic evaluation. In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at an hourly rate for the course of study at the time of enrollment plus the applicable registration fee and kit and book charges. Contact the school administration office for applicable kit prices. The school does not recruit students already attending or admitted to another school offering similar programs of study.

RE-ENTRY STUDENTS

Former students of the school who wish to re-enter, must request approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. Student will be responsible for any balance owed for the former enrollment. Students who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment two times may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract.

GENERAL COST OF ATTENDANCE

In addition to tuition and fees for education, students face monthly living costs for room, board, personal expenses and transportation while enrolled in school. Students living with parents can expect monthly living costs of approximately \$607.00. Students living independently can expect approximate monthly living costs of \$976.00. Students with dependent children must also consider reasonable child care costs. It is important to remember, however, that room, board and personal expenses occur whether or not an individual is enrolled in career education.

PAYMENT TERMS AND EXTRA INSTRUCTIONAL CHARGES

The student pays the school the tuition and fees for the program selected in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied.

Each course has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and instructors for you. If a student does not graduate within the contract period, additional training will be billed at the rate of \$250 per week, or any part thereof, payable in advance, until graduation.

UNIFORMS

The student uniform consists of a Avant Gard The School shirt, solid black pants or skirts below the knees, solid black, fully enclosed shoes (sport shoes not allowed), and name tag. Name tag must be worn every day during the time you are clocked in. Your uniform must be clean and without rips or tares. Students must practice proper personal hygiene. Students are expected to arrive for school in the appropriate makeup and hairstyle. Spandex, tube tops, halter tops, exposed midriffs or other clothing unsuitable as determined by the school will not be allowed. Compliance with the published dress code is required at all times. Students are preparing for a career in the beauty and image industry and are expected to be well-groomed and professionally attired during the program of training. The dress code is subject to change at the discretion of the school administration at any time. Variations to the dress code may be granted on special occasions at the discretion of the school administration.

KITS

Students attending the school will be issued a student training kit while in the enlightenment program. The kit will contain the applicable textbooks and educational supplements needed for the contracted program of study. Students are responsible for replacement of lost, stolen, or broken items.

DRUG ABUSE PREVENTION

The school fully supports the prevention of drug abuse. Avant Gard The school will certify to the Department of Education that it operates a drug free campus. At that time, students will be provided with an informative website that outlines the hazards of drug abuse. A list of agencies and phone numbers is maintained on the website, and provides assistance to any student in this area. WWW.DRUGABUSE.GOV

OSHA

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in cosmetology and related training. During Orientation the student will learn about the importance of safety in the work place 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. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administration office.

STANDARDS OF CONDUCT

The school sets forth specific STANDARDS OF CONDUCT for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training can only enhance the graduate's potential for success. All students must:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for all classes on time. If more than 15 minutes late, a student may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness could result in suspension.
3. Students are responsible for their own Practical Requirements record.
4. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the Instructor regarding makeup exams and make them up within 2 weeks after the test was given. Hours will not be sent to the state regulatory agency until all graduation requirements have been met and a comprehensive mid-term and final written and practical exam has been passed.
5. Notify a staff member before 8:30 a.m. of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
6. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in/out for others. Students must also sign in on the Daily Sign-In Sheet.
7. Obtain permission from a staff member to leave the facility for any reason other than lunch time and closing.
8. Comply with the published dress code with name tag and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
9. NOT smoke, chew gum, eat or drink except in the designated areas.
10. Comply with scheduled breaks and lunch periods. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow students, clients, and Instructors, please notify the school if you are not returning from lunch.
11. NOT perform any services on clients until successful completion of the applicable Phase I training class and having successfully passed a comprehensive written and practical evaluation.
12. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
13. Follow all state laws and regulations at all times during school.
14. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, delay in graduation and additional tuition charges.
15. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow Sanitation rules and practices at all times.
16. Discuss only ethical and professional subject matter during school hours and refrain from using profanity or vulgarity.

17. Be fair, honest, never steal or cheat on any academic work or tests.
18. Refrain from the willful destruction of property.
19. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
20. Be involved in curriculum related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
21. Refrain from using the business phone, personal cellular phones, or personal pagers for incoming or outgoing calls without the express permission of a staff member or at designated times. **PERSONAL CALLS MUST BE LIMITED TO THREE MINUTES AND MUST NOT PREVENT PROPER USE OF THE BUSINESS PHONE AT THE FRONT DESK!**
22. Parking for students will be in the back of the school. Front row parking is ALWAYS reserved for client use.
23. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used. Have every service performed on a client checked by an instructor.
24. Keep all student and client analysis and service records up to date.
25. Not make any changes to the appointment books except with permission of an instructor.
26. Refrain from keeping personal effects on station.
27. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
28. Notify an instructor if/when additional products or materials are needed to complete a service and apply the appropriate charges to the client ticket.
29. Provide lock for personally assigned locker. The school is not responsible for lost or stolen items.
30. Strive to continually upgrade abilities through education and practice.
31. Comply with the Student Services policy at all times.

DISCIPLINARY POLICIES

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

PROBATION: A student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for three days or dismissed permanently at the discretion of the school administration.

SUSPENSION: Enrollment may be immediately suspended for three days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

DISMISSAL - TERMINATION: Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- * Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- * Non-conformance with the state laws and regulations governing schools and students
- * Non-compliance with the school's Satisfactory Academic Progress Policy
- * An action that causes or could cause bodily harm to a client, student or employee of the school
- * Theft
- * Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- * Immoral or improper conduct
- * Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management by means of the Institution's Grievance Procedure. Concerns which are not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

GRIEVANCES/COMPLAINT PROCEDURE

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. Contact the campus administration office to obtain the designated form and detailed procedures for how to properly register a grievance. Indiana Professional Licensing, 402 W. Washington St. (317-234-3031. NACCAS 4401 Ford Ave. Suite 1300 Alexandria VA 22302(703-600-7600).

CAMPUS PERFORMANCE STATISTICS

The school strives to achieve the minimum outcomes thresholds established by the National Accrediting Commission of Cosmetology Arts and Sciences which are a completion rate of 50%, a licensure rate of 60% and a placement rate for graduates of 60%. However, our goal is to exceed those minimum thresholds by achieving the following rates. After completion of our first NACCAS Annual Report, our actual statistics will be reported here:

INSTITUTIONAL COMPLETION RATE: 92.3%
 INSTITUTIONAL LICENSURE RATE: 100%
 INSTITUTIONAL EMPLOYMENT RATE: 100%

REFUND POLICY – NOTICE OF CANCELLATION

Applicants not accepted by the school shall be refunded all monies paid to the school.

- If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment contract, all monies collected by the school will be refunded even if the student has begun classes.
- If a student cancels the enrollment more than three business days after signing the enrollment contract but prior to starting classes, a refund of all monies paid to the school less the \$100.00 registration fee.
- The Formal Cancellation Date will be determined by the postmark on written notification, the date said notification is delivered to the School in person, the date of expulsion by the School, or for unofficial withdrawals, 30 calendar days after the last day of attendance which is monitored monthly, or the expiration date of an approved Leave of Absence from which the student did not return.
- For students who enroll and begin classes but withdraw or are expelled prior to course completion and after three business days of signing the contract, the following schedule of tuition earned by the School applies:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Any monies due the applicant or student shall be refunded within 30 calendar days of the Formal Cancellation Date.
- In case of a documented disabling illness or other documented mitigating circumstances, the refund to the student may exceed the School’s minimum refund policy, at the discretion of the School.
- The School does not participate in any teach-out plans with other institutions. If permanently closed or no longer offering instruction after a student has enrolled, the School will provide a pro rata refund of tuition to the student.
- If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- Students who withdraw or are expelled prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment contract. Other miscellaneous charges the student may have incurred are: extra kit materials, books, products, unreturned school property, etc., will be calculated separately at the time of Formal Cancellation.

***The school is not currently eligible to participate in federal Title IV Financial Aid Programs**

SATISFACTORY PROGRESS POLICY

The Satisfactory Progress Policy is printed as a separate policy in the school's Catalog and Student Handbook to ensure that all students receive a copy of it prior to the first day of class. All students must sign the Table of Contents page of this Catalog verifying receipt of this very important policy. The policy is written to comply with not only the guidelines established by the National Accrediting Commission of Cosmetology Arts and Sciences but also the federal regulations established by the United States Department of Education in anticipation of approval by both agencies.

ATTENDANCE PROGRESS EVALUATIONS

Students are evaluated in both attendance and academics at the following increments:

Cosmetology Course:	450, 900, 1200 Hours
Instructor Course:	450, 900 Hours
Manicuring:	200, 400 Hours
Esthetics:	300, 600 Hours

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Since the school maintains continuous enrollment, the student's first month in school will be counted as the first month of the evaluation period ONLY IF the start day occurs prior to the 15th of the month. For partial months, scheduled hours will be calculated by multiplying the number of class days scheduled times the number of hours scheduled each day depending upon the student's attendance schedule.

At the end of each evaluation period, the school will determine if the student has maintained at least 67% 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.

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME FT	MAXIMUM TIME PT	SCHEDULED HOURS
COSMETOLOGY - 1500 HOURS	57 Weeks	71 Weeks	2250
ESTHETICS – 700 HOURS	27 Weeks	33 Weeks	1050
MANICURING – 450 HOURS	17 Weeks	22 Weeks	675
INSTRUCTOR – 1000 HOURS	38 Weeks	47 Weeks	1500

The maximum time allowed for transfer students needing less than full course requirements will be determined based on 67% of the scheduled hours.

ACADEMIC PROGRESS EVALUATIONS

To determine academic progress, students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a FINAL 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 scale:

WRITTEN and PRACTICAL

- 95 - 100 EXCELLENT
- 90 - 94 VERY GOOD
- 75 - 89 SATISFACTORY
- 0 - 74 BELOW STANDARDS - UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course. Only students who maintain satisfactory progress are eligible to receive Title IV assistance.

PROBATION AND RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students failing to meet minimum progress requirements will be placed on probation for the next evaluation period. The student will be counseled and actions required to attain satisfactory requirements by the next evaluation will be documented. During the first probation following a satisfactory progress evaluation period, students are considered to be making satisfactory progress and eligible to receive federal financial aid, if applicable. If at the end of the probationary period, the student has still not met both the attendance and academic progress requirements, he/she will be determined not making satisfactory progress and federal financial aid, if applicable, will be suspended. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year. Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements at end of the probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course of study and wish to re-enter within six months of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school administration on the designated form with supporting documentation of reasons why the determination should be reversed. Appeal documents will be reviewed, a decision made within 30 days and reported to the student. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory progress decision will be reversed and federal financial aid, if applicable, will be reinstated.

REINSTATEMENT OF FINANCIAL AID*

If applicable, Title IV financial aid will be re-instated to qualified students who have prevailed upon appeal or who have re-established satisfactory progress by meeting the minimum cumulative attendance and academic requirements.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

****The school is not yet approved for participation in federal financial aid programs.***

COURSE COSTS

COSMETOLOGY

Registration Fee:	\$ 100.00
Books/Kit:	\$ 1,670.00
Tuition:	<u>\$14,130.00</u>
TOTAL:	\$15,900.00

AESTHETICS

Registration Fee:	N/A
Books/Kits:	
Tuition:	
TOTAL:	

MANICURING

Registration Fee:	N/A
Books/Kit:	
Tuition:	
TOTAL:	

INSTRUCTOR

Registration Fee:	N/A
Tuition:	
TOTAL:	

CAMPUS PERSONNEL

Joseph Settle.....Owner, General Manager, Instructor
Shaun Settle.....Owner, Bookkeeping
Tina Quintana..... Compliance Director/Financial Aid Director, & Admissions Director
Natasha Bickel.....Instructor
Amber Lyons.....Instructor
Taylor Dugan.....Instructor

FINANCIAL AID FOR QUALIFIED STUDENTS

PELL GRANT – Basic Educational Opportunity Grant
STAFFORD LOAN – Guaranteed student loan
UNSUBSIDIZED STAFFORD – Unsubsidized student loan
PARENT /PLUS LOAN – Supplemental loans

AVANT GARD THE SCHOOL is approved by the United States Department of Education and qualifies to participate in the Federal Student Aid Programs. The Pell Grant is a gift given to you by the government as an aid for your education if you meet financial guidelines. This is not a loan. No repayment is required unless you violate school and federal drug policies.

Through the Stafford Loan Program, students can receive loans guaranteed by the government. The government pays interest while the student attends school and up to six months after graduation. Low monthly payments follow. Please call for further assistance and information.

Unsubsidized Stafford Loans accrue interest while in school. All interest is borrower's responsibility.

EMERGENCY EXIT PROCEDURE

In the event of an emergency evacuation, all students must exit through either the front entrance or back entrance. All STUDENTS must come around to the front entrance as soon as possible, so an Official can take a head count..

In the event of a Tornado all students will be advised to meet in the student break room.

CAMPUS SECURITY

Avant Gard The School will be submitting their campus security report on October 1, 2011. At this time there was no major theft, vandalism or incident of violence involving students, staff or administration.

The U.S. Department of Education requires schools to notify students, staff and administration of any serious problem involving campus security. Students should always lock their cars. The website for reports on campus crime statistics and security is <http://ope.ed.gov/security>.