

Arthur's Beauty College, Inc.

# **School Catalog**

**Revised  
July 2011**



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All schools accredited by **NACCAS**

*National Accrediting Commission of Career Arts and Sciences*

2600 John Harden Drive  
Jacksonville, AR 72076  
Phone (501) 982-8987  
Fax (501) 982-1133

2320 Washington Ave.  
Conway, AR 72032  
Phone (501) 329-7770  
Fax (501) 329-7781

2710 Commerce Circle  
Pine Bluff, AR 71601  
Phone (870) 534-0498  
Fax (870) 534-0494

2000 North B Street  
Fort Smith, AR 72901  
Phone (479) 783-3301  
Fax (501) 783-7860

**1-800-CUT-CLASS**  
**[www.arthursbeautycollege.com](http://www.arthursbeautycollege.com)**

## **OWNERSHIP**

Chris and Eddie Strawn purchased Arthur's Beauty College, Inc. from Chris' father, Arthur Doyle, on July 1, 1999. Chris is a third generation family member to continue Arthur's fine reputation of educating cosmetology students in the Central Arkansas area. Arthur's Beauty College, Inc. has locations in Pine Bluff, Conway, and Fort Smith and is headquartered in Jacksonville.

The Jacksonville campus is conveniently located off the Jacksonville Air Force Base Exit (Hwy. 67-167) on John Harden Drive. The facility is 7,200 sq. feet with plenty of parking for students and clients. There are 60 stations with hydraulic chairs, 10 shampoo bowls, student lockers, classroom, lunchroom, and a designated smoking area. It is a non-smoking building.

2600 John Harden Drive  
Jacksonville, AR. 72076  
Phone 501-982-8987  
Fax 501-982-1133

[cstrawn@arthursbeautycollege.com](mailto:cstrawn@arthursbeautycollege.com)

The Pine Bluff branch campus opened in July 2003 and is conveniently located off Hwy. 65B on Commerce Circle. The facility is 12,500 sq. feet with plenty of parking available for students and clients. There are 48 stations with hydraulic chairs, 9 shampoo bowls, 3 classrooms, and lunch room. It is a non-smoking building.

2710 Commerce Circle  
Pine Bluff, AR 71601  
Phone 870-534-0498  
Fax 870-534-0494

The Conway branch campus opened in February 2004 and is conveniently located off I-40 exit 125 on Washington Avenue. The facility is 5,400 sq. feet with plenty of parking available for students and clients. There are 32 stations with hydraulic chairs, 7shampoo bowls, classroom and lunchroom. It is a non-smoking building.

2320 Washington  
Conway, AR 72032  
Phone 501-329-7770  
Fax 501-329-7781

The Forth Smith campus was purchased in March 2005 and is located one block off Rogers Avenue on North B Street. The facility is 5437 sq. feet with plenty of parking. There are 41 Dry stations, 5 Wet stations, 39 hydraulic chairs, 4 all-purpose hydraulic chairs, 12 shampoo bowls and chairs and 7 facial chairs. It is a non-smoking building.

2000 North B Street  
Forth Smith, AR 72901  
Phone 479-783-3301  
Fax 479-783-7860

## STAFF AND ADMINISTRATION

### Corporate Office – Jacksonville, Arkansas

Chris Strawn – Director/CEO/Instructor

Teresa Klase – Financial Aid Director

Stephanie Kindle – Asst. Director of Financial Aid

Wade Strawn – Accounts Manager

Carla Jones- Director of Education/ Instructor

Tatum Scott – Collections/Administrator

### Jacksonville Campus

Ida McLean –School Supervisor

Bethany Niswonger – Operations Manager

Tammy McCray – Instructor

Lizzy Hamm – Instructor

Cindy Parris - Instructor

### Pine Bluff Campus

Wendy Bolls – Operations Manager

Joan Burnley – School Supervisor

Phyllis Hall – Instructor

### Conway Campus

Mandy Strawn- Operations Manager

Jennifer Brinsfield – Instructor

Terri Kennedy – School Supervisor

Ronlisha Nichols-Instructor

### Fort Smith Campus

Kay Escalante– Operations Manager

Alysa Sullivan – Instructor

Dell Nelson – School Supervisor

Christy Jones- Instructor

### Call Instructors

Chris Strawn, Carla Jones, Ida McLean, Kendra Lewis

## CREDENTIALS

### **Licensed By**

Arkansas Department of Health  
Cosmetology Section  
4815 West Markham, Slot 8  
Little Rock, AR 72205  
501-682-2168

### **Accredited By**

National Accrediting Commission of  
Career Arts & Sciences  
4401 Ford Avenue Suite1300  
Alexandria, VA 22302  
703-600-7600

## MEMBERSHIPS

- SWASFAA
- AASFAA
- AACCS
- Better Business Bureau
- Jacksonville Chamber of Commerce
- Pine Bluff Chamber of Commerce
- Conway Chamber of Commerce
- Ft. Smith Chamber of Commerce

## QUESTIONS AND ANSWERS

**Q. – What programs do we offer?**

**A. – Cosmetology, Cosmetology Instructor**

**Q. – How many hours are required for each program?**

**A. – Cosmetology – 1500 hours    Cosmetology Instructor – 600 hours**

**Q. – What are the admission requirements?**

**A. – A *minimum of three personal interviews are required* to explain our program and to help you determine your potential for success. You may schedule an interview by phone, e-mail, or mail.**

**Q. – How do I enroll?**

**A. – To enroll you need to bring the following:**

- (a) High school diploma or GED
- (b) Government issued picture ID
- (c) Social Security card
- (d) If you are under the age of 18, you must have your birth certificate and a parent or legal guardian must come with you to sign the enrollment agreement.
- (e) If you are enrolling in the Instructor program, you will need to bring your current Arkansas cosmetology license.
- (f) All paperwork must be submitted to the Arkansas Department of Health, Cosmetology Section by the school one- week prior to start date.

**Q. - What are the hours of the school?**

**A. - Our school is open Monday thru Friday from 9:00 am until 3:30 pm and Saturday from 8:00 am until no later than 4:30 pm. Night time classes vary from campus to campus. Holidays will affect the hours of operation. (The Pine Bluff, Conway and Fort Smith campuses do not offer evening classes at this time.)**

**Q. - Do you have night classes?**

**A. – Yes, we have night classes available at the Jacksonville campus only.**

Day    9:00 am – 3:30 pm  
Night   4:30 pm – 9:00 pm

**Q. – When do classes begin?**

**A. - All day classes begin on the first Monday of each month. If a holiday falls on the day classes normally begin, then that class will start on the **following Monday of the following week.****

**Q. – How will I be graded?**

**A. – Throughout your tenure at Arthur’s Beauty College, Inc., you will be given academic tests, practical tests and other assignments.**

### **Grading Scale**

90 – 100	A
80 – 89	B
75 – 79	C
60 – 74	D
0 – 59	F

You must maintain at a minimum 75% average in the theory and practical portion of your program of study.

**Q. – Is financial aid available?**

**A. –** Our school is nationally accredited and eligible for financial aid programs to those who qualify. The quality of your education will determine your earning potential throughout your lifetime. Inferior training is never a bargain. Lack of funds shouldn't prevent you from attending Arthur's Beauty College, Inc. We feel it is our duty to help you organize your tuition terms. We will try to help you resolve any tuition problems you may have.

**Q. – What kind of jobs will I be qualified for once I receive my license?**

**A.-Cosmetology** – As a Cosmetologist, you are licensed to work in all of these fields. You may work with one or more specialties or in the entire field. Whatever you choose, your career options are virtually unlimited. You may choose to be a stylist, salon owner, manager, manicurist, color technician, perm specialist, sales representative, plat form artist, cosmetic chemistry, Aesthetician, image consultant, etc. The list could go on and on.

**Cosmetology Instructor** – As an Instructor, you will be licensed and qualified to teach all phases of cosmetology. You can work in private or public schools. All schools that teach cosmetology are required to have a licensed Instructor teaching the class. Some of the larger beauty supply companies require their educators to have an Instructors license.

## **MISSION STATEMENT**

*The primary objective of Arthur's Beauty College is to provide the education and practical training needed to become a licensed professional in the field of Cosmetology, Instructor Training, aesthetics or manicuring. We strive to encourage our students to meet their highest potential through a combination of faculty leadership, personal attention and technical training. At Arthur's, our students receive a solid foundation of knowledge and skills on which to build a successful future.*

## **PROGRAM DESCRIPTIONS**

### **COSMETOLOGY – 1500 Clock Hour Program**

Cosmetology is the study of all phases of the art and science related to good grooming. Your training in cosmetology will be as follows:

**Hygiene and sanitation** (80 hours) bacteriology, sterilization, and sanitation

**Related Science** (120 hours) chemistry, electricity and properties of the hair and scalp

**Manicuring** (100 hours) manicures, pedicures, and the study of the nail and its disorders

**Hairdressing** (1000 hours) wet hairstyling, fingerwaving, haircutting, perming, haircoloring, etc.

**Cosmetic Therapy** (100 hours) hair removal, makeup application, facials, and the theory of massage

**Salesmanship and Shop Management** (50 hours) opening and operating a salon, product knowledge, selling, payroll, etc.

**Shop Department** (50 hours) effective communication, your professional image, job applications and resumes

### **To graduate and qualify for the Cosmetology exam, you must meet the following requirements:**

- a) Accrue 1500 hours. The hours must be documented legal hours of training in the correct areas required by the State of Arkansas
- b) Must complete theory classes as required per Arkansas Dept. of Health, Cosmetology Section
- c) Registration and certification of hours

- d) Account and final papers must be in order, including Licensing Exam Application, Exit Interview for Loan students, date for mock state board, and financial paperwork settled
- e) Must have grades no less than a 75% in theory and on practicals

Upon completing your program and having met all the requirements to graduate, including having your balance paid in full, you will be awarded a diploma.

**COSMETOLOGY INSTRUCTOR – 600 Clock Hour Program**

This training and license will qualify you to teach all phases of cosmetology. There is a need in the field of cosmetology to meet the never-ending demand for well-trained Cosmetology Instructors. As an Instructor trainee, you will study:

- Preparatory Training** (50 hours) lectures, preparing a demonstration, teaching demonstrations
- Conducting Theory** (50 hours) explaining the program outline and its objectives, using video for class review, etc.
- Clinic Attendance** (400 hours) teaching students on clinic floor
- Record Keeping and Student Advising** (100 hours) record keeping, figuring grades, etc.

**To graduate and qualify for the Cosmetology Instructor exam, you must meet the following requirements:**

- a) Accrue 600 hours. The hours must be documented legal hours of training in the correct areas required by the State of Arkansas
- b) Must complete one hour of classroom theory for each day attended and one hour of instructor theory once per week
- c) Registration and certification of hours
- d) Account and final papers must be in order, including Licensing Exam Application, Exit Interview for Loan students, date for mock state board, and financial paperwork settled
- e) Must have grades no less than a 75% in theory and on practicals.

Upon completing your program and having met all the requirements to graduate, including having your balance paid in full, you will be awarded a diploma.

**TUITION AND FEE SCHEDULE**

*At the time of graduation, student is responsible for scheduling and paying their exam fee to Arkansas Dept. of Health, Cosmetology Section. The cost of the practical exam is \$65.00 the written is \$60.00. State permit fee is \$20.00.*

*All program totals include Kit and Books, Registration and State Permit.*

<b><u>COSMETOLOGY</u></b>	<b><u>1500 hours</u></b>
Kit 1500.00	Applicable sales tax will be charged on books & kit
Books 750.00	
Registration- 150.00	
Tuition 10000.00	
State permit fee 20.00	
<b>\$12,420.00</b>	<b>TOTAL</b>

<b><u>COSMETOLOGY</u></b>	<b><u>600 hours</u></b>
<b><u>INSTRUCTOR</u></b>	Applicable sales tax will be charged on books & kit
Books 750.00	
Registration 150.00	
Tuition 3510.00	
State permit fee 20.00	
<b>\$4,430.00</b>	<b>TOTAL</b>

Arthur’s Beauty College, Inc. does not charge any type of interest on the balance of your account while enrolled. Therefore, the “annual percentage rate” for interest purposes is 0%. Tuition must be paid in accordance with your enrollment agreement. Arthur’s Beauty College, Inc. reserves the right to interrupt training when a student is behind in the payment of tuition. All tuition, personal charges, overtime fees, and mandatory day fees must be paid in full before you will be eligible to take the

State Licensing Exam. If you have a balance upon graduation or withdrawal from your course of study you need to contact the operations manager at your school to set up payment arrangements. Any credit granted shall be paid promptly, in accordance with terms and agreements. If the account goes into default Arthur’s Beauty College, Inc. may add interest at one and one-half percent (1 ½ %) per month to any balance owed, to pay all reasonable collection charges and/or attorney fees.

**REFUND POLICY**

- a. An applicant not accepted for training by Arthur’s Beauty College, Inc. shall be entitled to a full refund of all monies paid.
- b. If a student (or in the case of a student under age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three business days of the signing of an enrollment agreement or contract, all monies collected will be refunded. The postmark on the written notification will determine the cancellation date, or the date said information is delivered to Arthur’s Beauty College, Inc. administrator/owner in person. This policy applies regardless of whether or not the student has actually started his/her program.
- c. If a student cancels his/her enrollment agreement after three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to Arthur’s Beauty College, Inc., less registration fee of \$150.00 and state board permit fee of \$20.00.
- d. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

e.

<b>Percentage Time to Total Time of Course</b>	<b>Amount of Total School Tuition Owed</b>
0.01 % to 4.9 %	20 %
5 % to 9.9 %	30 %
10 % to 14.9 %	40 %
15 % to 24.9 %	45 %
25 % to 49.9 %	70 %
50 % and over	100 %

e. Refunds will be based on total tuition charge.

**RETURN TO TITLE IV FUNDS POLICY**

Arthur’s Beauty College, Inc. is required by the Department of Education to provide students with all refund policies applicable at the institution as well as information on the Title IV requirements for determining the amount of Title IV funds a student has earned when he/she withdraws.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a student withdraws, they may no longer be eligible for the full amount of Title IV funds that they were initially awarded.

**Payment Periods**

Listed below are the payment periods in which students are disbursed Title IV funds. The disbursement is made at the beginning of each pay period. If the student withdraws, a Return of Title IV funds may be required. **Transfer students payment periods will vary.**

**Cosmetology – 1500 Clock Hours**

Payment Periods    0-450                      451-900                      901-1200                      1201-1500

**Cosmetology Instructor – 600 Clock Hours**

Payment Periods    0-300                      301-600

**Withdrawal from the School**

When a student officially or unofficially withdraws from their course of study and a withdrawal date and determination date have been determined, a computer generated refund calculation is performed. In the event a student has transfer hours, a hand calculation will be performed.

**Determination Date**

The date of determination is defined as the date that the school determines when the student dropped.

In the event a student misses 14 consecutive days of school, a refund calculation will be performed on the 14<sup>th</sup> day. The withdrawal date will be the students' last day of physical attendance and the 14<sup>th</sup> day missed will be the date determined.

In the event a student does not return from a Leave of Absence, a refund calculation will be performed on the expected return date. The withdrawal date will be the students' last day of physical attendance and the expected return date from Leave of Absence will be the date determined.

**Official Withdrawal**

When a student officially withdraws from their course of study, the date determined will be the date that the student notifies Arthur's Beauty College, Inc.

**Unofficial Withdrawal**

If a student does not officially withdraw, Arthur's Beauty College, Inc. will determine a withdrawal date and determination date and proceed with the Return to Title IV (R2T4) calculations set forth by the Department of Education. All refunds due will be returned within 30 days from the date of determination of withdrawal.

**Return of Unearned Title IV Funds**

If a recipient of Title IV funds withdraws from their course of study after beginning attendance, the amount of Title IV funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned.

The order in which Title IV funds are returned are as follows:

- a. Federal Direct Loan Program Unsubsidized –(FDLPU)
- b. Federal Direct Loan Program Subsidized–(FDLPS)
- c. Federal Pell Grant
- d. Student

If the amount disbursed to the student is less than the amount the student earned and is eligible for, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

### **Determination of Title IV Earned by the Student**

Up through the 60% point in each payment period, a calculation is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

After the 60% point in the payment period, a student has earned 100% of the Title IV funds.

### **ENROLLMENT TIME**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in Arthur's Beauty College, Inc. Any monies due the applicant or student shall be refunded within thirty days (30) days of formal cancellation by the student, as defined in item (b) or formal termination by Arthur's Beauty College, Inc., which shall occur no more than thirty days (30) from the last day of physical attendance, or in the case of a leave of absence the documented date of return.

- a. When situations of mitigating circumstances are in evidence, Arthur's Beauty College, Inc. may provide a refund, which exceeds the refund policy.
- b. The cost of the kit and book are not included in the tuition adjustment computation. These items become the property of Arthur's Beauty College, Inc. unless paid for by student prior to or at the time of withdrawing from school.
- c. A student who terminates prior to course completion will be charged a \$150.00 termination fee.
- d. If Arthur's Beauty College, Inc. is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to pro-rata refund of tuition.
- e. If a course is cancelled subsequent to a student's enrollment, Arthur's Beauty College, Inc. shall, at its option: provide a full refund of all monies or provide for completion of the course
- f. In case of a failure to return after a leave of absence the scheduled date of return is used as the termination date.

Under a pro rata refund policy, Arthur's Beauty College, Inc. is entitled to obtain the amount of charges proportional to the portion of enrollment period that was actually completed by the student. Arthur's Beauty College, Inc. will calculate the percentage of the enrollment that the student has completed.

### **CHANGE IN ENROLLMENT AGREEMENT**

Students making any changes to their enrollment agreements AFTER enrollment will be charged a \$100.00 fee payable upon change.

### **TERMINATION FEE**

Students who terminate prior to program completion will be charged a \$150.00 termination fee.

## **ENROLLMENT AGREEMENT TIMES AND SCHEDULES / MAXIMUM TIME FRAME**

Enrollment agreement time is defined as the time you are given to complete your scheduled hours of training. Maximum time frame is defined as the maximum time you can take to complete your program.

### **Cosmetology-1500 hours (500 minimum for transfer students)**

*Day and Night schedules will vary per individual.*

30 hour –12.5 months/52 wks/ maximum time 18 months

22.5 hour-16 months/67 wks/maximum time 24 months

### **Instructor-600 hours (200 minimum for transfer students)**

*Day and Night schedules will vary per individual.*

30 hour-5 months/21 wks/maximum time 7.5 months

22.5 hour-6.5 months/27 wks/maximum time 9.75 months

**The Corporate Office must approve any schedule other than full-time.**

## **SCHOLARSHIP QUALIFICATIONS**

1. Application for scholarship must be submitted no later than February 1<sup>st</sup> of the year the applicant is graduating.
2. Two letters of recommendation are required from school sources such as a high school counselor or high school teachers.
3. Must be a graduating senior.
4. Must have a minimum GPA of 2.5
5. Must submit a 250 word essay on “Why I Want to Study Cosmetology.”
6. The final two applicants may be asked to participate in personal interviews.
7. Must have an excellent attendance record, with NO unexcused absences and a satisfactory conduct record.

The scholarship will pay for tuition. Tuition will be covered for the amount of time needed to complete the required 1500 hours. Therefore, the tuition award will be different for each recipient. Scholarships are awarded in area high schools. The recipient’s hours will be calculated to determine the graduation date. The recipient will pay mandatory days and overtime charges if he/she does not complete the program by their contract graduation date.

## **REQUIREMENTS FOR THE SCHOLARSHIP RECIPIENT**

1. The recipient must maintain satisfactory progress in attendance, academics and daily practical work.
2. The recipient is required to pay registration and all Arkansas Dept. of Health, Cosmetology Section Fees.
3. The recipient will buy his/her own books and kit.
4. The recipient must be a full-time student.
5. The recipient will lose the scholarship if the student fails to meet the quantitative and qualitative measures (minimum of 67% average monthly attendance and minimum of 75% grade point average) as outlined in the SAP policy, which could result in losing any financial aid for which the

student may qualify.

## GROUNDS FOR TERMINATION

Student must comply with the rules and policies and understand that the school shall have the right to terminate their enrollment agreement at any time for violent or unnecessary misconduct that the school deems unfit or unprofessional; or for violation of the rules and policies as outlined in this catalog, the enrollment agreement or any addendum.

## SATISFACTORY PROGRESS STANDARDS

Satisfactory Progress in attendance, academic, and daily practical work is a requirement for all students enrolled. (NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.)

### **Cosmetology-1500 Hour Program**

Hours Per week	Enrollment agreement in months	Max time frame in months	Full, ¾, or half time	Hours provided for absence before overtime	Minimum Average Monthly Attendance
30	12.5	18	Full	60	81
22.5	16	24	¾	45	63

### **Instructor– 600 Hour Program**

Hours Per Week	Enrollment agreement in months	Max time frame in months	Full, ¾, or half time	Hours provided for absence before overtime	Minimum Average Monthly Attendance
30	5	7.5	Full	30	81
22.5	6.5	9.75	¾	45	63

All students must meet the *minimum average monthly attendance* requirements in order to be considered making satisfactory progress; **which is 67% of your scheduled hours each month.** **The enrollment agreement has hours provided for absences.** Hours per enrollment agreement are noted in the weekly hour charts. Any student NOT completing the program on or before the enrollment agreement graduation date will be charged \$8.00 per hour student is scheduled for per business day after the enrollment agreement graduation date until the program is completed.

#### **Example for overtime charges:**

**\$8 x 6** (over contract hourly rate x scheduled hours per day) x **32** (number of scheduled days after enrollment agreement graduation date and program is complete) = **\$1536.00** (overtime charges).

## ACADEMIC PROGRESS

The following factors will be measured to determine academic progress:

1. Theory (tests, work books, etc.)
2. Practicals (services on mannequins/clients, state board drills, daily sanitation etc.)
3. Demonstration (Instructor training only)

**Students must maintain at a minimum 75% in the theory and practical portion of their program of study.**

## DETERMINATION OF PROGRESS

Each student will be evaluated during enrollment. Progress is determined from attendance, academic, and daily practical work which includes sanitation. Cosmetology students will be evaluated at 450 hours, 900 hours, and 1200 hours. **Student Instructors** will be evaluated at 300 hours. Transfer students will be evaluated at midpoint of their contracted hours.

Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance of the month will be added with the preceding months to determine whether the student will complete his/her program within the maximum time frame established in this policy.

Students meeting minimum progress requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation period and Title IV funds will be disbursed to eligible students. Students failing to meet minimum progress requirements will be placed on a **Financial Aid Warning** with the opportunity to meet requirements by the next evaluation period. **The student will continue to receive Title IV funds for the evaluation period in which he/she received the Financial Aid Warning.** Should a student not meet satisfactory progress by the next evaluation period, he/she will lose Title IV funding. **In order to regain eligibility for Title IV funding, a student must meet quantitative and qualitative requirements by the next evaluation period which are:**

**67% Average Monthly Attendance/Pace of Completion  
75% Grade Point Average**

**NOTE: 67% Average Monthly Attendance is considered as meeting the minimum quantitative measure for Satisfactory Academic Progress (SAP). However, a student who only attends the minimum attendance of 67% will be over contract which will result in overtime charges. See pg. 13 Satisfactory Progress Standards.**

### **MANDATORY DAYS**

Friday is the mandatory attendance day for all programs with the exception of the Student Instructor Program. Students not attending the full scheduled hours for this day will be charged \$25.00. **Arthur's Beauty College, Inc. may, at its option, open on Saturdays. Saturday hours are not scheduled on the student's enrollment agreement. A student has the opportunity to void a missed Friday by attending a Saturday; however, if the student misses the Saturday they signed up for, he/she will be charged \$25.00 for the missed Saturday.**

### **TRANSFER STUDENTS**

All certified hours of training are transferable. It is our policy to accept transfer students for cosmetology for no less than 500 hours and no less than 200 hours **for instructor training.** Arthur's Beauty College, Inc. feels it is a disadvantage to the student to transfer from one school to another; therefore, we discourage students from transferring if at all possible.

### **ABSENCE POLICY**

Pursuant to federal policies, students who are absent for fourteen (14) consecutive calendar days are subject to being withdrawn. While in pre clinic you are only allowed to miss two days. If you miss the first time without calling you may be dropped. On the third absence while in pre clinic you may be dropped or put on a leave of absence until the next class starts the following month. The leave of absence will count as one of your allowed leave of absences per your course of study.

### **LEAVE OF ABSENCE**

A Leave of Absence must be requested in advance, be submitted in writing, signed and include the reason for the request unless it is not possible (an accident or sudden severe illness). A corporate office staff member must approve **ALL** Leave of Absences. Leave of Absences are limited to three per enrollment and/or 180 total days for 1500-hour students and one per enrollment and/or 90 total

days for 600-hour students. A Leave of Absence will extend your enrollment agreement graduation date and maximum time frame by the number of days in your Leave. If the student fails to return on the expected date, the dropping procedure will begin and the expected date of return will be used as the date determined.

If your Leave of Absence is more than 30 days, you must vacate your locker. Personal items left may be removed and disposed of in any convenient way. Arthur's Beauty College, Inc. assumes no responsibility for these items. Students returning from a Leave of Absence or other official interruption of training must return to school in the same satisfactory progress status they had prior to their departure.

NOTE: When situations of mitigating circumstances are in evidence, Arthur's Beauty College, Inc. may provide an additional Leave of Absence.

### **WITHDRAWALS/PROGRAM INCOMPLETE**

Any student who withdraws from his/her enrollment agreement program or fails to complete the program will have a notice placed in his/her file as to the progress at the point of withdrawal.

### **REPETITION /RE-ENTRY**

Any student who applies for re-enrollment will be considered making the same satisfactory progress he/she obtained at the point of last withdrawal.

NOTE: Non-credit remedial programs have no effect upon a student's satisfactory progress status.

NOTE: See [Determination of Progress for more information](#).

### **APPEAL PROCESS**

Students who are terminated after failing to achieve minimum requirements may appeal the determination. The student must submit a written appeal to the corporate office within five days of termination date. The written appeal should include supporting documents as to why the decision to terminate should be reversed and a request for a re-evaluation of progress.

An appeal hearing will take place within five days of receipt of the written appeal. The student, parent or guardian (if student is a dependent minor), Instructor, Director of Education, and the school Director will attend the hearing. The final decision will be made within (3) three business days of the meeting by the school director and will be communicated to the student in writing. Should a student fail to appeal within five days, the decision to terminate will stand.

### **ADVISING**

Our staff does not include a licensed counselor. We do, however, want you to feel free to speak with our staff about any problems you may be having. We will be happy to refer you to a professional who can help you.

### **CAREER ADVISING**

We will assist you in finding employment; however, we cannot guarantee you a job. Job opportunities can be found on the bulletin board in the break room and in the monthly student newsletter.

## **RULES AND REGULATIONS**

**ATTENDANCE** Satisfactory attendance is very important throughout your entire enrollment. If you need to miss a day, you must call the operations manager or your Instructor to inform him/her that you will be out and when you will return. Please continue to call until you reach a staff person. This procedure will help the operations manager in determining if you need to take a Leave of Absence.

**STUDENT REQUESTS** If you have questions regarding your financial account, hours, grades, etc., you must fill out a request form and wait for a reply from the Operations Manager. Normally, you should receive a reply within the same day.

**REFUSING A CLIENT** We must have clients for you to practice on. It is not the same experience on mannequins or fellow students. You will receive a written reprimand and be sent home for the day if you refuse to do a client. Clocking out when given a client or when you have an appointment on the book is the same as refusal. The third time you may be asked to leave the school.

**TIME CARDS AND SIGN IN SHEETS** Time cards and sign in sheets are legal documents. You must be the one who clocks and signs yourself in and out. Leaving without clocking and signing out or clocking or signing a fellow student in or out is considered fraud.

**WRITTEN REPRIMANDS** Any student who is found to be disregarding the rules or regulations may receive a written reprimand that will be placed in their file. You are expected to sign it, if you don't agree you can put your information on the back. If a student receives three reprimands during their program, they may be expelled from Arthur's Beauty College, Inc.

**STUDENT SUPPLIES** All students must have approved equipment and supplies with them at all times. Arthur's Beauty College, Inc. cannot be responsible for your property if it is misplaced or stolen. We recommend that all equipment and personal belongings be marked so they can be identified. ***It is required that your supply kit remains at the school at all times.*** It is your responsibility to secure your belongings.

**PERSONAL GROOMING** All students pay student prices for beauty supplies used for personal use. You must have an instructor's permission in writing on the sales slip to purchase product or receive student services. All products and services must be paid for in advance.

**DRUGS, ALCOHOL AND WEAPONS** No drugs, alcohol or any weapons are allowed on the premises of any school in the State of Arkansas. Any student found in violation of this rule may be dismissed immediately.

**SMOKING** Smoking is permitted in designated areas only. Place your cigarette butts in the ash tray, not on the ground.

**BREAK / LUNCH BREAK** If you leave the clinic floor to go on break or lunch break, you must sign out and clock out. No exceptions.

**BREAK ROOM** The student break room is provided and is the only place in the building students are permitted to eat or store food.

**VISITORS** All visitors *MUST* come through the front door and go through the front desk to see/speak to you. Your friends and family are welcome in our school. However, they may not hang out with you. If your children come to the school to receive services, they must be accompanied by another adult the entire time.

STEALING Any student found to be involved in stealing from another student or from Arthur's Beauty College, Inc. may be dismissed immediately.

SCHOOL PROPERTY Any student found willfully or intentionally destroying or damaging school property is subject to being charged for the property and/or dismissed from Arthur's Beauty College, Inc..

MAKE UP POLICY Make up class work and/or test not taken as scheduled should be completed by the end of the month. You need to see your instructor to schedule make up times.

TERRORISTIC THREATENING Terroristic threatening to anyone absolutely will not be tolerated. You may be sent home for the day and/or suspended or expelled.

TARDY POLICY Each student is allowed to be late two times per month. **Each subsequent time(s) you are late in that month**, you will be sent home.

DRESS CODE All students must be in uniform to clock in and receive hours. Your uniform is business casual and consists of solid black from the waist down with solid black or solid white from the waist up. Your shoes must be solid black and have a low heel. No open toe shoes are allowed. You must have your smock or apron on at all times, along with your nametag/time badge. All clothes must be modest and appropriate for our profession. Our definition of modest is nothing too tight, low cut, or too short. Sleeveless clothes are *NOT* permitted unless you are wearing a smock with sleeves. You may not wear hats, scarves, or sunglasses. All outerwear must be removed and stored in your locker. On Saturdays you are allowed to wear jeans, the rest of your attire is to follow the previous stated guidelines. Part of your clinical grade will be your appearance. You have chosen a career that is all about style so please keep these things in mind as you choose what you will wear to school each day. Coming to school improperly dressed may result in a one day suspension.

*\*\* We occasionally make exceptions to our dress code for special events and/or holidays. You will be made aware of any days that you will be allowed to dress differently than stated above.*

ELECTRONIC DEVICES Please do not bring portable radios to play at your station. Headphones or cell phone ear pieces are not professional and are not allowed on the clinic floor at any time. You may not plug your phone or any other electronic device in at the school.

TELEPHONE CALLS You may not accept a personal call on the business phones. If your campus has a pay phone, all personal calls must be directed to the pay phone. If you have a cell phone, you must keep it on vibrate or silent at all times. Keep calls to a minimum and never answer your phone while working on a client. Please wait until break to make personal phone calls.

LANGUAGE Inappropriate language including cursing, name calling, etc... will *not* be tolerated.

HOLIDAYS Arthur's Beauty College, Inc. is closed on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, **summer break in July (around the 4<sup>th</sup>)** Labor Day, Halloween night, Thanksgiving Day and the day following (Thursday & Friday), **Christmas break in December (Dec. 24<sup>th</sup> thru Jan. 1<sup>st</sup>)**. Days off may vary each year.

DIPLOMAS Upon completing your program and having met all the requirements to graduate including completion of hours, obtaining the required grades on all tests, and having your balance paid in full, you will be awarded a diploma.

HANDICAPPED GUIDELINES Our facilities are equipped to accommodate most handicapped applicants; however, admission of all handicapped applicants will be evaluated on an individual basis

to determine if admittance is in the best interest of all parties. We comply with the Title IV Government Guidelines (668.36) as to instruction and instructional material.

REGULAR STUDENT The Department of Education defines a “regular student” as a person who enrolls in an institution of higher education in an eligible program for the purpose of obtaining a degree or certificate. You are considered a “regular student.”

RELEASE OF INFORMATION Before information is released on any student, Arthur’s Beauty College, Inc. must have two documents on file including a (1) Request from individual or firm wanting the information and (2) Permission from the student to release the information or permission from the parent or guardian (if the student is a dependent minor).

ACCESS TO FILES The student may review his/her file by appointment only. In addition, if the student is a minor, the parent or guardian may review the student’s file. You may purchase a copy of any portion of your file for a cost of \$1.00 per page. All regulatory federal or state government agencies as well as the National Accrediting Commission of Career Arts and Sciences may access files at any time.

FILE MAINTANCE Arthur’s Beauty College, Inc. maintains student files for a minimum of three (3) years.

DISCRIMINATION Arthur’s Beauty College, Inc. practices no discrimination on the basis of race, sex, creed, color, religion, financial status, age, military, disability, or country or area of ethnic origin or residence. We comply with all governmental regulations pertaining to discrimination.

COMPLAINT PROCEDURE It is our sincere desire that you have a pleasant and productive educational experience at Arthur’s Beauty College, Inc. If you have any complaints about procedures, rules, another student, teacher, or client, you must first address it with your supervisor. If it cannot be resolved there, it should be directed to the Director of Education.

You should have all comments in writing for the Director of Education to review. You must sign your name on the complaint. Anonymous complaints hold little value. The Assistant Director and/or Director will review the complaint and will decide, with your input, how the complaint will be handled. If voicing your opinion is enough, then it will stop there.

If the complaint involves another student, teacher, or client, that person will be called in to hear what the problem is and have the opportunity to voice their opinion and/or defend themselves or their actions. All complaints will be documented and placed in the file of all parties.

The correct complaint process is required before filing a complaint with the school’s accrediting agency. Our accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS). You can find their address on page two of this catalog.

## **GRIEVANCE COMMITTEE**

The grievance committee will consist of all staff members and the top two students in the school at the time of the complaint.

Arthur's Beauty College, Inc. school catalog, both sides of the enrollment agreement, and any addendums are one agreement.

**NOTE: Arthur's Beauty College, Inc. reserves the right to make any changes to the rules and regulations at any time. Students will be notified of any changes immediately.**