



ALBANY
BEAUTY
ACADEMY

SCHOOL CATALOG
2023-2024
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An Accredited
Institution

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ALBANY, GA. 31707
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www.albanybeautyacademy.com
albanybeautyacademy@yahoo.com

Welcome Student!

The staff and faculty would like to welcome you to Albany Beauty Academy. Our goal is to see every student succeed. We are dedicated to your education and will see to it that each student receives the highest possible education while in attendance. With our tools and educators and your passion and determination, together we will help build a foundation for your future. Congratulations on taking the first step towards turning your dreams into reality!

Best regards,

Albany Beauty Academy Faculty & Staff

This student catalog is the official guide of the programs, requirements, and regulations of Albany Beauty Academy and students enrolling in the school are subject to the guidelines stated herein. All information contained in this student catalog including but not limited to fees, charges, courses, requirements, and conditions are subject to change by officials of Albany Beauty Academy without prior notice.

NONDISCRIMINATION POLICY

Albany Beauty Academy does not discriminate based on sex, age, color, race, ethnic origin, religion, disability, veteran status or sexual orientation. This institution complies with all guidelines, rules, and regulations established by all appropriate governmental agencies.

Revised October 10, 2023

Albany Beauty Academy

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Albany Beauty Academy

Licensing & Approvals

Albany Beauty Academy

is licensed by:

Georgia Professional Licensing Board
237 Coliseum Drive
Macon, GA 31217-3858
Phone: 478-207-2440

Albany Beauty Academy

is approved to train Veterans by:

U.S. Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420

Albany Beauty Academy is an Accredited institution.

with the

National Accrediting Commission for Career Arts and Sciences (NACCAS).

3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Albany Beauty Academy is approved to participate
in Title IV

by the Department of Education

Financial aid available to those who qualify.

**Albany Beauty Academy complies with guidelines and regulations established
by all appropriate governmental agencies.**

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Albany Beauty Academy Mission Statement & Objectives

The mission of Albany Beauty Academy is to develop in our students the highest possible degree of technical and professional competence, to pass the Georgia State Examination to be licensed in their chosen fields and secure positions in their chosen careers.

We train each of our students in the principles and practices of cosmetology, esthetics, nails, barbering and teaching. Albany Beauty Academy is continually providing each of our students with marketable skills and professional attitudes. These attitudes emphasize responsibility and commitment to self, employers, colleagues, clients, and community.

Our objective is to train each student in the technical and social skills necessary to be a successful, competent cosmetologist, barber, esthetician, instructor or nail tech. Instruction takes place through a combination of theory class, practical work, clinic experience, group, and individual activities. At the completion of one of our programs, the student is prepared to enter the beauty, barber or teaching profession and continue to grow and develop and contribute to the profession.

History

Albany Beauty Academy was founded in 2016 by owner, Takenya L. Jordan.
The school is privately owned and operated.
Students can expect smaller-sized classes for a personalized educational experience.

Facility Description (Location)

Albany Beauty Academy is located at:

2231 Dawson Rd Suites I & J Albany, GA 31707

Albany Beauty Academy is in the heart of the City of Albany, GA in Dougherty County. It is easily accessible from Slapppy Blvd and Dawson Rd. This location is approximately 3000 square feet of floor space. The building is one story. The Academy contains the following: 1 clinic floor with 16 stations, 1 classroom with audio/visual equipment that will seat 20 students, 1 multipurpose room with 2 computers, an esthetician clinic room with two beds, the nail clinic area with 2 manicure tables and 2 spa chairs, 1 reception area, 1 dispensary for products, laundry area, 1 break room, 3 restrooms, and 2 Offices.

Police Protection Policy

Law enforcement on and around the campus is provided by the Albany Police Department. Should a situation arise where the presence of such authority is required on campus, the school management must

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be informed of the situation immediately. When school management has been made aware of the situation the police may be summoned using the emergency number 911.

Faculty and Staff

Takenya Jordan is the owner and Director of Albany Beauty Academy.

Administrative Staff

Director & Business Officer.....	Takenya Jordan
Financial Aid Officer	Ali Johnson
Administrative/Recruiter.....	Kyanna Caison
Compliance Administrator.....	Adrienne Wright
Maintenance.....	Johnnie Green
Maintenance.....	Joseph Jordan

Faculty

Instructor.....	Takenya Jordan
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Student Services

The wellbeing of every student is important to the faculty and administrative staff of Albany Beauty Academy and there is a staff member available to provide guidance and assistance to those who need it. Private offices are available for student interviewing and advising. During an advising session, a staff member may discover that the student has a need for something other than academic progress, or matters relating to enrollment. At that time, all efforts by the staff members are made to help the student by giving advice on the subject or referring the student to the appropriate agency for assistance. Services are as follows:

Albany Area Community Services	(229) 430-1360
National Domestic Violence	1-800-799-7233
National Suicide Prevention Lifeline	1-800-273-8255
The Salvation Army	(229) 435-1428
Albany Substance Abuse Treatment Advisers	(229) 466-2937

REFERRAL SERVICES

Albany Beauty Academy does not have the capacity to offer professional counseling for students with particular personal challenges. However, the school director maintains a listing of local referral services to attempt to help students with needs in childcare, physiological counseling, substance abuse, abuse and crisis shelters, and other services. The institute is not affiliated with any of the referred businesses, nor will it be held responsible for any actions of such. Information regarding these businesses is provided solely to assist the student in locating a referral for a demonstrated need and should not be misconstrued

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as an endorsement by Albany Beauty Academy. The institute does not maintain any institution housing referrals.

STUDENT RECORDS

STUDENT RIGHTS AND PRIVACY/RELEASE OF INFORMATION

Academic and financial records will be kept in the School's Administrative Office in locked file cabinets at all times. Students and their parents or guardian (if a student is a dependent minor) will be provided access to their records upon requesting an appointment with the main office personnel. Request for an appointment for access to their file will be honored within three (3) business days of the request. During the review, a member of the staff will be present. A student may receive copies of any record pertaining to him/her that is contained in the file.

Student records are maintained by the school for six years after the student completes or withdraws from the program. Transcripts are maintained indefinitely and can be issued for a fee.

Third party access to records is given to any Government Agency (ex: court officials, sheriff, police, attorneys), Georgia State Board Representatives, Administrative Staff of Albany Beauty Academy, and Accrediting Agencies.

All other parties only upon written release from student per request.

Family Educational Rights and Privacy Act (FERPA)

Student records are confidential for all schools receiving funding under U.S. Department of Education programs in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Generally, information pertaining to a student record is not to be released to a third party without written or authorized consent from the student via a FERPA Release Form, judicial order or a lawfully issued subpoena.

Access to Educational Records

FERPA regulations require that Albany Beauty Academy comply with students' rights to request and review their academic records by responding to a written request to access their records within 45 days from the time Albany Beauty Academy receives the request. Students should submit their request to the campus official and specify the record or records they wish to receive copies of or review.

Under FERPA, a student is defined as an individual who is or has attended an educational institution. Students with at least one positive attendance will be considered a student for this purpose.

Education records are defined as all records, files documents and materials containing information directly related to a student and maintained by an educational institution. The following are *not* considered education records:

- Personal records maintained by an individual; must be kept in the sole possession of the individual and are not accessible by others.
- Records of the law enforcement unit of an educational institution.
- Personnel records which are related to a person as an employee not used for any other purpose.
- Treatment records.
- Records created after the student is no longer a student, including alumni records.

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Directory Information

In compliance with FERPA, an institution designated representative without prior written or authorized consent of the student can release the following education record information, provided the student does not have a FERPA Hold Request Form on record. Releasable or directory information includes:

- Name
- Address
- Email address
- Telephone Number
- Unique, school specific Student ID
- Date of birth
- Dates of attendance
- Enrollment status
- Programs of study
- Degrees and awards received
- Most recent previous institutions attended, and degree/s earned
- Grade level
- Photographs
- Honors and awards received
- Participation in officially recognized activities

Exception: If a student submits a written request that their directory information not be released to a third party, no information can be released, absent a judicial order or lawfully issued subpoena. This request from the student can be changed at any time throughout a student's enrollment.

To remove previously authorized parties from the record, the student must complete and submit a FERPA Release Form listing all parties to whom information should no longer be released.

Non-Directory Information

In compliance with FERPA, the following student information cannot be released by Albany Beauty Academy without prior written consent from the student, a judicial order or a lawfully issued subpoena. The student's signature on the request must be verified before issuing the information.

- Month and day of birth
- Social Security Number
- Grades or grade point averages
- Course schedules
- Employment information including: employer, position held, work address or telephone number
- Academic performance information such as academic suspension, probation disqualification or academic dishonesty charges
- Admission information including test scores or entry grade point averages
- Financial and accounting information
- Gender
- Race
- Ethnicity
- Citizenship

□ Country of origin

Note: Non-directory information can only be released to third parties via telephone or in-person if the student has provided written or authorized consent. If the student does not complete the release of information, it will not be released via telephone or in person.

Exception: Albany Beauty Academy can release information to school officials with legitimate educational interest. Albany Beauty Academy may release information under circumstances such as:

- School officials with legitimate educational interest
- Person or company with whom Albany Beauty Academy has contracted as its agent to provide a service instead of using Albany Beauty Academy associates or officials.
- Other schools which a student seeks or intends to enroll
- Officials for audit, compliance, and evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organization conducting studies for, or on behalf, of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- The U.S. Immigration and Customs Enforcement, in compliance with the Student Exchange Visitor Information System (SEVIS) program
- Under “Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT ACT) of 2001,” Section 507 amends FERPA and allows institutions to disclose without consent or knowledge of the student personally identifiable information from the student’s education records to the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in Section 2331 of Title 18 United States Code. Institutions that, in good faith, produce information from education records in compliance with an ex parte order issued under this amendment “shall not be liable to any person for that production.”
- Under the Campus Sex Crime Prevention Act, institutions are permitted to disclose information concerning registered sex offenders who are required to register under the Violent Crime Control & Law Enforcement Act.
- The institution may disclose the results of a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and he or she has been found to have violated the institution’s policies and procedures with respect to the allegation. Disclosures may only be made if the institution determines the student did violate its policies and such disclosures must only include the name of the student, violation committed, and any sanction imposed by the institution against the student.
- The institution must, upon written request, disclose to the alleged victim of a crime of violence, or a non- forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

- If a student initiates legal action against an educational institution, the institution may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the institution to defend itself.
- The disclosure is to parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.

A school official is typically defined as:

- A person employed by Albany Beauty Academy in an administrative, supervisory, academic, research or support staff position
- A person employed by or under contract to Albany Beauty Academy to perform a task
- A person serving on an institutional governing body or committee.
- A school official has a legitimate educational interest if:
 - Performing a job-related task
 - Performing a task related to a student's education
 - Providing a service or benefit relating to a student or a student's family
 - Representing a school in which a student seeks to enroll
 - Disclosing information to federal and state authorities auditing compliance of federal or state support programs
 - Disclosing information in connection with financial aid, to determine financial aid eligibility, amount of aid, conditions for the aid, or to enforce the terms of conditions of the aid
 - Disclosing information to state and local officials to whom this information is specifically allowed to be disclosed pursuant to state laws if the allowed disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released
 - Performing studies on behalf of educational institutions
 - Disclosing information to accrediting organizations carrying out their function
 - Complying with a judicial order or lawfully issued subpoena provided notification to the student is made before complying with the subpoena.

Albany Beauty Academy can disclose personally identifiable information, directory, and non-directory, without student consent if the disclosure meets one of the following conditions:

- This disclosure is to other school officials whom Albany Beauty Academy determines have legitimate educational interest.
- The disclosure is to officials of other schools where the student seeks or intends to enroll.
- The disclosure is, subject to requirements of 34 CFR §99.35, to authorized representatives of the Comptroller General of the United States, Secretary, or state and local educational authorities.
- The disclosure is in connection with financial aid the student has applied for or received, if the information is necessary for such purposes as to determine the following:
 - Eligibility for aid
 - Amount of aid
 - Conditions for aid
 - Enforce terms and conditions of the aid

Albany Beauty Academy shall retain a record of student information disclosed to a third party if disclosure does not fall under a FERPA exception. This information is maintained on Albany Beauty Academy computer systems or in files containing dates, names and reasons for release. Students shall have reasonable access to their educational records and may request to review and challenge the contents, which they feel to be inaccurate, misleading, or otherwise in violation of their privacy or other rights. FERPA regulations require Albany Beauty Academy to comply with the students' right to inspect and review their academic records by responding within 45 days from the time Albany Beauty Academy receives a written request to access their records. Students should submit their request to Campus President or designee and specify the record or records they wish to inspect.

Access

Students wishing to review their educational records shall submit a written request to the Director of Education or designee specifying the records to be reviewed. Only records covered by the Family Educational Rights and Privacy Act will be made available.

FERPA regulations require Albany Beauty Academy to comply with students' right to inspect and review their academic records by responding within 45 days from the time Albany Beauty Academy receives a written request to access their records. Students should submit their request to the campus Director of Education or designee and specify the record or records they wish have a copy of or to inspect.

Students who wish to review their records at a campus location are expected to present photo identification before access to educational records is allowed. Upon student verification the records may be released.

A designated campus official must be present when a student wishes to review his or her records at a campus location. This includes documents on file or student history notes that do not reference other student information. Printed files requested by the student and mailed will not include history notes from any record systems.

Procedure

Students alleging that their institutional records are inaccurate or misleading, or who allege violations of FERPA, may present their challenges to the School Director.

Students have the right to correct record-keeping errors, but not to seek to overturn administration decisions and assessments. The School Director shall review students' challenges and, when appropriate, amend students' records accordingly. Students will be notified of the Director's actions and based on the action, may request a formal hearing.

Student must submit request for amendment in writing to the Director identifying the specific portion of his or her record he or she wants changed and why he or she believes it's inaccurate or in violation of his or her privacy.

If Albany Beauty Academy denies the request to change the record, the Director will notify the student of the decision and advise the student of his or her right to challenge the information.

Students' request for a formal hearing must be made in writing and submitted to the Director.

The Director will arrange for a hearing and notify the student within 14 days from the receipt of the request of the date, place and time of the hearing. Student may present relevant evidence and may be assisted or represented at the hearings by one or more persons of their choice, including an attorney, at the student's expense.

A hearing panel appointed by the Director shall represent Albany Beauty Academy. The panel shall consider all relevant evidence supporting students' allegations of inaccurate or misleading information in students' records. Decisions of the panel will be final.

Albany Beauty Academy will provide a written decision of the hearing based on evidence presented at the hearing and will include a summary of evidence presented and the rationale for the decision.

If Albany Beauty Academy decides that the challenged information is not misleading, inaccurate or in violation of the student's privacy rights, it will notify the student of his or her right to place in the record a statement commenting on the challenged information or a statement of reasons for disagreeing with the decision.

The statement will be maintained as a part of the student's record as long as the contested portion is maintained. If Albany Beauty Academy discloses the contested portion of the record, it must also disclose the statement.

If Albany Beauty Academy decides the information is inaccurate or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Exception: Students may not inspect and review the following absent a judicial order or legally issued subpoena:

- Confidential letters and recommendations for which they have waived their rights of inspection
- Educational records containing information about more than one student
- Access is permitted only to that part of the record concerning the inquiring student
- Records of instructional, supervisory, administrative, and certain educational personnel, which are in the possession of the originator
- Records connected with an application to attend Albany Beauty Academy if the application was denied; for example, a student is enrolled in an undergraduate program and applies for admission to a graduate program but is denied.

Albany Beauty Academy cannot deny students access to their records. Copies do not need to be provided, unless by not providing copies, the students' rights are denied. When copies are provided, a fee may be charged.

Albany Beauty Academy reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations, absent a judicial order or legally issued subpoena:

- Student has an unpaid financial obligation with ABA.

•Albany Beauty Academy issues transcripts for students who have filed for bankruptcy provided Albany Beauty Academy obtains a copy of the bankruptcy petition filed with the courts. Any other required fees for receipt of transcript still apply.

Students have the right to file a complaint with the FERPA office in Washington, D.C. Inquiries should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5920

For a period of 25 years following the death of a student, requests for education records on deceased students must have written authorization from the estate executor. Beyond this time, requests for these records may be released to anyone after review and approval from the Registrar's Office.

Albany Beauty Academy is required to provide students a copy of its FERPA policy annually and upon written request from the student. Potential students can obtain a copy of the FERPA policy by contacting the local campus admissions office. Current students can obtain a copy of the FERPA policy through the student portal.

Solomon Act

Albany Beauty Academy complies with the Solomon Act, which provides certain information to military recruiters. Information that may be released includes:

- Name
- Address
- Email address*
- Telephone number
- Age, including date of birth
- Place of birth*
- Level of education
- Program
- Degrees received*
- Most recent educational institution attended

*This information may be released only when available.

Privacy Policy

Our Privacy Policy was developed as an extension of our commitment to combine the highest-quality products and services with the highest level of integrity. It is designed to assist you in understanding how we collect, use and safeguard the personal information you provide and to help you in making informed decisions when using our site, products and services. This Privacy Policy will be continually assessed against new technologies, business practices and our customers' needs.

Access to and use of this web site is available only to United States residents who can form legally binding contracts under applicable law. If you do not qualify, you may not use the web site. In compliance with the Children's Online Privacy Protection Act of 1998, no one under 13 years of age can

use the web site. If you are a minor between the ages of 13 and 18, you may use the site only in conjunction with your parent, legal guardian, or other responsible adult.

As described below, some of your personally identifiable information will be used by us for the purpose of contacting you regarding the information that you have requested. By using the web site, you expressly consent to our use of your personal information and also to the disclosure and use of this information in our efforts contact you and for continued marketing efforts by our school and agents charged with communicating with our customers and potential customers. You acknowledge that communications to, from and through this web site are not confidential. You agree that by submitting communications through this web site, no confidential, fiduciary, contractually implied or other relationship is created between you and this web site other than pursuant to this Privacy Policy.

What information do we collect?

We may collect personally identifiable information you voluntarily choose to disclose and aggregate information that is automatically collected when you visit the web site.

Personally identifiable information refers to information that tells us specifically who you are and is collected when you choose to request information from our school. This information can include your name, address, phone number, current email address, programs of interest and other information you choose to provide. If you choose to correspond with us through email, we may retain your email address and messages together with our responses.

Like many websites, we may use "cookies." Cookies are small programs that we transfer to your hard drive that allow us to recognize you and to pass information about your website visit to different portions of this web site. If you do not want us to use cookies, you can easily disable them by going to the toolbar of your web browser, and clicking on the "help" button. Follow the instructions that will prevent the browser from accepting cookies, or set the browser to inform you when you receive a new cookie. In addition, you may visit this and other websites anonymously using utilities provided by other private companies.

Aggregate information is automatically provided by your computer and cannot be tied back to you as a specific individual. Examples include:

- Referral data (the web sites you visited just before and just after the web site)
- Date and time of your visits
- Pages viewed and time spent at the web site
- Browser and platform type (e.g., a Netscape browser on a Macintosh platform)
- Internet Protocol (IP) address. An IP address is a number that is automatically assigned to your computer on the Internet.

How do we use the personal information that you provide to us?

Generally, your personal information may be used to contact you regarding educational opportunities and products offered by our school. We may store your information for the purpose of communicating with you about the programs and services offered by our school and send you updates when they become

available. We also use personal information for purposes of administering our business activities, providing customer service, and making other products and services available to our customers and prospective customers. Occasionally, we may also use the information we collect to notify you about important changes to the website, new services, and special offers we think you will find valuable. If you provide us with full address information you may be added to one of our mailing lists from which you may opt out at any time by emailing: albanybeautyacademy@yahoo.com

Sharing Information with Third Parties

We may share your information with third party service providers for the sole purpose of communicating with you regarding the educational programs and services offered by our company as allowed by law. We cannot and do not make any representations about the practices and policies of these companies, and they are not subject to our Privacy Policy.

How do we protect your information?

We utilize encryption/security software to safeguard the confidentiality of personal information we collect. This software provides a limited degree of protection against unauthorized access or disclosure, as well as accidental loss, alteration, or destruction.

Do we comply with legally compelled disclosure of information?

We may release any private information about you that we possess when we believe release is appropriate to comply with the law; to enforce or apply our Privacy Policy and/or other agreements; or to protect the rights, property or safety of us, the site users or others.

What about other sites linked to this one?

Please be aware that once you leave the site and enter another web site, our Privacy Policy is no longer in effect. We are not responsible for the privacy practices employed by other sites, nor the information or content contained therein. Please read over the rules and policies of these sites before proceeding.

Contact Us

If you would like to learn more about our privacy policy, or to access your personally identifiable information contained on our website, you may contact us at:

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ALBANY, GA. 31707
229 -496-1640
Fax 1-888-780-7250
www.albanybeautyacademy.com
albanybeautyacademy@yahoo.com

You will be required to provide identification information to assure that this information is not released to others. We reserve the right to modify this policy at any time without prior notification.

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Privacy Policy Changes

Albany Beauty Academy may update this Privacy Policy or revise it from time to time. If you are concerned about how your Personal Information is used or disclosed, you should contact us as described below or check back at this Site periodically to obtain a current copy of this Privacy Policy. We urge you to review this Privacy Policy frequently to obtain the current version. Your continued provision of Personal Information or use of our services following any changes to this Privacy Policy constitutes your acceptance of such changes. If we intend to use Information that personally identifies you in a manner materially different from what we stated at the time it was collected, we will attempt to notify you at least 30 days in advance. You will be given a choice as to whether previously provided Information may be used in a new way.

How to Access Your Information and Contact Us

If you want access to or wish to update any of your Personal Information or have any questions about our privacy practices, please contact the campus official.

Vaccinations and Immunizations

The school does not require any specific vaccinations beyond those required by state and other laws as a condition for admission.

Who should get meningococcal vaccine and when?

Routine Vaccination

Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16.

Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16.

If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16th birthday, a booster is not needed.

Other People at Increased Risk

- College freshmen living in dormitories.
- Laboratory personnel who are routinely exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.
- Anyone who has persistent complement component deficiency (an immune system disorder).
- People who might have been exposed to meningitis during an outbreak.

Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.

MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.

Some people should not get meningococcal vaccine or should wait.

Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine.

Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. Tell your doctor if you have any severe allergies.

Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.

Meningococcal vaccines may be given to pregnant women. MCV4 is a fairly new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed. The manufacturers of MCV4 maintain pregnancy registries for women who are vaccinated while pregnant.

Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

For more information, please visit your doctor or the Centers for Disease Control and Prevention at:

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm> **Hepatitis B Vaccine**

Hepatitis B is a serious infection that affects the liver.

Hepatitis B virus is easily spread through contact with the blood or other body fluids of an infected person. People can also be infected from contact with a contaminated object, where the virus can live for up to 7 days.

- A baby whose mother is infected can be infected at birth;
- Children, adolescents, and adults can become infected by:
- contact with blood and body fluids through breaks in the skin such as bites, cuts, or sores;
- contact with objects that have blood or body fluids on them such as toothbrushes, razors, or monitoring and treatment devices for diabetes;
- having unprotected sex with an infected person; sharing needles when injecting drugs;
- being stuck with a used needle.

Who should get hepatitis B vaccine and when?

- Children and Adolescents
- Babies normally get 3 doses of hepatitis B vaccine: 1st Dose: Birth; 2nd Dose: 1-2 months of age; 3rd Dose: 6-18 months of age

Some babies might get 4 doses, for example, if a combination vaccine containing hepatitis B is used. (This is a single shot containing several vaccines.) The extra dose is not harmful.

- Anyone through 18 years of age who didn't get the vaccine when they were younger should also be vaccinated.
- Adults
- All unvaccinated adults at risk for hepatitis B infection should be vaccinated. This includes:
 - sex partners of people infected with hepatitis B,
 - men who have sex with men,
 - people who inject street drugs,
 - people with more than one sex partner,
 - people with chronic liver or kidney disease,
 - people under 60 years of age with diabetes,
 - people with jobs that expose them to human blood or other body fluids,
 - household contacts of people infected with hepatitis B,
 - residents and staff in institutions for the developmentally disabled,
 - kidney dialysis patients,
 - people who travel to countries where hepatitis B is common,
 - people with HIV infection.

Other people may be encouraged by their doctor to get hepatitis B vaccine; for example, adults 60 and older with diabetes. Anyone else who wants to be protected from hepatitis B infection may get the vaccine.

Pregnant women who are at risk for one of the reasons stated above should be vaccinated. Other pregnant women who want protection may be vaccinated.

Adults getting hepatitis B vaccine should get 3 doses — with the second dose given 4 weeks after the first and the third dose 5 months after the second. Your doctor can tell you about other dosing schedules that might be used in certain circumstances.

Who should not get hepatitis B vaccine?

- Anyone with a life-threatening allergy to yeast, or to any other component of the vaccine, should not get hepatitis B vaccine. Tell your doctor if you have any severe allergies.
- Anyone who has had a life-threatening allergic reaction to a previous dose of hepatitis B vaccine should not get another dose.
- Anyone who is moderately or severely ill when a dose of vaccine is scheduled should probably wait until they recover before getting the vaccine.
- Your doctor can give you more information about these precautions.

For more information, please visit your doctor or the Centers for Disease Control and Prevention at: <http://www.cdc.gov/vaccines/vpd-vac/hepb/default.htm>

TRANSCRIPTS

Upon completing all graduation requirements, the student will be issued one transcript without charge. Any additional transcripts will be provided for \$25.00 each. In the event the student withdraws or is terminated, all financial obligations must be met before an official transcript will be released.

Students may request a transcript to be mailed to another institute provided he/she submits the proper request form with the institutes physical address and phone number along with any fees required by Albany Beauty Academy. The transcript will be sent out within 3-5 business days of the request.

TUTORING

If any student has a need for academic tutoring, he/she should speak with the instructor or administration for assistance. Albany Beauty Academy will attempt to provide suitable tutoring as needed.

GRADUATE PLACEMENT POLICY

The primary goal Albany Beauty Academy is to see all students become successfully employed in the field for which they have prepared. To achieve this, the institute provides placement assistance to students graduating. This assistance is not given as an incentive to enroll, and no guarantee or representation of placement is made or implied.

After graduation, the services of the job placement office are at the student's disposal. The Albany Beauty Academy mission is not complete until the student is gainfully employed in the chosen field. Although the securing of a position cannot be guaranteed, the student may be assured that every effort will be made by the administration office to assist in finding suitable employment.

(No fees are associated with the placement assistance.)

LOCKERS

Albany Beauty Academy has lockers available for the student to use. If a student wishes to utilize a locker, he/she will be responsible for bringing in either a combination or pad lock for the locker. School administration has the right to access and inspect your locker at any time.

RESOURCE CENTER

Students of Albany Beauty Academy will have access to the resource center located near the student break area. Learning materials, books, diagrams, and student handouts will be presented in the specified area. All students have the right to utilize items in the resource center for school related projects and assignments. There is also a student resource board available to students and staff to post information, approved by a school administrator, regarding items such as ride sharing, items for sale, day care services, upcoming events, field trips, and any other pertinent information.

CAMPUS SECURITY

Introduction

ABA submits campus crime statistics to the U.S. Department of Education. Each year, the Annual Campus Security Report (ACSR) is sent to all enrolled students, faculty and staff. The notification provides information on how to access the ACSR online. Copies of this report may also be obtained by making a request with the campus President/Director. The policies in the report apply to all ABA campuses unless otherwise stated in a section of the report.

ABA attempts to provide students, prospective students, parents, faculty, and staff with a safe and secure environment in which to study, work and visit. Campus Policies and Statistics All policies published in this report apply to all ALCB campuses. All statistics provided in this report are identified by campus. Report Preparation The school prepares this report to comply with the Jeanne Clery Disclosure of

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Campus Security Policy and Crime Statistics Act (Clery Act) in cooperation with local law enforcement agencies.

The college will follow the guide below when analyzing and reporting the crime statistics:

- The school will compile the crime statistics for murder and nonnegligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession using the definitions of those crimes from the “Summary Reporting System (SRS) User Manual” from the FBI’s UCR Program, as provided in Appendix A of Subpart D of 34 CFR 668.
- The school will compile the crime statistics for fondling, incest, and statutory rape using the definitions of those crimes from the “National Incident-Based Reporting System (NIBRS) User Manual” from the FBI’s UCR Program, as provided in Appendix A of Subpart D of 34 CFR 668.
- The school will compile the crime statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property using the definitions provided in the “Hate Crime Data Collection Guidelines and Training Manual” from the FBI’s UCR Program, as provided in Appendix A of Subpart D of 34 CFR 668.

The school will compile the crime statistics for dating violence, domestic violence, and stalking using the definitions provided in 34 CFR 668.46(a).

- In counting crimes when more than one offense was committed during a single incident, the school will conform to the requirements of the Hierarchy Rule in the “Summary Reporting System (SRS) User Manual”.
- If arson is committed, the school will always record the arson in its statistics, regardless of whether or not it occurs in the same incident as another crime.
- If rape, fondling, incest, or statutory rape occurs in the same incident as a murder, the school will record both the sex offense and the murder in its statistics. Relationship with Local Law Enforcement Agencies ABA maintains working relationships with local law enforcement agencies with periodic contact initiated by ABA administrative personnel to ensure the college is aware of criminal offenses and arrests occurring on or near the campus so they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Also, the campus refers criminal incidents to the local agencies having jurisdiction over such matters.

The campus does not have a written agreement with state or local agencies to investigate alleged criminal offenses. Reporting Area ABA reports crimes that occur on campus, on public property within or immediately to the campus and in or on non-campus buildings or property ABA owns or controls. Information relative to areas adjacent to or contiguous was requested from the local law enforcement agencies. For the purposes of the Clery Act, each campus is defined by the physical building location and includes any sidewalks and streets around the building.

Security is Everyone’s Responsibility

Our Vision is to provide a warm, friendly, nurturing atmosphere where students can learn the skills required, to obtain the careers they need, to have the lives they want. Unfortunately, no community is immune from crime. Our hope is the information in this report will enhance awareness and help everyone to stay safe while they live, learn and prepare for career success on each of our campuses. Safety tips to always remember:

- Always lock your car doors and roll up the windows.
- Never leave personal property in plain sight or unattended.
- Trust your instincts! If you feel uncomfortable about someone or a situation, head for a populated area or yell for help.

- Make sure your cell phone is charged and/or you carry a battery charger.
- Put an ICE (In Case of Emergency) in your cell phone, along with a name and contact number of a loved one, to enable emergency services personnel to contact your family in the event of an emergency.
- Be aware of your surroundings, listening to headphones or focusing on your phone while walking can be distracting.

Voluntary and Confidential Reporting

If you are the victim or witness of a crime and do not want to pursue action through the college or the criminal justice system, you may still want to consider a confidential report. With your permission, the campus President/Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. The reporting of all crime allows ABA to keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger.

Reports filed in this manner are disclosed in the annual crimes' statistics for the institution. ABA does not employ or contracts with any licensed mental health professionals and pastoral counselors. ABA does encourage all licensed mental health professionals and pastoral counselors to refer persons they are counseling to report crimes on a voluntary, confidential basis by contacting the campus President/Director, if and when they deem appropriate. Campus Law Enforcement Policies / Security Personnel ABA does not employ its own campus law enforcement department.

ABA supports the enforcement of all local, state, and federal laws and regulations. The school will cooperate with appropriate law enforcement agencies in the investigation of any illegal activity occurring on campus or at a school related activity. The school encourages the accurate and prompt reporting of all crimes to local authorities. Misrepresenting criminal activity or falsely reporting an incident could result in prosecution. The school does not have a written agreement with state or local law enforcement agencies to investigate alleged criminal offenses.

In all situations, an Incident Report must be completed by the aggrieved person and/or witnesses. A copy of the Incident Report is to be forwarded immediately to Campus Director of Education/Dean or Campus President/Director. Some ABA campuses may use a private security firm. These security personnel have the authority to determine if individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure school policies are followed concerning parking and building access. They do not have authority to make arrest.

Campus Access and Maintenance

It is the policy of ABA that access to all campus facilities be limited to authorized personnel, students, and invited visitors. Visitors are always subject to college policies and conduct codes. Students and employees are responsible for the conduct of their guests always. The campus President/Director is responsible for physical security and determining access rights and hours. In general, campus doors are locked after the last class and normal business hours. If there is a need for security maintenance to the building, classroom or on equipment, the campus President/Director should be notified.

Student Housing Facilities

ABA does not maintain school-operated student housing facilities. Student Housing Fire Safety Reporting ABA does not maintain school-operated student housing facilities and is not required to maintain a log of all fire related incidents.

Missing Persons

ABA does not maintain school-operated student housing facilities and is not required to publish a missing student notification policy. Students are encouraged to contact the local authorities if they have

information about a mission person. Off-Campus Student Organizations. ABA College does not have any off-campus student organizations.

Crime Reporting Crimes and Other Emergencies

All ABA students and employees can help to keep their campus safe by reporting incidents of theft, misuse and/or abuse of ABA property should promptly notify the campus President/Director, campus Director of Education/Dean or a school official. In situations like a fire, criminal activity or other emergency situation, which requires the assistance of local emergency personnel, promptly dial 911 and notify the closest campus personnel. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around campus grounds should be reported to the Campus President/Director, Campus Director of Education/Dean or a designated school security official immediately. If you witness a crime, it is your responsibility to report the crime to a campus official and/or local law enforcement agencies. Local agencies can be found under the Resource Contact Information section within this document.

Emergency Response & Evacuation Procedures

The school will immediately alert the campus community in a timely manner of any natural disasters or other emergency situations, crimes involving murder, homicide/manslaughter, rape, sexual offenses (i.e., incest, fondling, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, and/or any of these crimes believed to show evidence of prejudice as prescribed by the Hate Crimes Statistics Act. ABA will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. ABA strongly encourages staff, students and graduates to keep contact information with the college current, participations in the text and phone messaging notifications is optional. The institution will, without delay, and taking into the account the safety of the community, determine the content of the notification and initiate the CAMPUSALERT system which will text the student immediately.

The institution will test the emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date & time of the exercise and whether it was announced or unannounced. In the event of an emergency evacuation please follow the evacuation charts posted in each classroom and listen to instructions given by the staff, faculty, administration, and other members of emergency services personnel.

Timely Warning Communication to the ABA Community

As required by federal law, ABA provides “Timely Warnings” to faculty, staff and students when crimes occur on campus or in the immediate vicinity and appear to pose a threat to the campus members’ personal safety. Timely Warnings are issued in compliance with the Higher Education Act which requires that a timely warning be issued when a: (A) Criminal homicide; (B) Sex Offense, forcible or non-forcible; (C) Robbery; (D) Aggravated Assault; (E) Burglary; (F) Motor Vehicle Theft; or (G) Arson occurs on ABA facilities/ property and there is reason to believe that there is a continued threat to students and/or employees.

The determination on whether an incident is considered a continued threat is based upon the following four questions:

- Is the incident in one of the above categories (A–G)?
- Did the incident occur in an area for which ABA must report?
- Is the suspect known or unknown and still at large?

- Did the incident by its nature (A–D) or during the commission of the intended incident involve a crime against a person (E–F) or in the event of arson (G) occur in an occupied building? If all of the above questions can be answered with a “yes,” then a Timely Warning will be issued.

Upon confirming a significant emergency or dangerous situation has occurred, any member of the campus leadership and support team is authorized to use CAMPUSALERT system. The member(s) of the team will determine the message content, message recipients, and initiate the notification system. Members that have authority to CAMPUSALERT system

When emergency notifications and announcements need to be made to members of the larger community, the school will alert the local media when necessary and appropriate. Timely Warning may be issued for any crime where there is a compelling need to get information to or from the ABA community about a specific crime.

Timely Warnings should contain as much of the following information as possible:

- Date, time, location (general or specific), and summarized event description
- Suspect description and/or vehicle description
- Any special instructions that may be needed
- Important Contact Telephone Numbers

Timely Warnings will be issued as soon as possible after the specific event. If the incident is a delayed report (more than 24 hours) by the victim, then the time and date the victim reported the incident will also be included in the report.

Provided the above guidelines are met, nothing should be included in the Crime Alert that would hinder an ongoing police investigation. The Timely Warning will not identify the victim by name or address. The general description of the location may be provided. In addition to Timely Warnings, “Security Notices” when a pattern of criminal activity develops at nearby, off campus locations that involve damage to or theft of property may be sent. The purpose of this notice is to inform the campus community of such a pattern in order to increase awareness and safety preparedness.

Crime Prevention / Safety Tips

Prevention is your best protection against crime. Here are some precautions you can take to assure greater security.

At Home

- Leave at least one light on, inside and out when you are away. If possible, use a timer to turn lights on and off.
- Keep your doors and windows locked when at home and even if you leave for a few minutes.
 - NEVER open the door without knowing who is there. Require the caller to identify themselves. Use chain bolt when checking ID. If a stranger asks to use a phone, DO NOT PERMIT THEM TO ENTER. Make the call for that person if you believe it is an actual emergency.
- Get to know your neighbors. Watch each other’s property and let each other know of anything suspicious.
- Report threatening or harassing calls to the police or telephone company.

When Walking

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots, or construction sites. Take a longer way if it is safer.
 - Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you go to summon help if needed
- Have your car or house key in hand and ready as you approach your vehicle or home.
- Never hitchhike.

While Traveling

- Keep doors locked and windows rolled up, especially at stoplights. Always lock your car and take the keys. Keep valuables out of sight in the trunk. Park in areas that will be well lit when you return. Check the back seat and the area around the car before getting in.

- Car Trouble: Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors. Ask anyone who stops to help to call the police or the nearest service station for you.

Identity Theft Prevention

- Shred sensitive documents with a personal shredder.
- Don't give personal information over the phone or in public areas.
- Do not routinely carry your social security card or birth certificate in your wallet or purse.
- Disclose your social security number ONLY when absolutely necessary.
- Closely review all credit card statements each month to detect unusual activity or unauthorized charges.
- Destroy pre-approved credit card solicitations; contact all three major credit-reporting bureaus in writing and "opt-out" of pre-screening lists.
- If you suspect that your mail is being stolen or tampered with, contact your local post office or postal inspector.

Responding to an Attack

In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life can't. Notify local police immediately. If you witness a Crime If you see or suspect a crime is being committed on campus, pay particular attention to the features of the offender(s) and any vehicles involved.

Try to be prepared to provide at least the following about the offenders: When reporting a crime by telephone to 911, remain on the phone until the communications officer is fully briefed with all the information necessary to dispatch the appropriate response personnel to the scene.

1. Age, race, height, and weight;
2. Hair color and style, beard and mustache;
3. Notable characteristics (acne, scars, glasses mental state, etc.)
4. Clothing description.
5. Location where last seen.
6. Last known direction of travel.
7. Vehicle description and distinctive markings. Witnesses who wish to remain anonymous may do so. It is more important that a response be dispatched as quickly as possible.

Title IX: Dating Violence, Domestic Violence, Sexual Assault, Stalking Statement of Policy on Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The Act also mandates that sex offenders who are already required to register in a state to provide notice of each institution of higher education in that state at which the offender is employed or is a student. To learn the identity of registered sex offenders on or near a campus, or anywhere in the United States, visit the Sex Offender databases at sexoffender.com and nsopr.gov. You can search by city, county, or ZIP code.

This information is collected by other agencies and this institution cannot guarantee this information is correct or complete. The information provided here is intended to be in compliance with the Campus Security Act and for campus safety purposes only. It should not be used to intimidate, threaten, or harass. Misuse of this information may result in prosecution.

Sexual Assault Prevention Tips

These tips are provided to increase your awareness about high-risk situations and help you reduce your risk. There is no guaranteed way to protect against sexual assault or to predict all possible situations. Awareness is a great place to start.

Avoid High-Risk Situations

- Avoid poorly lit areas where an attacker might hide.
- Don't be embarrassed to ask someone to walk you to your car.
- Be careful of your use of alcohol and drugs; you are more vulnerable to attack if you are intoxicated.
- Do not leave your food or drink unattended at a party or in a public place.
- If you feel uncomfortable in someone's presence, trust your feelings and take steps to distance yourself from him or her. Don't be afraid to make a scene if necessary. Tell someone!

Myths about Sexual Assault

- She/he asked for it: No woman asks to be raped or sexually assaulted. The victim's behavior or appearance is not the issue in question. Consent is the issue.
- It can't happen to me: Anyone is a potential victim, irrespective of age, race, educational background or income level.
- Rape occurs only among strangers: Only 22% of rape cases involve strangers. The rest, 78% are committed by individuals the victim knows well – a spouse, father, boyfriend, relative, friend or neighbor.
- No woman/man can be forced to have sex against her will: A woman/man can be coerced by physical force or threat of injury or death. Almost half of all rape victims fear serious injury or death during a rape.
- A woman/man who says “no” usually means “yes”: Non-consensual sex is rape.

Things to Consider

- Set sexual limits.
- Decide early if you would like to have sex.
- Be clear: do not give mixed messages.
- Accept your partner's decision.

Definitions Consent

A definition of consent to sexual activity is the voluntary agreement to engage in the sexual activity in question. Conduct short of a voluntary agreement does not constitute consent.

No consent is considered:

- where the agreement is expressed by the words or conduct of one person;
- where one participant is incapable of consenting to the activity;
- where one participant induces the other participant to engage in the activity by abusing a position of trust, power or authority;
- where one participant expresses, by words or conduct, a lack of agreement to engage in the activity; or
- where one participant, having consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity.

Dating Violence

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Sexual Assault

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

Stalking

Stalking is a distinctive form of criminal activity composed of a series of actions that taken individually might constitute legal behavior. For example, sending flowers, writing love notes, and waiting for someone outside her place of work are actions that, on their own, are not criminal. When these actions are coupled with the intent to instill fear or injury, however, they may constitute a pattern of behavior that is illegal.

Bystander Intervention

Bystander intervention is an important role in preventing, defusing or distracting aggressor in situations when other individuals are being harassed and sexually assaulted. Being an active bystander can include:

- Being aware of your environment and noticing the event;
- Speaking out against statements, attitudes, or behavior that may perpetuate a culture endorsing violence as acceptable or inevitable;
- Intervening in situations that could lead to a sexual assault;
- Supporting and believing others when they feel uncomfortable or hurt;
- Helping others respond to problematic situations;
- Doing what is necessary to keep all safe;
- Calling in others to assist which may include authority figures.

Dating Violence, Domestic Violence, Sexual Assault, Stalking If you are a victim of dating violence, domestic violence, sexual assault, or stalking—whether the offense occurred on or off campus—there are multiple resources available to you. Dating violence, domestic violence, sexual assault, and stalking are criminal acts and you are NOT responsible for another’s act that violates your freedom. Dating violence, domestic violence, sexual assault, and stalking are violations of the law and ABA Policy. If you are the victim of dating violence, domestic violence, sexual assault, or stalking, know that ABA is here to help and is able to take certain protective measures to ensure your safety on campus during and after a college investigation.

The following explains what you should do if you become a victim.

Seek Medical Attention Immediately: If you are a victim of sexual violence or sexual assault. You can request a sexual assault examination by contacting the police or by visiting any hospital emergency room for a referral to have a sexual assault examination completed. The examination provides care to minimize the risk of sexually transmitted diseases and preserves evidence that will be important if you decide to pursue criminal charges or wish to obtain a protective order against the person who assaulted you.

Preserve Evidence: This can be done by not bathing, showering, or using toothpaste or mouthwash after an incident of sexual assault. Do not wash clothing, bed sheets, pillows, or other potential evidence. However, if you do, you should still seek medical attention as soon as possible—even if some time has passed since the assault.

Seek Support: Please do not feel you need to deal with this situation alone. Call a friend, family member, or someone with whom you feel you can talk.

Reporting The Crime: Making the decision whether or not to report dating violence, domestic violence, sexual assault, or stalking may be difficult. Making a report to law enforcement is a decision left entirely up to you. As a victim, you may decline to notify law enforcement if you choose.

The school will assist victims of sexual assault in notifying appropriate authorities, if requested. The school administration can assist victims of sexual assault in seeking counseling, health, mental health, victim advocacy, legal assistance, visa/immigration assistance, student financial aid and/or other related services. The college will attempt to assist with victim requested changes in academic situations whenever reasonably possible.

If you feel you are being sexually harassed or a victim of a sexual assault, contact the campus Director of Education/Dean or Campus President/Director. If requested by the victim, written information will be provided concerning available options for assistance and their rights. Law enforcement can help you with orders of protection, “no-contact” orders, and restraining orders. Please note that ABA cannot represent you in legal proceedings; see the list of Community Resources below for assistance.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where: a. Submission to such conduct is an explicit or implicit term or condition of a person’s status in a course, program or activity or in admission, or in an academic decision; b. Submission to or rejection of such conduct is used as a basis for an academic decision; or c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent to the victim’s use of drugs or alcohol.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures.

ABA College prohibits all conduct of this nature whether or not such conduct violates any applicable laws. Other Forms of Harassment Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker, or disability. It is the responsibility of each employee and each student to conduct themselves in a professional manner at all times and to refrain from such harassment.

Anyone who believes he or she has been the victim of sexual harassment, violence or denied any service or benefit because of sex discrimination while at ABA may follow the steps outlined here. Victims may also attempt to resolve the matter informally or immediately file a formal grievance, at the option of the individual.

Complaint Policy

Students who believe they have been subjected to discrimination, harassment, dating violence, domestic violence, sexual assault or stalking in violation of the ABA Policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the ABA Policy has been violated.

Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a complaint should do so with the campus President/Director. The complaint should be presented in writing, and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding which will be convened by the campus President after providing at least ten (10) day notice to both parties.

Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only ABA College’s final determination with respect to the alleged violation and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the campus President and inspect the documents offered as proof during the proceeding. Either party may offer any witnesses in support of their position to the campus President during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.)

who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. Imposed restrictions on the ability of observers to speak or otherwise participate in the proceedings apply equally to all parties.

The campus President may prohibit disruptive individuals from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The written decision will include an evaluation of the facts and will be based on the evidence provided during the proceeding. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused. Typically a complaint will be investigated and completed within 45 calendar days. During the investigation, many variables and factors may arise which could establish good cause for requiring additional time to fully investigate. If additional time is required to fully investigate a complaint, both the accuser and the accused will be provided written notification of the new timeline and explanation of the reason for the additional time needed to complete the investigation.

The decision of the campus President may be appealed. The written appeal must be made within 20 calendar days of receipt of the determination letter from the campus President. The campus President/Director or his/her designee will render a written decision on the appeal within 30 calendar days from the receipt of the appeal. The campus President's/Director's decision shall be final.

Matters involving general student complaints will be addressed according to the Student Complaint procedure. The details of the Student Complaint Procedure can be found above and the catalog.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at <http://www.ed.gov/ocr>

Standard of Proof ABA College uses the preponderance of the evidence as the standard of proof.

Preponderance requires the fact-finder to determine which party has the more convincing evidence and has established probable truth or accuracy. The fact-finder must determine that over 50% of the believable evidence weighs in the complainant's favor in order to find that a violation occurred.

Confidentiality ABA considers all complaints of sexual misconduct investigations to be confidential. There are occasions when victims request the related complaint and investigation be kept confidential. By honoring a request for confidentiality, the college may be limited in its ability to respond fully to the incident, including pursuing disciplinary action against the Perpetrator. There may be situations when the college must override a victim's request for confidentiality in order to meet its obligations; however, these instances are limited and the information shared will only be with individuals who are responsible for handling ABA's compliance with regulations. A request to maintain confidentiality of any party involved should be made to the campus President/Director. After a review of the request, the campus President/Director will inform the requesting party whether, and to what extent, the request to maintain confidentiality may be upheld. The college's Legal Counsel may be contact to assist in making the determination. Generally, the college will honor requests for confidentiality unless doing so would jeopardize the safety of members of ABA's community, including the complainant; the college's ability to provide a nondiscriminatory environment for all, including the complainant; or where the college is required by law to disclose the information.

Additionally, the college will take into account whether there exists an increased risk of the alleged perpetrator committing additional acts of sexual misconduct or other violence, whether a weapon was

involved, the age of the victim, and whether ABA has any other means available to obtain relevant information (e.g., security cameras, personnel, or physical evidence). If the college concludes that it cannot keep confidential the victim's identity from the perpetrator, then the college will notify the victim in advance. Orders of Protection / No-Contact Orders / Restraining Orders If a victim informs ABA College they have an order of protection, no-contact orders, restraining orders or similar lawful orders issued for a criminal, civil or tribal court in effect, the college will uphold the conditions of the order to the best of its ability.

Reasonable Accommodation

The school administration can assist victims of sexual assault in seeking resources counseling, health, mental health, victim advocacy, legal assistance, visa/immigration assistance, student financial aid and/or other related services. The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation and working situations. To request any assistance, victims should contact the Campus President/Director. The College will, as possible, maintain confidential any accommodations or protective measures provided to the extent that maintaining confidentiality will not impair the College's ability to provide them. If the disclosure of the victim's personal information is necessary to provide the accommodation, the College will notify the victim prior to disclosure. Regardless of whether the victim chooses to report the crime to campus security or local law enforcement, reasonably available assistance will be provided upon request.

Organizations that provide assistance in changing living conditions and transportation or provide assistance with work situations or legal services can be found in the Resource Contact Information section on page 25 of this document under the heading "Title IX Resources for Victims of Dating Violence, Domestic Violence, Sexual Assault, Stalking.

Measures taken for victims concerning academic options may include, but not limited to:

- Rescheduling of academic assignments and/or exams;
- Providing academic support services including tutoring;
- Changing class schedules;
- Withdraw from a course without penalty; and/or
- Providing options for alternative course completion.

Retaliation

Retaliation against any individual who files a complaint, participates in an investigation, encourages one to file a complaint, or opposes sexual discrimination, sexual misconduct, sexual harassment, and power-based personal violence is prohibited. In addition, interference in any manner with an investigation is prohibited.

Victim Rights

As a victim of a sexual assault, you have the right:

- To be informed of all reporting options,
- To request an investigation,
- Be treated with dignity and free from any suggestion a shared responsibility or somehow contributed to the violent act,
- Be free from retaliation,
- To be permitted to attend classes, work or attend college activities free from unwanted contact or proximity with the accused individual(s) insofar as the college is permitted and able, and
- Receive periodic updates and the outcome of the investigation including any disciplinary action against the accused.

Drug and Alcohol Policy

The unlawful possession, use or distribution of drugs and alcohol by students or employees is absolutely prohibited on AB Academy premises or at any of its activities. By AB Academy regulations and by

Federal law, by state law, and by local ordinances, students, faculty and staff are prohibited from the unlawful possession, use dispersion, distribution or manufacture of illicit drugs on AB Academy property or at ABA Sponsored Activities. In compliance with campus policy, being under the influence, use, possession of, or the distribution of alcohol or illegal drugs is not permitted on campus, or at any school related activity. Students, staff, or visitors in violation of these rules as well as other local or underage drinking laws, will be dealt with in compliance to local, state and federal law. Local law enforcement authorities will also be notified and sanctions include but not limited to: expulsion, termination of employment, and referral for prosecution.

For information on health risks, please refer to college catalog. Information on Preventing Drug and Alcohol Abuse (DAAPP) ABA publishes a separate Drug and Alcohol Abuse Prevention Program. Information concerning the program can be found on the college website under the Student Information section, by going to the Admissions office or requesting the printed version from the campus Director. Biennial Review of the DAAPP ABA publishes a separate Biennial Drug and Alcohol Abuse Prevention Program Review. Information concerning the review of the DAAPP can be found on the college website under the Student Information section, by going to the Admissions office or requesting the printed version from the campus President/Director.

For the purposes of this report the following defines On-Campus, Off-Campus and Public Property:

Campus: any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, its educational purposes, incl. Residence halls and/or any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but is controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor)

Non-campus building or property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property (other than a separate campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area - “mobile” campuses and sea-faring vessels

Public Property: All public property including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to or accessible from the campus

Crime Reported									
	On-Campus			Non-Campus			Public Property		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses (Rape)	0	0	0	0	0	0	0	0	0
Sex Offenses (Fondling)	0	0	0	0	0	0	0	0	0
Sex Offenses (Incest)	0	0	0	0	0	0	0	0	0

Sex Offenses (Statutory Rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	0	0	5	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Hate Crimes									
	On-Campus			Non-Campus			Public Property		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses (Rape)	0	0	0	0	0	0	0	0	0
Sex Offenses (Fondling)	0	0	0	0	0	0	0	0	0
Sex Offenses (Incest)	0	0	0	0	0	0	0	0	0
Sex Offenses (Statutory Rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	1
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	1	2
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

Violation Arrests									
	On-Campus			Non-Campus			Public Property		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Liquor Law	0	0	0	0	0	0	0	0	0
Drug Abuse	0	0	0	0	0	0	0	0	2
Illegal Weapons	0	0	0	0	0	0	0	0	0

Disciplinary Referrals									
	On-Campus			Non-Campus			Public Property		
	2023	2022	2021	2023	2022	2021	2023	2022	2021

Liquor Law	0	0	0	0	0	0	0	0	0
Drug Abuse	0	0	0	0	0	0	0	0	0
Illegal Weapons	0	0	0	0	0	0	0	0	0

Violence Against Women Act Crimes									
	On-Campus			Non-Campus			Public Property		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Unfounded Crimes

Unfounded crimes are those crimes that are removed or withheld from the annual security report after it has been determined the reported crime was false or baseless. Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section only after having fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.”. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

There were no reported crimes for the years 2021,2022,2023 that are determined to have been unfounded.

Parking

Student parking is available in the school’s parking lot. Adequate parking is available for all students and staff.

Housing and Childcare Facilities

The school does not currently provide housing or childcare facilities for its students or staff. These areas are the responsibility of the students and staff.

Standards of Conduct

Albany Beauty Academy is a professional Trade School and will hold students accountable for their compliance with the STANDARDS as set forth.

GENERAL

All students are required to conduct themselves as responsible members of the campus and in accordance with standards of common decency, with recognition and respect for the personal and property rights of others and the educational missions of the school.

MISCONDUCT:

All students are governed and must adhere to state, or federal laws and regulations. These Standards of Conduct are applicable to all students on and off the school property if that behavior is deemed to be incompatible with the school's educational environment and mission statement. A student may be disciplined, up to and including suspension and expulsion, if in violation of the Standards of Conduct, for the violations of any of the following offenses:

1. Dishonesty to include cheating, plagiarism of furnishing false information to the school, faculty or staff of the school.
2. Forgery, misuse of school documents, records or identifications.
3. The issuance of a valueless check to the school.
4. Threats of physical abuse, violence, intimidation, hazing, harassment or any act that causes harm to another person.
5. Destruction, damage or misuse of school property.
6. Theft, burglary, accessory to the acts and/or possession of stolen property.
7. The illegal manufacture, distribution, dispensation, or possession of a controlled substance.
8. The use or possession of alcohol or drugs.
9. The participation of gambling
10. The use, possession or distribution of any type of firearms, explosives, fireworks, or incendiary device.
11. Disorderly conduct in any form.
12. Lewd, indecent, obscene behavior or profanity.
13. Unauthorized entry or trespassing on school property.
14. Unauthorized use of school services such as computers, phones, copy machines, fax machines, etc.
15. Unauthorized possession of school keys.
16. Any other activity or conduct that impairs or endangers any person, property or the educational environment of the school.
17. Libel or slander against the school or staff on any type of Social media

GROUND FOR STUDENT DISMISSAL

1. 14 consecutive days of unexcused absences
2. Non-payment of tuition- thirty (30) days
3. Violations of the Standards of Conduct
4. Continual tardiness/absence
5. Low grades – below 70%

General Rules and Regulations

1. Professional conduct is the only level of conduct expected from students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
2. All absences must be reported. Student attendance is monitored closely so that students maintain Satisfactory Progress.
3. Tardiness is considered unexcused time as it is deemed unprofessional behavior. Students not physically present in class, per their class start time, are considered tardy.

4. Special permission must be obtained for days off and/or irregular hours. Time off must be obtained in advance through the Academic Counselor.
5. Students are not allowed behind the desk unless given permission or assigned desk duties.
6. The school assumes no responsibility for equipment or personal items.
7. Only emergency phone calls are allowed on school's phone.
8. Students not in proper uniform as described in school's published policies will not be allowed to attend class and will be sent home.
9. Students must exhibit a professional attitude and appearance while attending school.
10. Students must obey all rules of personal hygiene, sanitation, and decontamination.
11. The use of profanity, slang or gossiping will not be tolerated.
12. Smoking is permitted outside the building only. This includes VAPORES also.
13. Food and Beverages are not allowed on the clinic floors or in the classrooms. They can only be consumed in the break area.
14. Any student under the influence and or in possession of drugs or alcohol will be terminated from the school immediately. ALBANY BEAUTY ACADEMY IS A DRUG-FREE ZONE.
15. Students cannot refuse to service a client.
16. Students are assigned a workstation and are responsible for its sanitation and the sanitation of the school.
17. No student or personal beauty services allowed unless approved by the instructor.
18. No social visitor.
19. Bullying or harassment on any level.
20. Failure to bring your entire kit, books and workbooks every day.
21. Failure to follow instructions given by instructors or staff members.
22. No type of libel or slander against the school or staff on any type of social media.
23. No personal relations with student / Instructor. Must report to director immediately
24. No Fraternizing with clients
25. Students are not to wear expensive jewelry or bring large sums of money to school.
26. No visitors allowed in classroom. Wives, Husbands, Girlfriends, Boyfriends, or young children of a student cannot be in the school except for short infrequent periods of time. Please advise your friends and relatives.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

Introduction

The Drug-Free Schools and Communities Act (34 CFR Part 86) requires an institution of higher education to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of its activities. At a minimum each institution must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs available to employees or students.

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- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Further, the Drug-Free Schools and Communities Act (DFSCA) requires institutions of higher education to conduct a biennial review of their alcohol and other drug policies and prevention programs to identify and implement needed changes.

The biennial review has two objectives:

1. To determine the effectiveness of, and to implement any needed changes to the Alcohol and Drug prevention program, and
2. To enforce the disciplinary sanctions for violating standards of conduct consistently

The following is the report resulting from the review of the Alcohol and Drug prevention program implementation and policy development/enforcement at ABA.

Drug – Free Workplace and Campus

The unlawful possession, use, or distribution of drugs or alcohol by students or associates is absolutely prohibited on the College's premises or at any of its activities or events. Violation of this policy can lead to disciplinary action up to and including dismissal from ABA College.

Information on Preventing Drug and Alcohol Abuse

1. Don't Be Afraid to Say No: Sometimes, our fear of negative reaction from our friends, or others we don't even know, keeps us from doing what we know is right. Real simple, it may seem like "everyone is doing it," but they are not. Don't let someone else make your decisions for you. If someone is pressuring you to do something that's not right for you, you have the right to say no, the right not to give a reason why, and the right to just walk away.
2. Connect With Your Friends and Avoid Negative Peer Pressure: Pay attention to who you are hanging out with. If you are hanging out with a group in which the majority of kids are drinking alcohol or using drugs to get high, you may want to think about making some new friends. You may be headed toward an alcohol and drug problem if you continue to hang around others who routinely drink alcohol, smoke marijuana, abuse prescription drugs or use illegal drugs. You don't have to go along to get along.
3. Make Connections With Your Parents or Other Adults: As you grow up, having people you can rely on, people you can talk to about life, life's challenges and your decisions about alcohol and drugs is very important. The opportunity to benefit from someone else's life experiences can help put things in perspective and can be invaluable.
4. Enjoy Life and Do What You Love - Don't Add Alcohol and Drugs: Learn how to enjoy life and the people in your life, without adding alcohol or drugs. Alcohol and drugs can

change who you are, limit your potential and complicate your life. Too often, “I’m bored” is just an excuse. Get out and get active in school and community activities such as music, sports, arts or a part-time job. Giving back as a volunteer is a great way to gain perspective on life.

5. Follow the Family Rules About Alcohol and Drugs: As you grow up and want to assume more control over your life, having the trust and respect of your parents is very important. Don’t let alcohol and drugs come between you and your parents. Talking with mom and dad about alcohol and drugs can be very helpful.
6. Get Educated About Alcohol and Drugs: You cannot rely on the myths and misconceptions that are out there among your friends and on the internet. Your ability to make the right decisions includes getting educated. Visit Learn About Alcohol and Learn About Drugs. And, as you learn, share what you are learning with your friends and your family.
7. Be a Role Model and Set a Positive Example: Don’t forget, what you do is more important than what you say! You are setting the foundation and direction for your life; where are you headed?
8. Plan Ahead: As you make plans for the party or going out with friends you need to plan ahead. You need to protect yourself and be smart. Don’t become a victim of someone else’s alcohol or drug use. Make sure that there is someone you can call, day or night, no matter what, if you need them. And do the same for your friends.
9. Speak Out/Speak Up/Take Control: Take responsibility for your life, your health and your safety. Speak up about what alcohol and drugs are doing to your friends, your community and encourage others to do the same.
10. Get help! If you or someone you know is in trouble with alcohol or drugs, get help. Don’t wait. You don’t have to be alone.

Health Risks Associated with the Use of Alcohol

Short-Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack

- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males — testicular atrophy and breast enlargement
- In females — increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

Health Risks Associated with the Use of Drugs

Amphetamines (Speed, Uppers)

- Malnutrition
 - Hallucinations
 - Dependence, psychological and sometimes physical
- ##### Deliriants (Aerosols, Lighter Fluid, Paint Thinner)
- Permanent damage to lungs, brain, liver, bone marrow
 - Loss of coordination, confusion, hallucinations
 - Overdose causing convulsions, death

Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Intravenous Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men — lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition

- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

Legal Sanctions: Unlawful Possession/Distribution of Illicit Drugs and/or Alcohol

Illicit Drugs Sanctions

ABA College is a drug-free workplace and campus. The unlawful possession, use, or distribution of drugs or alcohol by students or associates is absolutely prohibited on the College's premises or at any of its activities or events. Violation of this policy can lead to disciplinary action up to and including dismissal from ABA College.

The United State Drug Enforcement Administration ([DEA](#)) publishes drug information concerning [facts](#), [scheduling](#), [the Controlled Substances Act](#) and [Federal Trafficking Penalties](#). Section 484(r) of the Higher Education Act of 1998 provides that a student's eligibility for federal student aid be suspended if that student is convicted under federal or state law of any offense involving the possession or sale of a controlled substance (not including alcohol or tobacco). The suspension of eligibility ranges from as much as one year to an indefinite period of time, depending upon the number and type of convictions. A student may regain eligibility early by completing a drug rehabilitation program that meets certain statutory and regulatory requirements or if the conviction is overturned.

Here is the Federal Trafficking Penalties pulled from the DEA website at the time of this publication.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)			
Substance/Quantity	Penalty	Substance/Quantity	Penalty
Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20
Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	

Fentanyl 40-399 grams mixture	less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than	Fentanyl 400 grams or more mixture	yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs,
Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	

	LSD 1-9 grams mixture	life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	LSD 10 grams or more mixture	and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an
	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

			individual, \$75 million if not an individual.
Substance/Quantity		Penalty	
Any Amount Of Other Schedule I & II Substances		<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>	
Any Drug Product Containing Gamma Hydroxybutyric Acid			
Flunitrazepam (Schedule IV) 1 Gram or less			
Any Amount Of Other Schedule III Drugs		<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>	
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>	
Any Amount Of All Schedule		First Offense: Not more than 1 yr. Fine not more than \$100,000	

IV Drugs	<p>if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>
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Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
<p>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</p>	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p>	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>

Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>

1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Alcohol Sanctions

The National Minimum Drinking Age Act of 1984 (23 U.S.C. § 158) outlaws the purchase of alcoholic beverages by those under 21 years of age. While most states have passed state laws that set a purchase and drinking age minimums, states still permit ‘underage’ consumption of alcohol in specific circumstances. An example of a specific circumstance is a religious ceremony.

Drug or Alcohol Counseling, Treatment, or Rehabilitation

ABA does not provide onsite counseling, treatment, or rehabilitation services. The college does not have a contractual relationship with any of the resources nor does it recommend these agencies. These agencies are listed as a courtesy and individuals should determine for themselves whether they feel the agency will meet their needs.

- Substance Abuse and Mental Health Services Administration (samhsa.gov) 800-662-4357
- Free local drug and alcohol counseling can be obtained by visiting <https://www.freerehabcenters.org/city/ga-albany> or calling 1-866-972-0589

In addition to the agency listed above, consider contacting your doctor’s office. If you are in immediate danger or thinking about harming yourself, tell someone who can help right away or dial 911.

Note: school regulations are subject to change at any time. The student will be notified of any changes and will be asked to sign documentation acknowledging any such changes.

CELL PHONE POLICY

All cell phones, mobile devices and all media players are prohibited from being used in classrooms or clinic at any time during school hours unless instructor gives permission. This includes all Bluetooth and/or hands-free devices. All such devices must be placed in “silent” mode. Use is permitted only in break rooms and outside of the building during assigned break times. If an emergency situation should arise you may receive permission from your instructor to step outside and use the phone.

STUDENT PERSONAL SERVICES

Students wishing to receive a service in this school must have permission from the instructor to give or receive any service. Student self-services are considered a privilege and are awarded only to students maintaining satisfactory progress for both attendance and grades. Chemical Services are not free to students. They are required to pay a fee for Chemical services. Fees are subject to change.

KITS, BOOKS AND SUPPLIES POLICY

Purchase of a kit for your program is mandatory. Once you receive your books, kit, and supplies, you are responsible for them. The school will issue you these items and you will be held responsible for any items damaged or misplaced. The school will not be held accountable for replacing any items once you receive and sign for them. All kits must have the Georgia State Boards of Cosmetology and Barber’s kit requirements.

SOCIAL MEDIA POLICY

Albany Beauty Academy does respect the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications, which include, but are not limited to, written and verbal communications, including podcast and video uploads, and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Instagram, Twitter, YouTube, Tic Tok, Google, Yelp, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the Albany Beauty Academy culture. Albany Beauty Academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, or engaging in conduct that would be unbecoming of an Albany Beauty Academy students and misrepresent Albany Beauty Academy. Albany Beauty Academy reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

ANTI-HARRASSMENT POLICY

Albany Beauty Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school. Employees are required to take the training on an annual basis. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Albany Beauty Academy prohibits discrimination based on sex, which

includes sexual harassment and sexual violence, and Albany Beauty Academy has jurisdiction over Title IX complaints.

Albany Beauty Academy's anti-harassment policy applies to all persons involved in the operation of Albany Beauty Academy and prohibits unlawful harassment by any employee of Albany Beauty Academy, as well as students, customers, third parties, vendors or anyone who does business with Albany Beauty Academy. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action, up to and including termination. To the extent a customer, vendor or other person with whom Albany Beauty Academy does business engages in unlawful harassment or discrimination, Albany Beauty Academy will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, Albany Beauty Academy, whether the programs take place on the campus of a school, during a school sponsored field trip, or other off-campus events.

As part of Albany Beauty Academy's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to Albany Beauty Academy community through publications, Albany Beauty Academy's website, new employee orientations, student orientations, and other appropriate channels of communication. Albany Beauty Academy will provide training to key staff members to enable Albany Beauty Academy to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. Albany Beauty Academy will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions Discrimination is defined as treating individuals differently in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment is defined as any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, student, or any person within Albany Beauty Academy. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, disability or appearance, including slurs and negative stereotyping.
- Nonverbal harassment includes distribution or display of any written or graphic material that ridicules, denigrates, or shows hostility towards an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, disability or appearance, sexual identity, marital status or other protected status.

Sexual Harassment is defined by the Equal Employment Opportunity Commission ("EEOC") as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when...submission to or rejection of such conduct is used as the basis for employment decisions...or such conduct has the purpose of...creating an intimidating, hostile or offensive working environment."

Sexual harassment may take many forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats, or requests for any type of sexual favor.
- Nonverbal sexual harassment includes the distribution or display of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds, staring, whistling, obscene gestures, content in letters, notes, facsimiles, e-mails, photos, text messages, Internet postings, or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees or students that are appropriate, acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

UNIFORM POLICY

All students are expected to follow the dress code for the course in which they are enrolled. All students are required to dress professionally for the career chosen. A student not in uniform will not be permitted to attend classes and will be asked to change into proper attire or risk being dismissed for the remainder of the day. (Ultimately resulting in incomplete hours for that day.) This rule will be enforced beginning on the first day and will be carried out until the day of graduation. This policy will be reviewed during new student orientation. If you have any questions regarding the uniform policy, you may address them during that time.

The dress code for students enrolled at Albany Beauty Academy is as follows:

1. Scrub shirts & Scrub pants must be stain-free, smell fresh, lint free and wrinkle free. (Exceedingly loose or tight clothing is unacceptable.)
2. Shoes must be supportive and closed all the way around. (No boots, pumps, wedges, mesh or see through. No part of the foot should be visible.)
3. A name tag will be issued to you and must be worn every day. You will be given another one. DO NOT lose it! (Replacement School ID cards are \$15.00)
4. You are expected to maintain a professional appearance while in the building, or while attending any school related event. (Personal and oral hygiene included.)
5. Hair should be groomed and combed. Clean shaven or neat beards (men).
6. Make-up must look professional. (Nothing dramatic or radical, remember you will be dealing with clients.)
7. No hats, bandanas, scarves, or excessive headwear. (Unless otherwise given permission by the administration, i.e., religion permitting.)
8. No jackets, sweaters or sweatshirts over uniform. (You may wear a long-sleeved shirt under your black scrub top as long as it is solid black or solid white and has no holes, stains or other markings.)

VA STUDENT CONDUCT

Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal. This will include, but not limited to:

- a. Theft of damage of property
- b. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
- c. Possession or consumption of alcohol or drugs on the premises.
- d. Possession of dangerous weapons.
- e. Obscene or disorderly conduct.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director within 5 business days of dismissal. Reinstatement is at the discretion of the School Director.

CLASSROOM & CLINIC BEHAVIOR

Albany Beauty Academy is dedicated to providing superior educational services to its students, and a quality work environment for its employees. Student and staff are expected to act in a professional manner at all times while on the premises or while representing the school at any public function. Upholding a professional attitude is paramount to the successful career of any massage therapist. Graduates of Albany Beauty Academy will exemplify this tradition.

Albany Beauty Academy has a strict zero tolerance policy for certain behaviors such as:

- ◆ Profanity
- ◆ Gossip
- ◆ Bullying
- ◆ Verbal Abuse
- ◆ Fighting
- ◆ Yelling
- ◆ Negativity
- ◆ Poor Attitude

Students and staff members of Albany Beauty Academy are trusted to behave in a respectful, professional manner at all times while attending. Any student or staff member found betraying this trust may be in jeopardy of immediate dismissal and/or termination. This published statement will serve as the only warning for infractions thereof.

Admissions Policies

Albany Beauty Academy seeks students who possess the maturity, previous training and desire for success in the beauty industry. The school welcomes applications from any individuals who desire careers in cosmetology arts and sciences and/or related fields. All Programs are taught in English only.

Students are encouraged to apply in advance of proposed start dates. The school reserves the right to investigate and review the records of any applicant to determine the applicant's eligibility.

If fraudulent information is discovered on the application form, the student may be administratively withdrawn.

Every applicant must provide:

- a Government picture ID,
- social security card, valid passport, birth certificate or green card,
- high school diploma* or high school transcript showing high school completion, or a *high school graduation equivalent, completed homeschooling as defined by state law OR an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree,
- Admission Application,
- \$50.00 nonrefundable Application fee.

***VALIDATION OF HIGH SCHOOL DIPLOMA AND/OR EQUIVALENCY**

If ABA has reason to believe that the high school diploma/equivalency is not valid or was not obtained from an entity that provides secondary school education, ABA must evaluate the validity of the student's high school completion. ABA may:

1. check with the high school to confirm the validity of the student's diploma; and
2. confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

All foreign credentials must be translated into English, verified as a student's high school diploma performed by an outside agency and confirm the academic equivalence to a U. S. High School diploma.

ALL VA STUDENTS must file an application when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application

ENROLLMENT REQUIREMENTS FOR INSTRUCTOR PROGRAMS

All applicants applying for one of the Instructor programs must be 18 years of age and be a high school graduate or have the equivalency (G.E.D). The applicant must provide documentation of holding a current active Georgia practitioner's License for the Instructor program s/he wishes to enroll.

After an interview with an admissions representative, the prospective student will tour the facility and complete a pre-enrollment checklist. The admissions process will then continue with the completion of various forms including an enrollment agreement. (All of which must be signed and dated prior to the student's scheduled enrollment date.) Upon being accepted into the program, each student will attend a mandatory "New Student Orientation". (The student must attend Orientation before his or her scheduled enrollment date.) The "New Student Orientation" will review all necessary information, including but not limited to, rules and regulations of the academy, safety precautions, evacuation procedures, uniform policy, program objectives, and desired student characteristics. Following Orientation, each student must sign and date an Orientation Checklist confirming their compliance and understanding of the school's policies.

PHYSICAL DEMANDS

The daily physical demands of these professions are ones of considerable importance and elimination of physical stress must be given constant consideration. Below are a few demands to be aware of:

1. Standing – is a large part of these professions; may cause varicose veins in years to come;
2. Appropriate dress – for ease and mobility, along with comfort; professionalism, protection of clothes from chemicals and such.
3. Shoes – support of legs and feet, comfortable and professional; must be closed in shoe – no open heels or toes.
4. Posture – incorrect stance could cause scoliosis (back problems), adjusting the chair to the appropriate position will assist you greatly.
5. Sitting – feet on floor, back against chair back, improper sitting can cause back problems.

TRANSFER STUDENT POLICY

It is up to the discretion of the school to accept any transfer credit/hours from another school. If the school chooses to accept any credits/hours the student will receive credit for previous training from an approved cosmetology school with proper documentation and after being evaluated by a designated school official. During this period, the theoretical and practical abilities of the student will be graded on the clinical floor. The program can be modified proportionately upon review and approval by the Director.

The school does not recruit students already attending or admitted to another school offering similar programs of study, and the schools do not admit students attending high school.

Tuition for transfer students is based on the hourly rate of program at time of enrollment at Albany Beauty Academy, along with an enrollment fee. There will be an additional charge for books, kit, or supplies if needed by the student.

Transfer Credits/Hours From Albany Beauty Academy

Albany Beauty Academy (even if a degree is awarded) cannot guarantee that credits/hours will be transferred to, or accepted by, any institution. Albany Beauty Academy cannot guarantee acceptance of its credits/hours by other institutions. **Acceptance of credits/hours is determined by the receiving institution.** Students who are planning to transfer credits/hours should contact the receiving institution about its transfer credit/hours policies. Students should understand that the receiving institution controls the transfer of credits/hours.

VA PREVIOUS EDUCATION & TRAINING

Policy for granting credit for previous education and training: VA education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Veterans must provide a transcript from previous schools and the military. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.

RE-ENTRY STUDENTS/INTERRUPTIONS

Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director. Decisions by the School Director regarding re-enrollment are final.

There is a \$50.00 re-entry fee if re-enrollment is more than 30 days from the withdrawal.

180-DAY RE-ENTRY

Re-entry within 180 days refers to students who withdrew from the course and returned to school within 180 days of that withdrawal date. This student is considered to be in the same payment period he/she was in at time of withdrawal. The student retains his/her original eligibility for that payment period and is treated as though he/she did not cease attendance. The Schools reserve the right to refuse re-entering of 180 days to a student based on the circumstances that prevailed upon withdrawing the first time of entry.

Student Teacher Ratio

STUDENT TEACHER RATIO IS ONE Teacher PER TWENTY STUDENTS (1:20).

Albany Beauty Academy will not certify **VA students** in a course when the ratio of VA to non-VA exceeds 85:15. This does not apply to courses when the total number of individuals receiving VA assistance equals 35% or less.

Graduation Requirements

The following must be completed before graduation from all programs:

1. Required clock hours. Master Cosmetologist = 1500 clock hours, Cosmetology Instructor = 750 clock hours, Barber Instructor = 750 clock hours, Esthetician = 1000 clock hours, Nail Technician = 600 clock hours, Hair Designer = 1350 clock hours, Master Barber = 1500 clock hours, Esthetics Instructor = 600 clock hours, Nail Tech Instructor = 250 clock hours.
2. Required practical/clinical services (unit/credit hours).
3. Demonstration of theory and practical competency with an average of 70% in course.
4. Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.

DIPLOMA

Students are issued a diploma from Albany Beauty Academy upon satisfactory completion of the graduation requirements. There is a \$25.00 fee for each request for a duplicate diploma or transcript. Student records are only kept by the school for 6 years. Transcripts are kept indefinitely.

STATE LICENSING DISCLAIMER

The State may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Georgia State Board of Cosmetology and Barber to deny licensure. The Georgia State Board of Cosmetology and Barber denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Albany Beauty Academy is not responsible for students denied licensure.

State Legal Requirements for Licensure

Georgia State Board of Cosmetology 130-2.07 Application for Cosmetology License at the Master, Skin Care, or Manicurist Level Any person desiring to practice cosmetology at the master, Skin Care, or manicurist level in the State of Georgia, is required to make application for a license by examination, using the form furnished by the Georgia State Board of Cosmetology and show by such application that applicant has met all the requirements of the law and the requirement of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

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- a. Official certification showing the number of hours and courses completed as a student or apprentice:
 - i. If schooling or training was received out of the State of Georgia, certification from the state board of cosmetology, where schooling or training was received is required.
 - ii. Reading assistance will be furnished by only to those applicants with reading disabilities. The disability must be confirmed by medical documentation or educational documentation by the appropriate educational counselor or advisor. The request for reading assistance must accompany the original application.
 - iii. No foreign language translators will be allowed or furnished.
 - iv. The student or apprentice taking the examination shall be required to pass the practical and written examination with a minimum score of 70% on each section. Failure to achieve a passing score requires the applicant to retake the section failed.
- b. Required fee.

ATTENDANCE POLICIES/PROGRESS

Students receiving financial assistance are required to attend classes according to the regulations for financial assistance benefits in addition to those regulations required for the course. All Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and to complete the course within time allowed. The maximum time frame is equal to 150% times the published length of the course. Time off for authorized leaves of absences will not be considered in the maximum time frame evaluation. All students are expected to be in attendance as specified in their registration contract. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Only the School Director may exercise discretion in scheduling when a student is nearing the completion of the program. Students that project a poor attitude or show little or no effort to attend school or complete their assignments may be put on probation, suspension or terminated from school. Any action to be taken would be determined by the school administration.

TARDINESS

Should a life circumstance cause you to be tardy, it is mandatory that you contact the School Official. If a student is tardy more than five (5) times within a month, corrective action will be taken. Chronic tardiness will not be tolerated and may be grounds for dismissal.

*****Excessive tardiness is unprofessional behavior and does not benefit the student in his/her goals to succeed after graduation. It will not be tolerated and may even be grounds for dismissal.*****

ABSENTEEISM

Should a life circumstance cause you to be absent, it is mandatory that you contact a School Official and provide documentation. If a student misses more than an average of 4 days per month, corrective action will be taken. Improvement will be expected immediately and must be maintained.

EXCUSED ABSENCES

The school reserves the right to require documentation for any and all absences. Students unable/unwilling to provide documentation for the absence shall have that absence treated as unexcused.

Regular class attendance is considered essential to the educational process and serves as an important trait that future employers consider in the hiring process. All students are expected to attend all classes. Valuable information will be missed and a make-up session, if available, may not give the student the full benefit of the regularly scheduled instruction missed.

Students' attendance records will be maintained, and hours of daily attendance and credits will be reported to the State Boards of Cosmetology and Barbering and other appropriate regulatory and licensing organizations applicable on a regular basis.

All absences must be made up in order to receive a diploma. Absences may be made up within the contracted enrollment period without financial penalty. An unexcused absence without acceptable documentation, may be made up within the contracted enrollment period. However, you will be charged \$11.00 per hour required for make-up.

An excused absence is one where the student has an unavoidable conflict or health emergency that prevents him/her from attending class. In such a situation the student is then responsible for the following actions:

- ◆ Calling his or her instructor to inform them of the absence; and
- ◆ Providing a written explanation for the absence (including but not limited to, a doctor's note for health issues).

Documented Excused absences that are acceptable to prevent unexcused absences are:

- Personal Sickness for immediate family. (Dentist or Doctor's note required).
- Death in immediate family member.
- Jury Duty.
- Documentation of court appearances.
- Documentation of Social Service appointments.
- Military reserve service/military job duties.
- Emotional trauma due to accident/injury or death to immediate family.
- In the event that a student is absent from class for fourteen (14) consecutive calendar days the student will be dropped from the School roster.

*Immediate family members consist of: mother, father, children, grandparents, spouse's mother, father, children and grandparents.

UNEXCUSED ABSENCES

An unexcused absence is one where the student misses school for a non-essential reason and does not call to notify the instructor of his or her absence. A student is always responsible for notifying the school if he/she cannot attend. Any absence without preapproval or proof of an emergency (see excused absence section above) will be considered unexcused.

If a student receives three (3) unexcused absences he/she will be placed under attendance supervision. In this case the instructor will provide written notice to the student and the school director. The instructor will also monitor the student's attendance and hold a meeting with the student to discuss the school's attendance policies. In the event that a student is absent from class for fourteen (14) consecutive calendar days the student will be dropped from the school roster.

VETERAN'S ATTENDANCE POLICY

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness of death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active-duty military service, including active duty for training.

VA LEAVE OF ABSENCE POLICY

Any student who begins a period of leave of absence will be terminated from VA education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for VA education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the VA education benefits and VA education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

EXCUSED ABSENCES

Excused absences will be granted for extenuating circumstances only. excused absences must be substantiated by entries in students' files. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.

VA students exceeding 3 unexcused absences in a month will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in then veteran's file for USDVA and SAA audit purposes.

MAKE-UP WORK/HOURS POLICY

Students must complete all required assignments and exams. Make-up work or make-up hours are limited and at the discretion of the School Director.

School Calendar

Classes begin every Tuesday and are held Tuesday through Saturday for all programs. Our academic year is 26 weeks and 900 clock hours.

Drop/Add Period

The Drop/Add Period for Start of a term begins the first day of attendance and ends after three calendar days for newly attending students only.

2023-24 Holidays

- October 9 – Columbus Day
- November 11 – Veteran’s Day
- November 23 - Thanksgiving Day
- December 25-30 – Winter Break
- December 31-New Year’s Eve
- January 1 – New Year’s Day
- January 15 - Martin Luther King Day
- February 19 – President’s Day
- April 9 - 13 - Spring Break
- May 27 – Memorial Day
- June 19 - Juneteenth
- July 2 - 6 - Summer Break
- September 2 – Labor Day
- October 14 - Columbus Day
- November 11 - Veterans Day
- November 28 - Thanksgiving Day
- December 24-30 - Winter Break

Emergency School Closure Policy

In the event of the school needing to be closed due to an emergency, i.e., tornado, flooding, fire, snow, death, pandemic etc., the school will follow the Dougherty County District policy and the Governor (if applicable) for closure and announce the message through means of radio/television or emergency text/ phone notification giving students and customers full information for reopening dates.

EVACUATION PROCEDURES

During new student orientation, the student will see a diagram of the school which includes the location of all exits and fire extinguishers. There are exit signs posted, as well as diagrams of the school posted throughout. Evacuation procedures will be thoroughly explained in orientation.

o BOMB THREAT: In case of bomb threat, the school building will be evacuated immediately. Instructors are responsible for making sure all students and clients are accounted for. Lead instructor is in charge of calling proper authorities.

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- o FIRE: In case of a fire on the premises on in the school building, staff will make sure all students and clients are out and away from the building staff will the precede to nearest exit. Lead instructor is in charge of calling 911.
- o TORNADO: In case of a tornado, students and clients will be alerted. Building occupants will proceed away from windows, doors and glass. Individuals are to gather in the classroom, hallway or bathrooms. Staff will canvas school area to make sure all students and clients are in proper area.
- o HOSTAGE SITUATION: Remain calm. Cooperate with offenders. When an opportunity arises, proper authorities will be called.
- o ROBBERY: Safety comes first. In case of robbery, staff and students will cooperate with the offenders. When an opportunity arises, proper authorities will be called.
- o RAPE: If a rape situation should occur, the proper authorities will be called immediately. Any needed medical assistance will be obtained. The victim will be encouraged to seek proper counseling concerning the incident.
- o PROBLEM STUDENT OR CLIENT: If a problem situation arises with a student or a client, the instructor would first be called to resolve the problem. If the problem cannot be resolved at that point, the Lead Instructor will be consulted. If the problem is still unresolved, the School Director will be consulted. If a person is out control, the School Director has the option of calling local law enforcement to have the person-removed from the school premises.

ACCIDENTS/EMERGENCY MEDICAL CARE

If and when an accident occurs at Albany Beauty Academy, medical assistance will be obtained if necessary. If an emergency medical situation arises, a plan of action will be taken up with the instructor and proper authorities will be notified. Emergency phone numbers are kept in the Admission office.

SAFETY REQUIREMENTS

Safety requirements are taught in depth on a daily basis, not only on a personal hygienic level, but also as to the laws that govern this profession. You will find yourself aware of safety, not only for yourself, but also for your clientele. The following procedures will be part of your education and will be emphasized in your orientation.

- 1.Sanitation, Disinfection and Decontamination - your instructor will guide you as to the most effective as well as efficient method.
2. Properly drape the client to maintain protection during service.
- 3.Ask client to remove any jewelry, hair accessories, glasses, Bluetooth devices, etc.
- 4.Wear rubber gloves while handling chemicals, etc.
- 5.Keep any chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse with cold water.
- 6.Loose hair on the floor is unsanitary and could cause slipping.
- 7.Containers must be properly labeled and closed.

Standards of Progress

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at Albany Beauty Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Master Cosmetologist & Master Barber 450, 900, 1200 clocked (actual) hours, Hair Designer 450, 900, 1125 clocked (actual) hours, Cosmetology Instructor 375 clocked (actual) hours, Barber Instructor 375 clocked (actual) hours, Esthetician 450, 900 clocked (actual) hours, Esthetics Instructor 300 clocked (actual) hours, Nail Technician 300 clocked (actual) hours, Nail Tech Instructor 125 clocked (actual) hours.

An Academic year is 900 clock hours and 26 weeks.

Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 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.

MAXIMUM TIME FRAME

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

Course	Total Hours	Hours per Week	Contracted Months	Maximum Timeframe
Master Cosmetologist/Barber F/T	1500	30	13	2250 hours = 16 mos.
Master Cosmetologist/Barber P/T	1500	16	24	2250 hours = 35 mos.
Hair Designer F/T	1350	30	8	2025 hours = 14.5 mos.
Hair Designer P/T	1350	16	21	2025 hours = 32 mos.
Esthetician	1000	30	9	1500 hours = 12 mos.
Cosmetology/Barber Instructor F/T	750	30	7	1125 hours = 9.5 mos.
Cosmetology/Barber Instructor P/T	750	16	12	1125 hours = 18 mos.

Nail Technician	600	30	5	900 hours = 7.5 mos.
Esthetics Instructor	600	30	5	900 hours = 7.5 mos.
Nail Tech Instructor	250	25	2.5	375 hours = 12.5 mos.

A student who exceeds the maximum time frame will be dropped from the program.

VA will be promptly notified, normally within 30 days, should any veteran or eligible person cease to attend at the certified rate, withdraws or is terminated for any reason.

VA MAXIMUM TIMEFRAME

MAXIMUM TIME FRAME is based on 80% attendance requirement for VA students. To maintain eligibility for VA benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Policy.

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Total Hours	Hours per Week	Contracted Months	Maximum Timeframe
Master Cosmetologist/Barber F/T	1500	30	13	1875 hours = 15.6 mos.
Master Cosmetologist/Barber P/T	1500	16	24	1875 hours = 29.3 mos.
Hair Designer F/T	1350	30	8	1687.5 hours = 14 mos.
Hair Designer P/T	1350	16	21	1687.5 hours = 26.4 mos.
Esthetician	1000	30	9	1250 hours = 10.4 mos.
Cosmetology/Barber Instructor F/T	750	30	7	937.5 hours = 7.8 mos.
Cosmetology/Barber Instructor P/T	750	16	12	1125 hours = 14.6 mos.
Nail Technician	600	30	5	750 hours = 6.25 mos.
Esthetics Instructor	600	30	5	750 hours = 6.25 mos.
Nail Tech Instructor	250	25	2.5	312.5 hours = 2.12 mos.

ACADEMIC PROGRESS EVALUATION

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Academic will be monitored on a weekly basis. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% average on academic work to take the final exam to pass the attempted course. The

student must pass a FINAL written and practical exam prior to graduation. Cheating on an examination will result in dismissal from the program. Students must make up failed or missed tests and incomplete assignments. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic class \$100, advanced classes \$200) VA Education Benefits Numerical grades are considered according to the following scale:

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress report at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on a warning or has prevailed upon appeal resulting in a status of probation if applicable.

SAP is determined by measuring the student’s GPA and the student’s rate of progress toward completion of the academic program. In no case can a student exceed the maximum time frame as a degree seeking student and receive the original academic credential for which the student is enrolled.

At the evaluation point after grades have been posted, each student’s rate of progress and GPA will be reviewed to determine if the student is meeting the SAP requirements as outlined in this section. The calculated grades for SAP purposes are rounded up for averages that are .50 and above, and rounded down for averages that are .49 and below.

Failing to Meet Satisfactory Academic Progress Table		
Attempted Clock Hours	CGPA Less Than	Completion Rate Less Than
0 - 450	70 or below	74% or below
451-900	70	75%
901 – 1200	70	75%
1201-1500 (up to 150% of the program)	70	75%

WARNING

Students who fail to meet minimum requirements for attendance and/or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance and/or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and not in good standing may be subjected to termination from the program.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or 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 extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet the satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed.

This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be retained, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS/ PERIOD OF NON-TITLE IV ENROLLMENT

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Periods of Non-Title IV enrollment, will be counted towards standards of academic progress.

CHANGES OF PROGRAMS

When a student elects to change a program or enters a new program following graduation at the school, the student's earned and attempted credits and grades will be transferred into the new program as applicable, including transfer credits. Credit and clock hours attempted and earned at the college in the original program of study that apply to the new program of study will be used when computing GPA, rate of SAP and maximum time frame. Transfer credit or clock hours completed at another school and accepted by the Academy will count in the SAP evaluation as credits attempted and earned but will not affect the GPA.

GRADING OBJECTIVES

1. Students must attend classroom instructions in the arts and science of cosmetology. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination and application of material implements and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.
2. Training and the opportunity for the practice of all manipulative skills required in hair, skin and/or nails are provided by hands-on clientele and/or mannequins. Consistent skill evaluations will determine progress and reveal deficiencies where additional help is needed.
3. A blending of interest, motivation, training, and knowledge in the scientific study and practice of selected program will help qualify students in their pursuit of selected license. Completion of the required program hours are required by the Georgia Professional Licensing Boards to be eligible for the state examination depending on the program selected.
4. Implementing the course of study and accomplishing all of the foregoing objectives in the required allotted time, will develop students to the best of their ability for positions in the fields of Cosmetology and Barbering.

Students receive a numeric grade in both their theory and practical work. An overall average of 70% is required. The following represents the equivalencies of grades assigned:

Grading Symbol	Grading Scale Descriptors	Percentage Range
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A	Student has consistently demonstrated characteristics that will stand out in the work environment.	90-100%
B	Quality of student's work ethics and performance is that of a good employee in the normal work environment.	80-89%
C	Some standards were not met. Additional training in employability skills is recommended.	70-79%
D	Few standards were met	Below 60-69 % NOT PASSING
F	Failed	59% and below NOT PASSING

MONTHLY PROGRESS ASSESSMENTS

Each month students will meet with their instructor or program director to review academic progress towards completion of their program. This review is not the same as stated in the Satisfactory Academic Progress Policy or "SAP" Policy, but simply a review of the monthly and cumulative academic progress. During this review, students will be given information about their monthly and cumulative scheduled versus attended hours, grade average, and an opportunity to discuss any academic issues. If a student is struggling in any area, an academic plan will be created to assist the student in meeting the cumulative grade average and attendance requirements.

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. 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. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Determination of Progress Policy

- Definition of minimum requirements: accumulative 67% average on attendance, and 70% on theory and practical grades
- Evaluations of attendance, theory grades, practical grades and overall ethical progress will be conducted by the Instructor every month.
- Students meeting minimum requirements at evaluation will be considered making satisfactory progress until next scheduled evaluation.
- Students failing to meet minimum progress requirements at time of evaluation will be placed on 1st time warning until next scheduled evaluation (one month later). At the end of the 1st warning period, the student's progress will be evaluated. At that point, if the student has met minimum requirements, the student will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student will be placed on a 2nd warning.
- Second (2nd) time warning consists of a period of one month. At the end of the 2nd warning period, the student's progress will be evaluated. At that point, if the student has met minimum

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- requirements, the student will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student will meet with the Director to discuss if the program is meeting the student's needs, if hours need to be reduced or if the student should withdraw from the program.
- Should the student remain in the program an attendance and academic plan will be created for the following month.
 - If the student is still not making satisfactory progress, he/she will be withdrawn from the program.

VA STANDARDS OF PROGRESS

Student must maintain a 70% average on academic work to take the final exam and must make 70% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes \$100, advanced classes \$200). Cheating on an examination will result in dismissal from the program.

Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for VA benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Policy.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet VA satisfactory academic progress standards and/or attendance will have VA education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Students do have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

VA 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 director with supporting documentation within 2 business days including reasons why the determination should be reversed and a request for re-evaluation. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school once terminated from school the student can reply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

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Appeal documents will be reviewed and approved or denied. The review decision is final. Students who prevail upon appeal will be determined as making Satisfactory Progress.

LEAVE OF ABSENCE POLICY

Leave of absence (LOA) can only be permitted to students with the following conditions:

- The student is required to follow Albany Beauty Academy's Leave of Absence Policy in requesting a Leave of Absence (LOA).
- The leave of absence involves no additional charges by the School to the student.
- Multiple leaves are permitted, but the total of all LOAs are not to exceed 180 days in a 12-month period.
- The 12-month period begins the first day of the Leave of Absence.
- A request for a Leave must be submitted in writing and signed by the student and submitted to the Academic Advisor's office. Documentation for the reason for the leave is required. The Leave will be approved in writing if the reason is determined to be necessary and valid. The request must be signed by the student.
- The request must be made in advance of the leave start date unless unforeseen circumstances don't allow for advance request.
- The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:
 - a. The institution documents the reason for its decision;
 - b. The institution collects the request from the student at a later date; and
 - c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.
- Reasons for a Leave of Absence include but are not limited to: documented medical injury or procedures, financial need, personal issues.
- A reasonable expected return date must be established and approved.
- The leave will extend the student's contract period and maximum time frame by the same number of days in the LOA. Changes to the enrollment agreement will be initialed by all parties; or an addendum to the enrollment agreement must be signed by all parties.
- Any payments owed to the school must continue being paid through the LOA.
- Any action of financial aid and clock hours is put on hold until LOA is over.
- Student who was maintaining satisfactory progress and was granted a LOA will return in the same Satisfactory Progress status. However, s/he will be evaluated at the next evaluation to determine if they are maintaining this status.
- Students who were on probationary status and were granted a LOA will return on probationary status and will be evaluated at the next evaluation to determine their status.
- A student granted a LOA in accordance with this policy is not considered to have withdrawn and that no refund calculation is required.
- The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

DATE OF DETERMINATION (DOD) AND LAST DAY OF ATTENDANCE (LDA)

The actual last date of attendance (LDA) is the last day the student was physically in attendance which would be determined by the time clocked in and out for that student on that day. A date of determination on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance.

Official Withdrawal

The date the student notifies the College officially becomes the student's date of determination, and appropriate change in status and Return to Title IV calculation will be completed. The student must notify a Campus President. If a student is unable to officially notify the college due to military, medical, or incarceration, the College may take official written notification from a family member in regard to why the student is unable to notify the college as well as notification of the student's intent to withdraw.

Unofficial Withdrawal

The College may unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all classes. The date of determination becomes the 15th day from the last date of attendance, and the College will complete a Return to Title IV calculation for the United States Department of Education. The withdrawal date will remain the student's last date of attendance for the calculations, and the date of determination is the 15th day absent. Legal holidays on the academic calendar do not count in the fourteen consecutive calendar days; however, Saturdays, and Sundays do count. Academic intersessions, when courses are not scheduled, do not count in the fourteen (14) calendar days. Additionally, a student who specifically requests to not be unofficially withdrawn due to extenuating circumstances may exceed the fourteen days. Categories of acceptable extenuating circumstances are listed below. Student requests to remain enrolled must be in writing and approved by the campus Director of Education.

- Death of an immediate family member
- Student illness requiring hospitalization
- Severe illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where that family member is the primary financial support
- Abusive relationship
- Divorce proceeding
- Natural disaster
- Financial hardship such as foreclosure or eviction
- Military deployment of the student or the student's spouse

RE-ESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing grade average to 70%; and,
- 2) Increasing cumulative attendance to 70%

RE-ENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days in the Leave. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director. Decisions by the School Director regarding re-enrollment are final.

STUDENT COMPLAINT/GRIEVANCE POLICY

Any student, teacher, or interested party may file a complaint with the school, but all complaints must be filed in writing and given to the school owner/director. The complaint must outline the allegation or nature of the complaint. In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in a 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 following procedure outlines the specific steps of the complaint process:

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and

another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency and/or licensing bodies listed below:

Georgia Professional Licensing Board

237 Coliseum Drive
Macon, GA 31217-3858
Phone: 478-207-2440

You may find the State Compliant Policy and Procedures at

<https://www.sos.ga.gov/page/how-submit-complaint>

National Accrediting Commission for Career Arts and Sciences (NACCAS).

3015 Colvin Street
Alexandria, VA 22314
703-600-7600

8. Note: The Student Grievance Policy has been outlined in a larger font to ensure it has been viewed accordingly. If you have any questions regarding this policy, please see your school administrator.

DISABILITY SERVICES

Albany Beauty Academy recognizes and accepts its obligations under the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008, prohibiting discrimination based on a disability and requiring Albany Beauty Academy to provide reasonable accommodations and academic adjustments to qualified disabled students in all programs and activities.

Students have the responsibility to both self-disclose and request accommodation. Communication with faculty or other staff members does not constitute fulfilling Albany Beauty Academy ADA accommodation requirements

1. Notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and the need for the accommodation or auxiliary aid. The request should be given at least four weeks in advance of the date requested. Please contact the Director at the school phone number located on the cover of this catalog.
2. The Director will respond within two weeks of the received request.

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Tuition and Expenses

FINANCIAL INFORMATION

***THE APPLICATION FEE IS \$50.00**

Location	Course	Application Fee	Mandatory Books/Kit	Tuition	Total	Hours
Albany, GA	Master Cosmetologist	\$50.00	\$1,000.00	\$21,500.00	\$22,550.00	1500
Albany, GA	Master Barber	\$50.00	\$1,000.00	\$21,500.00	\$22,550.00	1500
Albany, GA	Cosmetology or Barber Instructor	\$50.00	\$1000.00	\$14,500.00	\$15,550.00	750
Albany, Ga	Esthetician	\$50.00	\$1000.00	\$17,500.00	\$18,550.00	1000
Albany, GA	Nail Technician	\$50.00	\$1,000.00	\$11,500.00	\$12,550.00	600
Albany, GA	Hair Designer	\$50.00	\$1000.00	\$20,500.00	\$21,550.00	1350
Albany, GA	Esthetics Instructor	\$50.00	\$1000.00	\$14,500.00	\$15,550.00	600
Albany, Ga	Nail Tech Instructor	\$50.00	\$1000.00	\$14,500.00	\$15,550.00	250

BOOKS AND SUPPLIES

Upon scheduling of classes, the student will be provided directed to the institutional website which will have the up-to-date title, author, ISBN, publisher and copyright date of each required textbook. In addition, specific supplies will be listed. Students who are eligible for a Pell credit balance may receive funds 10 days prior to the start of classes. Please check with the financial aid department to determine if you are eligible.

TERMS OF PAYMENT/ Financial Assistance

Individual financing and payment programs are available. The school offers funding options to assist students with tuition costs if available at the time. This payment program is a no interest loan in which payment arrangements are made to the school. The student is responsible for making the payment on a timely basis. If the payments are not received per contracted, the loan will go into default, the student shall be suspended from the course of study and in some cases a collection agency will be retained to further collect debt owed. If collection agency is used, the student is responsible for all debts incurred from collecting said debt. Monthly payments vary according to down payment and amount of time (months) student agrees to finance his/her balance. The school also accepts credit cards for tuition payments.

Veteran's Education Benefits are also available to those who qualify.

VA PAYMENT INFORMATION

Albany Beauty Academy, will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered institution due to the delayed disbursement funding from VA under Chapter 31, or Chapter 33.

FEDERAL, STATE AND INSTITUTIONAL FINANCIAL AID PROGRAMS

General Requirements

Financial aid is available to those who qualify. General eligibility requirements for financial aid are as follows:

- Student must be a U.S. citizen or eligible noncitizen
- Student must be enrolled in an eligible program
- Student cannot also be enrolled in elementary or secondary school
- Student must have a high school diploma or general educational development (GED) credential
- Student must make satisfactory academic progress (SAP)
- Student must meet enrollment status requirements
- Student must have resolved any drug conviction issue
- Student must have timely registered for Selective Service, if required by law.

Federal Grant Programs:

Federal Pell Grant

A Federal Pell Grant is awarded based on each student's financial need. Need is primarily based on Adjusted Gross Income (AGI) and family size. Other factors such as assets and the number of family members in college are also considered. The exact eligibility amount is calculated when Albany Beauty Academy receives and processes an Institutional Student Information Record (ISIR) from the U.S. Department of Education. Pell Grants are awarded only to students who have not earned a bachelor's or professional degree. The maximum Pell Grant for the **2023-2024** is \$7395.

Federal Supplemental Educational Opportunity Grant

Each year Albany Beauty Academy is allocated supplemental grant money to assist students who demonstrate appropriate financial need. FSEOG is awarded to those students with the lowest expected family contribution who also receive Pell Grants. Students must have unmet need to receive the FSEOG award.

Federal Work Study Program

Students who need employment to help pay for educational costs may be eligible for employment by organizations under the federally supported Federal Work Study ("FWS") Program. In order to qualify, students must demonstrate financial need. The Federal Government provides a portion of the students' earnings, and the employer contributes the balance. The eligibility is determined in part by completing a Free Application for Federal Student Aid (FAFSA).

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Federal Programs	Type of Aid	Program Overview
Federal Pell Grant	Grant: does not have to be repaid	For undergraduates with financial need who have not earned Bachelor's or professional degrees; in some cases, however, a student enrolled in a post baccalaureate teacher certification program might receive a Federal Pell Grant. A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years)
Federal Supplemental Educational Opportunity Grant (FSEOG)	Grant: does not have to be repaid	For undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school.
Federal Work Study	Money earned while attending school; does not have to be repaid	For undergraduate and graduate students; jobs can be on campus or off campus; students are paid at least federal minimum wage; funds depend on availability at school
Direct Subsidized Loan	Loan: must be repaid with interest	For undergraduate students; U.S. Department of Education pays interest while borrower is in school and during grace and deferment periods; student must be at least half-time and have financial need; First-time borrowers may not receive this type of loan for more than 150% of the length of their program of study; and U.S. Department of Education may stop paying their interest if they exceed that limit.
Direct Unsubsidized Loan	Loan: must be repaid with interest	For undergraduate and graduate students; borrower is responsible for all interest; student must be at least half-time
Direct PLUS Loan	Loan: must be repaid with interest	For parents of dependent undergraduate students and for graduate or professional students; borrower is responsible for all interest; student must be enrolled at least half-time; financial need is not required;

Federal Stafford Direct Loan Program

Loans made through this program are referred to as Direct Loans (DL). Eligible students and parents borrow directly from the U.S. Department of Education. Direct Loans include subsidized and unsubsidized loans, PLUS Loans, and Consolidation Loans. These loans are paid directly to the U.S. Department of Education.

A subsidized loan is awarded based on financial need. A borrower will not be charged any interest before repayment begins or during deferment periods. The federal government subsidizes the interest during these periods.

An unsubsidized loan is not awarded based on need. A borrower will be charged interest from the time the loan is disbursed until it is paid in full. If interest is allowed to accrue while the student is in school or

during other periods of non-payment, it will be added to the principal amount and additional interest will be based on that higher amount. Borrowers can choose to pay the interest as it accrues.

The amounts borrowed depend on student grade level and dependency status at ABA.

Federal Stafford Direct Subsidized and Unsubsidized Annual Loan Limits

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third-Year and Beyond Undergraduate	\$7,500 per year—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500 per year—No more than \$5,500 of this amount may be in subsidized loans.
Graduate or Professional Degree Students	Not Applicable	\$20,500 (unsubsidized only)
Maximum Total Debt from Subsidized and Unsubsidized Loans	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans.

A student whose parent cannot obtain a Parent Loan for Undergraduate Student (PLUS) loan is allowed to borrow additional unsubsidized federal Direct Stafford amounts. Student dependency status will be determined based on answers to questions on the FAFSA.

Terms and Conditions

For more information on loan terms and conditions refer to the Borrower's Rights and Responsibilities section of the Federal Direct Stafford/PLUS Loan MPN.

After a student forward the completed MPN, an award letter is sent from Albany Beauty Academy and a disclosure statement from the lender informing the student of the types and amount of student loans awarded for the loan period. The guarantee agency will mail the student a disclosure statement and notify the student of anticipated disbursement dates. When the funds are received, Albany Beauty Academy confirms eligibility and current registered courses. Any changes and/or breaks in attendance or failure to start class as scheduled may prevent the student's federal financial aid funds from being disbursed.

Federal Stafford Direct Parent Loan for Undergraduate Student

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If a student is a dependent undergraduate student, a parent may apply for a Federal Stafford Direct Parent Loan for Undergraduate Student (PLUS) loan to assist with the student's educational expenses. The application process includes completion and submission of a PLUS loan application by the student's parent.

The application process is completed through the Federal Stafford Direct Loan Program. This loan is based on credit worthiness as determined by the U.S. Department of Education.

The yearly limit is equal to the cost of attendance (COA) minus any other financial aid received. Interest is charged on the loan from the date first disbursement is made until the loan is paid in full. The parent borrower has the option to begin repayment either within 60 days from date loan is fully disbursed or wait six months after the dependent student on whose behalf the parent borrowed ceases to be enrolled at least half-time basis.

Parents have the option of deferring repayment on Parent PLUS loans while the student on whose behalf they borrowed the PLUS loan is in school and for a six-month grace period after the student graduates or drops below full-time enrollment. This change was enacted by the Ensuring Continued Access to Student Loans Act (ECASLA) of 2008 (PL 110-227) and is effective for Parent PLUS loans first disbursed on or after July 1, 2008. Payments can also be deferred if the parents are themselves enrolled in college. They will need to submit an application for an in-school deferment.

Before ECASLA added the deferment option on the Parent PLUS loan, some lenders allowed parents to defer payments on the PLUS loan while the student is in school by granting one of several types of forbearances. In each case the forbearance allows a full or partial suspension of payments for up to a year at a time. The discretionary forbearance can be renewed each year; the economic hardship deferment and excess debt burden forbearances each have a three-year time limit. The deferments and forbearances are still available for all Parent PLUS loans, especially the ones originated before July 1, 2008.

Note: Interest on the Parent PLUS loan is not subsidized, it continues to accrue while deferred or in forbearance and is capitalized when the loan enters repayment.

Terms and Conditions

Students whose parents receive a PLUS loan are subject to the terms and conditions disclosed on the Federal Stafford Direct PLUS Loan Application and MPN.

The following tables provide interest rates for each type of federal student loan.

Interest Rates for Direct Loans First Disbursed on or After July 1, 2021, and Before July 1, 2022

Loan Type	Borrower Type	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans	Undergraduate	3.73%
Direct Unsubsidized Loans	Graduate or Professional	5.28%
Direct PLUS Loans	Parents and Graduate or Professional Students	6.28%

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All interest rates shown in the chart above are fixed rates that will not change for the life of the loan,

Additional Information concerning Federal Direct Student Loans can be found at <https://studentaid.gov/understand-aid/types/loans>

Loan Payment Calculator

The Loan Payment Calculator may be used by students or potential students to calculate monthly payments under the standard and extended repayment plans, at finaid.org/calculators/loanpayments.phtml

Entrance Counseling

Albany Beauty Academy ensures loan entrance counseling is conducted online at the U.S. Department of Education website, studentloans.gov before a borrower takes out a loan. The interview includes the following:

- An explanation of the use of a MPN
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information about a borrower's rights and responsibilities
- Other terms and conditions

Exit Counseling

Albany Beauty Academy ensures loan exit counseling is conducted online at the U.S. Department of Education National Student Loan Database (NSLDS) website, <http://www.nsls.ed.gov> at completion of a program or withdrawal from ABA. The interview includes the following:

- An explanation of the use of a MPN
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a borrower's rights and responsibilities
- Other terms and conditions

Student Rights and Responsibilities

Students receiving federal financial aid have varying rights and responsibilities. In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN), the student has the right to:

- Written information on loan obligations and information on rights and responsibilities as a borrower
- A copy of the MPN, either before or at the time loan is disbursed

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- A grace period and an explanation of what this means
- Notification, if in grace period or repayment, no later than 45 days after a lender assigns, sells or transfers the loan to another lender
- A disclosure statement, received before repayment begins, that includes information about interest rates, fees, the balance owed, and a loan repayment schedule
- Deferment or forbearance of repayment for certain defined periods, if qualified and requested
- Prepayment of loan in whole or in part anytime without an early-repayment penalty
- Documentation that loan is paid in full

In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN) the student has the responsibility for:

- Completing exit counseling before leaving school or dropping below half-time enrollment
- Repaying loan according to repayment schedule even if not completed academic program, dissatisfied with the education received, or unable to find employment after graduation.
- Notifying lender or loan servicer if student:
 - Moves or changes address
 - Changes telephone number
 - Changes name
 - Changes SSN
 - Changes employers, or employer's address or telephone number changes
 - Making monthly payments on loan after grace period ends, unless a deferment or forbearance
 - Notifying lender or loan servicer of anything that might later change eligibility for an existing deferment or forbearance

Statement of Educational Purpose

Federal financial aid is to be used only to pay the cost of attending an institution of higher education.

Referrals to the Office of Inspector General

Albany Beauty Academy is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the federal financial aid programs.

Federal Financial Aid Application Process

A student can apply for federal financial aid after applying for admission to the local campus. During the application process, the following forms may be completed for federal financial aid grants and loans:

- FAFSA/ISIR (<https://studentaid.gov/h/apply-for-aid/afsa>)
- Entrance Counseling- If needed
- Signed Enrollment Agreement
- Personal Data Sheet
- MPN

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- Verification/Income Information – if needed

The average processing time for financial aid awards is 14 days. Aid is typically applied directly to the student account via electronic funds transfer (EFT).

Students qualifying for financial aid may apply for a new award each academic year. Therefore, the student may have eligibility assessed for grants or loans several times during a program of study. A student should reapply for financial aid prior to the start of each new academic year.

Reapplication Process

Students may reapply for financial aid when attendance includes multiple financial aid awards years. Albany Beauty Academy typically notifies students when new aid year paperwork is necessary.

Verification

A student who applies for federal financial aid may be chosen to participate in the verification process by the U.S. Department of Education Central Processing System, following procedures established by federal regulations. The Central Processing System prints an asterisk next to the expected family contribution (EFC) on the ISIR, Student Aid Report (SAR), or SAR Acknowledgement to indicate students selected for verification. If a student is selected for verification, Albany Beauty Academy will request a copy of tax returns signed by the student and, if applicable, a student's parent or parents or spouse, and a verification worksheet. Additional documents may be requested by Albany Beauty Academy to complete the application process. A student will receive written notification from Albany Beauty Academy of verification requirements and the timelines for completion of the process as applicable.

Failure to comply with request for verification documents may result in disqualification for federal financial aid.

Professional Judgment

With respect to some aspects of eligibility, Albany Beauty Academy may exercise discretion to accommodate unusual circumstances. Professional judgment allows Albany Beauty Academy to treat a student individually when the student has special circumstances not sufficiently addressed by standard procedures. Albany Beauty Academy uses professional judgment on a case-by-case basis.

Special circumstances will include conditions that differentiate an individual student from a whole class of students. Albany Beauty Academy will not accept adjustments made for a student by another school. Albany Beauty Academy will review the student's circumstances and, if appropriate, document the professional judgment decision. ABA's decision regarding professional judgment adjustments is final and cannot be appealed to the U.S. Department of Education.

EXTRA INSTITUTIONAL CHARGES

Any student not completing the prescribed program, in the time allowed per contract, other than extenuating circumstances, will be charged an additional \$125.00 per MONTH until completed. If a student must attend school for a longer period than initially contracted, and longer than the maximum allotted time frame for the course of study he/she is enrolled, there will be a required fee of \$125.00 per MONTH needed to complete the course. (This does not include any students who have withdrawn and re-entered the course of study. It also exempts students who have been granted an official leave of absence.) Student who has withdrawn from the program and later decides to re-enter may do so under certain

conditions. Any student wishing to re-enter the program in which they were previously enrolled will be charged a onetime re-entry fee of \$50.00.

ADDITIONAL STUDENT EXPENSES

When a student enrolls in any course at Albany Beauty Academy, each program necessities books, a kit, and supplies (relating directly to the course of study), are included in the cost of program, and provided by the institution. There are, however, a few other items to consider that will be necessary to the program at the student's cost. The following are some examples of such items:

- ◆ A student may elect to use specialty products not included in the kit provided. Such items may be purchased by the student and may be used in The School.
- ◆ If a student should damage or misplace any items in his/her kit, the student will be responsible for replacing that item.
- ◆ Each student is expected to wear the proper assigned uniform every day. Uniform cost may vary upon brand and store pricing from which student purchase from.
- ◆ Each student is expected to wear the appropriate footwear every day. (The cost will vary for each student. Closed toed, flat, concealed footwear must be worn at all times.)
- ◆ Transportation costs.
- ◆ School supplies such as notebooks, pens, pencils, and any other items the student wishes to use for classes and assignments. (Cost may vary upon student preference.)
- ◆ A student may purchase his/her own books and/or kit but the items must be State Board items and approved by the School Director prior to use.

Please Note: These are examples of various expenses and are not limited to the above items listed. Expenses may vary upon the student's needs.

Cancellation and Refund Policies

These policies apply to all terminations for either party, including student decision, course or program cancellation, or school closure, except VA students.

1. Official Cancellation/Withdrawal - Any monies due the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a. An applicant not accepted by the school, shall be entitled to a refund of all monies paid except Application fee.
- b. If a student (or in the case of a student under legal age, his/her parent, or guardian) cancels the student's contract and demands the student's money back in writing, within three (3) business days of the signing of the enrollment agreement/contract, all monies collected by the school shall be refunded except Application fee. This policy applies regardless of whether or not the student has actually started training.
- c. If a student cancels their contract after three (3) business days after signing, but prior to entering classes, the student shall be entitled to a refund of all monies paid to the school less the application fee of \$50.00.
- d. A student notifies the institution of his/her withdrawal.

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- e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or
 - f. A student is expelled by the school.
 - g. In type b,c,d or e, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
2. Any monies due a student who officially or unofficially withdraws from the institution shall be refunded within forty-five (45) days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are determined by the institution according to the attendance policy which occurs at least every 30 days.
 3. When situations of mitigating circumstances are in evidence, to include cases of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both parties.
 4. All extra costs, such as books, equipment, etc., which are not included in the tuition price are nonrefundable items.
 5. For students receiving Title IV Funds, the new law specifies that when a student withdraws from the school the new formula for calculating the return of Title IV funds be applied. The return of funds will be calculated on cost per payment period. If the student received more assistance than the student earned, the excess funds must be returned by either the school, or the school and student.
 6. The refund calculation will comply with the Title IV calculation and the institutional refund policy per school/student contract.
 7. 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 the school. The refund is based on the student's last day of attendance

GROUNDS FOR STUDENT DISMISSAL

1. 14 consecutive days of unexcused absences
2. Non-payment of tuition- thirty (30) days
3. Violations of the Standards of Conduct
4. Continual tardiness/absence
5. Low grades – below 70%

COURSE CANCELLATION POLICY

If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option:

- a. Provide a full refund of all monies paid; or
- b. Provide completion of the course

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or Provide completion of the course and/or program; or Participate in a Teach-Out Agreement; or Provide a full refund of all monies paid.

TUITION REFUND GUIDELINES

For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Program Completed (Scheduled Hours)	Percentage of Tuition Owed to the school
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%

This refund policy applies to tuition. The Application fee is non-refundable. Other miscellaneous charges the student may have incurred at The School will be calculated separately at the time of withdrawal/termination.

If a student has questions or concerns regarding tuition and financing, please see the school director or administrative staff member to set up a meeting.

Please Note: All contracts signed by the student and Albany Beauty Academy are binding with the terms set forth and agreed upon by both parties. No changes may be made to any contracts without approval. If a change must be approved, a new contract will be drawn up and both parties must sign.

RETURN TO TITLE IV (R2T4) POLICY

Special note to students receiving Unsubsidized/Subsidized/PLUS/ /Pell/ SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned.

Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs.

A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may act against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any

other federal student financial aid at another institution or other government assistance until the loan is repaid.

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made not later than 45 days from the determination of withdrawal date in the order stated in section CFR34 section 668.2 2.

Post Withdrawal Disbursement: If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance.

Credit Balance: If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The order of refunds is: Unsubsidized Loans Loan Subsidized Loans) PLUS (Parent) Direct Loan) Pell Grant, (Federal SEOG). This order would apply in accordance with the aid programs available at the institution.

Timelines for Return of Federal Financial Aid

Albany Beauty Academy will return the amount of federal financial aid for which it is responsible as soon as possible but no later than 45 days after the date Albany Beauty Academy determines that the student has withdrawn.

Timeframe for Returning Unclaimed Credit Balance

If Albany Beauty Academy attempts to disburse a credit balance by check and the check is not cashed, Albany Beauty Academy must return the funds. If a check is returned to ABA, or an electronic funds transfer is rejected, Albany Beauty Academy may make additional attempts to disburse the funds, if those attempts are made no later than 45 days after the funds were returned or rejected. When a check is returned, or an electronic funds transfer is rejected, and Albany Beauty Academy does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period. Please contact financial aid services for more information.

Overpayment of Title IV, HEA Funds — Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the

student of the overpayment if, during those 45 days the student: q Repays the overpayment in full to the school; w Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or e Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintain his or her eligibility for Title IV, HEA program funds. Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school in order to recover the overpayment. If the student does not repay the overpayment in full to the school or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment. At any time, the student fails to meet the terms of the repayment agreement with the school: The student chooses to enter into a repayment agreement with the Department. The student who owes an overpayment is ineligible for Title IV HEA program funds. You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.

LIQUIDATION DAMAGES

Albany Beauty Academy and the student enrolled agree if the School is found to have breached, to the student's substantial detriment, a material provision of the Student Enrollment Agreement & Contract, then the School must pay a sum up to an amount equal to any non-refunded tuition payment to the student, or student's lender (in the case of a loan), or appropriate government agency (in the case of a grant) as liquidated damages. Enrollment time is defined as the time elapsed between the actual start date and the date of the student's last day of physical attendance in school. Any monies due to the student/applicant will be refunded within forty-five days of formal cancellation by the student. If formal termination is made by the school (which shall occur no later than thirty days after the last day of physical attendance) all monies will be refunded within thirty days. In the case of a formal Leave of Absence, the scheduled date of return will take the place of the last day in attendance, and the student shall be refunded within thirty days of the student's scheduled return date.

LEGAL & COLLECTION FEES

In any legal action or arbitration between the parties arising out of this agreement, Albany Beauty Academy, if it prevails, shall be permitted to recover its reasonable attorney fees in addition to any relief to which it may be entitled. Albany Beauty Academy will also be entitled to recover any attorney or collection agency fees as well as interest associated with the collection of delinquent account of the student.

ARBITRATION

If a situation should arise that requires further investigation or additional testimony requiring outside influence, it may become necessary to resort to arbitration. At the written request of Albany Beauty Academy, after the student has been served notice of that request, any controversy between the parties to this agreement or its breach shall be submitted to arbitration under the terms of the Federal Arbitration Association. Cost of the arbitration shall be borne equally. The judgment rendered shall be final and binding on both parties and may be entered in any court having jurisdiction.

SCHOOL CLOSURE POLICY

If the school should close permanently and ceases to offer instruction after students have enrolled, or if a course is canceled after students have enrolled and instruction has begun, The school has at its option: Provide a pro rata refund; or, Participate in a Teach-Out Agreement. Any applicable teach-out plan for students must comply with the following requirements:

- a. The teach-out plan shall offer the student a reasonable opportunity to promptly resume and complete the canceled course of study or a substantially similar course of study at an institution which offers similar educational programs, and which has no business connection with the original institution.
- b. The teach-out is to be performed, by previous agreement, by an institution in the same geographic area as the original school which provided the course of study.
- c. The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid.
- d. The original school shall, in the event the teach-out becomes necessary, arrange for individual notice to affected students of the availability of the teach-out plan, and diligently advertise the availability. The agreements among institutions may provide that teach-out notices may be sent by the teach-out schools.
- e. This school shall dispose of school records in accordance with state laws.

VA REFUND POLICY

For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an Application fee will also be pro-rated.

LEGAL MATTERS

CONFIDENTIALITY AGREEMENT

Upon enrollment each student is required to sign a confidentiality agreement. The confidentiality agreement states the following:

The student agrees to all terms set forth below by Albany Beauty Academy (hereafter known as "The School"). The student understands he/she will have access to and knowledge of certain confidential information. This confidential information may include, but is not limited to student information, school information, pricing, customer information, data, supply sources, techniques, methods, product information, school standards, school policies, and other confidential and/or proprietary information belonging to The School or its employees, students, and customers (hereafter known as "Confidential Information").

Confidential Information may be in any form, including but not limited to; observation, data, written material, record, documentation, drawings, photographs, computer programs, software, discovery, development, improvement tools, machines, apparatus, appliance, design, work of authorship, logo, system, promotional idea, customer list, customer need, practice, pricing information, process, test, concept, formula, method, market information, product, business, and

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finances of The School, and its affiliates, students, employees, and/or customers. The student also understands that access to all Confidential Information is granted on a need-to-know basis. A need-to-know basis is defined as information access that is required in order to perform work. The student must affirm he/she will refrain from disclosing Confidential Information to any third party including but not limited to; friends, relatives, co-workers/peers except as permitted by The School pursuant to policies and applicable law.

The student must assert to protect all Confidential Information, while engaged by The School and after completion of services/hours. The student agrees all Confidential Information remains property of The School and may not be removed or retained by any student upon completion of hours unless otherwise approved by The School, policies, or specific agreements, or arrangements applicable to the obligations as a student at The School.

The student must refrain from any form of libel, slander, misuse, or misrepresentation of any kind pertaining to The School. All Confidential Information shall stay off any social media of any kind.

Copyright Infringement and Peer-to-Peer File Sharing

Copyright is a form of legal protection provided by U.S. law, Title 17 U.S.C. §512(c) (2), that protects an owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The public, in turn, is provided with specific rights for fair use of copyrighted works.

Peer-to-Peer file sharing is a general term that describes software programs that allow computer users, utilizing the same software, to connect with each other and directly access digital files from one another's hard drives.

Students should be aware that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities. Penalties may include monetary damages, fines and imprisonment. The school prohibits use of its computers and computer networks for the unauthorized downloading and uploading of copyright-protected material, or for maintaining or storing unauthorized copyright-protected material. Disciplinary action, up to and including expulsion from the school, will be taken against students who engage in unauthorized distribution of copyrighted materials using the school's information technology system.

Specific information on copyright law and fair use may be found at the following sites:

- The U.S. Copyright Office: copyright.gov
- The Electronic Frontier Foundation fair use frequently asked questions: eff.org

Violations and Penalties

In addition to Albany Beauty Academy sanctions under its policies as more fully described below, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Career Planning

LICENSING

Upon completion of the course requirements, the determined graduate shall have acquired and demonstrated enough knowledge and skill to pass the Licensing Examination administered by the Georgia State Board of Cosmetology or the Board of Barbering. Albany Beauty Academy staff will assist graduates with completing the necessary paperwork to apply to take both sections of the state exam – Theory and Practical.

EMPLOYMENT OPPORTUNITIES

Job Demand Survey 2016 – Results for Georgia

Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. A recent survey, completed in May 2016, compiles data from 6,203 salons responding to a national survey.

The 2016 Job Demand Survey results indicate that salons in Georgia plan to hire 13,643 new employees in the next twelve months. The average annual salary for a salon professional in Georgia is \$34,712. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

Most importantly, 77 percent of Georgia salon owners who attempted to hire new employees in 2016 said they were unable to find properly trained applicants. This means that jobs would be immediately available for salon professionals.

As of January 2016, there were 61,720 professionals employed at Georgia's 12,344 salons. 57 percent of salons in the state are employer-owned, and 12 percent are booth-rental salons. The other 31 percent are a combination of the two.

53 percent of Georgia salons are classified by their owners as full-service salons; 21 percent are listed as haircutting salons. Nationally, 58 percent of salons are listed as full-service, meaning that Georgia has a higher percentage of specialized establishments.

CAREER OPPORTUNITIES

There are many opportunities for individuals entering the industry under the realm of Cosmetology and Barber Fields. Employment opportunities are available through privately owned salons/shops or department stores. By successfully achieving a Georgia Master License in these fields, a student has the opportunity to become the following: stylist, salon owner, platform artist, salon manager, retail sales technician, product representative, specialist in certain areas of the field, theatrical hairstylist, or makeup artist. Teacher Trainees have the opportunity to teach in privately owned schools or technical colleges related to the field of Cosmetology arts & sciences and Barbering.

In the Cosmetology and Barber fields, you have chosen a career path with endless opportunity. In this profession, you are guaranteed flexibility in areas such as, work hours, independence, and

practice location and types. There are many variations. Both full-time and part-time work hours are acceptable. With such flexibility you may choose to work for yourself or someone else.

Cosmetologists, Barbers, Hair Designers, Nail Technicians, Estheticians, and Instructors practice in a variety of setting and locations. Listed below are some examples:

- ◆ cruise ships
- ◆ clinics
- ◆ nursing homes
- ◆ hotels
- ◆ resorts
- ◆ office in home
- ◆ franchises
- ◆ resorts
- ◆ salons
- ◆ movie industry
- ◆ dermatologist offices
- ◆ hospitals
- ◆ private & public institutions
- ◆ spas

Completion Rates

Albany Beauty Academy calculates completion rates of all enrolled students, including first-time attendees and those with prior college experience. AB Academy's completion rate is defined as the percentage of students who enter the institution and went on to complete within 150% of normal certificate completion time. Data is collected on the number of students entering the institution as certificate-seeking students in a particular cohort year. Completion rates are desegregated by race or ethnicity, gender, and federal financial aid grant funds. Completion rates for each campus can be found on the IPEDS database, searching for each institution on the following site:

<http://nces.ed.gov/ipeds/datacenter/InstitutionList.aspx>.

There is also detailed information for each program Albany Beauty Academy offers. The completion rate described in these disclosure documents is determined by using U.S. Department of Education guidance for disclosures and is not the same as used for IPEDS.

Graduation Rates

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must publish information regarding graduation rates as defined by the National Center for Education Statistics. This graduation measure includes only undergraduate degree- or certificate-seeking students that have never attended another institution of higher learning and graduate within 150% of normal time to completion. Data are collected on the number of students entering the institution as full-time, first-time, degree- or certificate-seeking undergraduate students in a particular cohort year. Graduation rates are disaggregated by race and ethnicity, gender, and federal financial aid grant or loan funds. The institution normally counts students as completing or graduated by the end of the 12-month period ending August 31. Graduation rates for each campus can be found on the IPEDS database, searching for each institution on the following site:

<http://nces.ed.gov/ipeds/datacenter/InstitutionList.aspx> or at the end of this document.

Retention Rates

Standards for acceptable academic progress at Albany Beauty Academy are established to assist students in assessing the quality of their performance. A student status committee meets on a regular basis to review at-risk student indicators and contacts students regarding their performance. Instructors will call on every absence and the Student Services Coordinator will follow up with the desired help for the student. In accordance with HEA, as amended, each postsecondary educational institution must make available information regarding retention rates as defined by the Integrated Postsecondary Education Data

System (IPEDS). Retention rate is a measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. This is the percentage of first-time degree- or certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall. Additional information can be found on the IPEDS website at: <http://nces.ed.gov/ipeds/datacenter/InstitutionByName.aspx> or at the end of this document.

Alumni Placement Information

Albany Beauty Academy alumni placement rates can be found on the Academy’s website. The site contains important information regarding our graduation rates, the average debt totaled by our students and other key student information.

Programs Offered (All Programs are taught in English)



NAIL TECHNICIAN Syllabus (600 Clock Hours) (CIP #12.0410, SOC # 39-5092)

The curriculum for students enrolled in the Nail Technician program consists of 600 clock hours of Practical Operations and Technical Instruction in the art and science of spa manicuring, which will include at a minimum the State mandated subject hours listed in the chart below. The program provides the student with the knowledge and skills needed for an entry-level spa manicurist/nail technician position in the beauty and wellness industry. Students will learn the State Board requirements for disinfection, sanitation, and safety, as well as basic manicures, pedicures, acrylics, gels, wraps and application of nail tips. Students will learn spa consultation for nail services with an emphasis on creating a “customized spa experience”. This program of study satisfies the requirements of the Georgia State Board of Cosmetology and Barbers.

THIS COURSE EXCEEDS THE STATE REQUIREMENT BY 75 HOURS. WE BELIEVE THAT ADDITIONAL HOURS IN SANITATION AND DISINFECTION PRACTICES AND NAIL ENHANCEMENTS ASSIST OUR GRADUATES IN PASSING THE STATE EXAM AND SECURING EMPLOYMENT.

Unit of Study *Shall include, but is not limited to the following

Nail Technician Course Details

Level 1 (1-140 clock hours)

Course #	Course Name	Description	Clock Hours	Chapters Covered
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NAIL 100	Basic Theory	Orientation (a) personal hygiene, professional ethics, and customer relations; (b) cleansing and disinfection, public health and safety, infection control and bacteriology (c) AIDS, HIV, and other communicable diseases (d)EPA, OSHA, other government standards, blood spill procedure;	35	1,2,3,4
NAIL 101	Basic Theory I	(a) physiology and anatomy (b) nail composition and structure, nail disorders and nail disease	40	6,7,8,9
NAIL 102	Basic Theory II	(a) chemistry (b) Basics of Electricity (c) methods and procedures and implements (d) the art of massage and massage techniques, introduction to reflexology	35	10,11,12
NAIL 103	Basic Theory III	(a) salon business; (b) salon development and business operations; (c) client consultations; (d) business development; (e) marketing, advertising, and retailing; (f) career/business planning; (g) GA State Board laws and rules	30	20,21,22
Level 1 TOTAL HOURS			140	

		Level 2 (141-600 clock hours)		
Course #	Course Name	Description	Clock Hours	Chapters Covered
NAIL 200	Advance Theory	Sanitizing and Disinfection of Tools, Implements, and Equipment - 10 hours/20 applications (a) implements (brushes, tools, and nail care implements) - 6 hours/12applications (b) manicure stations, pedicure spas, beds and equipment - 4 hours/8 applications	10	5
NAIL 300	Manicuring	Cleansing and caring of the hand including basic manicures, hot oil manicures and massage techniques -100 application/hours	100	13
NAIL 301	Pedicure	cleansing and care of the feet including basic pedicures spa services and massage techniques - 80 applications/hours (c) methods and procedures and implements	80	14

NAIL 302	Nail Sculpting	Acrylic applications on forms or natural nails teach the technique of handling product with consistency molding and forming the acrylic base on the nails filing and buffing the nail - 60 applications/hours	60	15
NAIL 303	Artificial Tips App	How to apply acrylic to nail tips and handling of product to file shape and buff, Artificial tips- 60 applications/ hours, Fill in- 40 applications/hours, Nail wraps- 20 applications/hours	120	16,17
NAIL 401	Advance Techniques I	UV Gel, color techniques, gel polishes - 20 Applications/hours	20	18
NAIL 402	Advance Techniques II	(a)Nail repair / Nail removal correct techniques to removing & repairing artificial tips - 10 hours/ 20 applications (b) Professional drill usage with a professional nail drill - 10 hours /20 app (c) Nail Art techniques - 10 hours/ 10 applications (d) Air brush nail art - 10 hours/ 10 applications (e) Paraffin treatment on hands & feet - 10 hours/ 20 applications	50	19
NAIL 500	Student Competition Additional Advance Techniques	Student learns how to compete in completions creating nail designs and art with all the different advanced technique's they mastered additional instruction and advanced techniques20- applications / 20 hours	20	
Level 2 TOTAL			460	
HOURS TOTALS Level 1 & 2			600	

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70% or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading Letter	Description	Grade point
90 -100%	A Excellent	4.00
80% - 89%	B Above average	3.00
70%- 79%	C Average	2.00
60% - 69%	D Below average	1.00 – Not Passing
59% or below	F Fail	0.00 – Not Passing

Specific Program Graduation Requirements: In addition to meeting the basic Albany Beauty Academy graduation requirements, students are required to successfully complete 600 clock hours of Nail Technician as described above.

Licensing requirements

Applicants must be 17 years of age or older and have a GED or high school diploma to attend school. Applicants must be 18 years old to take State Board Exams. A Nail Technician license will be granted by the state of Georgia only after the student has successfully completed and graduated from the Nail Technician course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Manicurist, pedicurist, product representative and company demonstrator, Salon owner/manager.



MASTER BARBER Syllabus (1500 Clock Hours) (CIP 12.0402, SOC # 39-5011)

The curriculum for students enrolled in the Barbering program consists of 1500 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This program of study satisfies the requirements of Georgia State Board of Cosmetology and Barbers

Unit of Study *Shall include, but is not limited to the following

Master Barber Course Details

Level 1 (1-280 clock hours)

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Course#	Course Name	Description	Clock Hours	Chapters Covered
BAR 110	Basic Classroom Theory	Orientation (i) chemistry (the basics of physical and chemical changes); (ii) cleansing and disinfection; (iii) hygiene and good grooming; (iv) laws and rules	50	1,2,3,7
BAR 120	Hair & Scalp Treatments Shampooing Conditioning	(i) hair analysis; (ii) scalp condition; (iii) treatments; (iv) proper procedure of shampooing (towel application, draping); (v) knowledge of shampoo formulas; (vi) water temperatures	25	4,6
BAR 130	Shaving	(i) shaving (proper handling technique of straight razor learning the fourteen (14) stroke process)	25	13
BAR 140	Coloring of Hair	bleaching; high and low lighting; permanent color; semi-permanent color; temporary rinse	25	18
BAR 150	Hair Cutting and Styling	(i) proper handling of implements (razor, shears, clippers, trimmers, edgers)	70	5
BAR 160	Facial Hair Design & Waxing	(i) theory of facial massage; (ii) equipment; (iii) facial treatments	20	12
BAR 170	Permanent Waving, Relaxing, and Chemical Applications	(i) the chemistry of permanent wave solution; (ii) technique of placing wave rods on client heads	65	17
Level 1 TOTAL HOURS			280	

Level 2 (281-1500 clock hours)

Course#	Course Name	Description	Clock Hours	Chapters Covered
BAR 200	Advanced Theory	(i) Theory of Hairstyling (ii) Theory of Shaving (iii) Electricity	200	8,15
BAR 210	Hairstyling and Cutting	(i) proper handling of instruments; (ii) improper handling of instruments; (iii) training on mannequins and live models	500	14,16
BAR 220	Shaving	(i) proper handling of instruments; (ii) proper disposal of razor blades in sharps container;	25	9

		(iii) improper handling of instruments; (iv) training on mannequins and live models		
BAR 230	Shampooing	(i) proper procedure of shampooing; (ii) knowledge of shampoo formulas; (iii) water temperature	5	11
BAR 240	Facial Hair Design and Waxing	(i) 30 practical applications	10	13
BAR 250	Scalp Treatment Techniques	(i) hair analysis; (ii) scalp conditions; (iii) treatments	10	10
BAR 260	Permanent Waving, Relaxing, and Chemical Applications	(i) the chemistry of cold wave solution relaxers and reaction (ii) techniques of placing cold wave rods on client's head; (iii) chemistry of color, technique of color and chemical action of hair color	270	17, 18
BAR 300	Additional Instruction & State Board Exam Prep	(i) additional instruction based on individual student needs (ii) GA state board exam preparation	200	19,20,21
Level 2 TOTAL			1220	
HOURS TOTALS Level 1 & 2			1500	

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to

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maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific program graduation requirements

In addition to meeting the basic Albany Beauty Academy graduation requirements, students are required to successfully complete 1500 clock hours of barbering training as described above.

Licensing requirements

Applicants must be 17 years of age or older and have a GED or high school diploma to attend school. A Barbering license will be granted by the state of Georgia only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam (written and practical) with an overall average of 70%.



MASTER COSMETOLOGIST Syllabus (1500 Clock Hours) (CIP # 12.0401, SOC # 39-5012)

The curriculum for students enrolled in the Master Cosmetologist program consists of 1500 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices. This program of study satisfies the requirements of Georgia State Board of Cosmetology and Barbers.

Unit of Study *Shall include, but is not limited to the following

Master Cosmetology Course Details				
Level 1 (1-250 clock hours)				
Course#	Course Name	Description	Clock Hours	Chapters Covered
COS 110	Theory of Safety & Sanitation	Orientation	40	1,2,3,4
		a. General Chemistry		
		b. Sanitation & Sterilization		
		c. EPA; OSHA; Blood spill Procedures		
		d. AIDS; HIV; and Communicable Diseases		

COS 120	Theory of Nail & Skin Care	a. Concepts and Principles of Nail Care & Instrument Handling (10 hours) b. Concepts and Principles of Skin Care Procedures and Techniques (15 hours)	25	7,8,9,10
COS 130	Theory of Hair Cutting & Dressing & Scalp Treatments/Conditioning	a. Theory of Hair Cutting (25 hours) b. Theory of Hairdressing (35 hours) c. Theory on Shampooing (15 hours) d. Theory of Scalp Treatments and Conditioning (20 hours)	95	15,16,17
COS 140	Theory of Permanent Waving and Hair Coloring	a. Chemistry of permanent wave solution and its reaction b. Chemistry of relaxers and their reactions c. Principles of permanent wave rod placement d. Chemistry of Color e. Principles of color application f. Chemical reaction of hair color	90	11,12,13,14
Level 1 TOTAL HOURS			250	

Level 2 (251-1500 clock hours)				
Course#	Course Name	Description	Clock Hours	Chapters Covered
COS 200	Advanced Theory I	a. Cleansing and Disinfecting b. Physiology c. Electricity d. Safety Precautions e. Chemistry of Beauty Products & Composition of Tints, Dyes, and Bleaches f. Salesmanship g. Telephone Etiquette h. Salon Department: courtesy, neatness, professionalism	100	5,6
COS 210	Advanced Theory II & Sanitation	a. Social Skills b. Reception or Desk Work c. Arts and Ethics d. State Board of Cosmetology Rules and Laws e. Sanitizing and Disinfecting Tools, Implements, and Equipment (5 hours / 10 applications)	55	30,31,32
COS 220	Laboratory Applications	a. Preparing Germicidal Solutions b. Preparing Shampoos c. Preparing tints and bleaches d. Practical training in washing and sanitizing all equipment	50	NA

COS 300	Scalp and Hair Treatment	a. Practical applications (49 applications): brushing and manipulations, corrective treatments, and reconditioning treatments	49	15
COS 310	Hairdressing, Shampoo, and Comb-out	a. Theory of Hairdressing, Shampoo, and Comb-Out (85 hours) b. Practical applications (170 hours/applications)	255	16,17
COS 320	Hair Cutting and Shaping	a. Practical applications (124.5 hours / 166 applications)	124.5	18
COS 330	Permanent Waving	a. Practical applications (150 hours / 50 applications)	150	19
COS 340	Chemical Hair Relaxing	a. Practical Applications - Virgin Hair (82 hours / 42 applications) b. Practical Applications - Chemical Retouch (57 hours / 38 applications)	139	20
COS 350	Hair Coloring and Lightening	a. Temporary Rinses and Semi-Permanent Color (9 hrs / 12 apps) b. Virgin Color (40 hrs / 20 apps) c. Color Retouches (20 hrs / 10 apps) d. Hair Bleaching and Lightening (80 hrs / 40 apps) e. Predisposition Tests (3 hours) f. Color Removal (3 hours)	155	21
COS 400	Basic Facial & Skin Techniques	a. Facial Treatment (30 hours / 30 apps) b. Make-up Applications (20 hours / 20 apps) c. Brow & Lash Tint (2.5 hours / 5 apps) d. Lip, Chin, & Face Hair Removal (10 hours / 20 apps) e. Brow Tweezing (10 hours / 20 apps) f. Brow Waxing (10 hours / 20 apps)	82.5	22,23,24
COS 500	Basic Nail Techniques	a. Manicures with Forearm Massage (25 hours / 25 apps) b. Pedicures with Foot/Leg Massage (20 hours / 20 apps) c. Nail Sculpting (45 hours / 15 apps)	90	25,26,27,28,29
Total Hours Level 2			1250	
TOTALS Level 1 & 2			1500	

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

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Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific program graduation requirements

In addition to meeting the basic Albany Beauty Academy graduation requirements, students are required to successfully complete 1500 clock hours of cosmetologist training as described above.

Licensing requirements

Applicants must be 17 years of age or older and have a GED or high school diploma to attend school. Applicants must be 18 years old to take State Board Exams. A Master Cosmetologist License will be granted by the state of Georgia only after the student has successfully completed and graduated from the Master Cosmetologist course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Hair stylist, color specialist, esthetician, manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery, salon owner and/or manager.



HAIR DESIGNER Syllabus (1350 Clock Hours) (CIP # 12.04070, SOC # 39-5012)

The curriculum for students enrolled in the Hair Designer program consists of 1350 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, business skills, and health and safety practices. This program of study satisfies the requirements of Georgia State Board of Cosmetology and Barbers.

Unit of Study *Shall include, but is not limited to the following

- Hair Designer Course Details
- Level 1 (1-250 clock hours)

Course#	Course Name	Description	Clock Hours	Chapters Covered
HAIR 110	Theory of Safety & Sanitation	Orientation a. General Chemistry b. Sanitation & Sterilization c. EPA; OSHA; Blood spill Procedures d. AIDS; HIV; and Communicable Diseases	50	1,2,3,4
HAIR 130	Theory of Hair Cutting & Dressing & Scalp Treatments/Conditioning	a. Theory of Hair Cutting (30 hours) b. Theory of Hairdressing (45 hours) c. Theory on Shampooing (15 hours) d. Theory of Scalp Treatments and Conditioning (20 hours)	110	15,16,17
HAIR 140	Theory of Permanent Waving and Hair Coloring	a. Chemistry of permanent wave solution and its reaction b. Chemistry of relaxers and their reactions c. Principles of permanent wave rod placement d. Chemistry of Color e. Principles of color application f. Chemical reaction of hair color	90	11,12,13,14
Level 1 TOTAL HOURS			250	

Level 2 (251-1350 clock hours)

Course#	Course Name	Description	Clock Hours	Chapters Covered
HAIR 200	Advanced Theory I	a. Cleansing and Disinfecting b. Physiology c. Electricity d. Safety Precautions e. Chemistry of Beauty Products & Composition of Tints, Dyes, and Bleaches f. Salesmanship g. Telephone Etiquette h. Salon Department: courtesy, neatness, professionalism	100	5,6
HAIR 210	Advanced Theory II & Sanitation	a. Social Skills b. Reception or Desk Work c. Arts and Ethics d. State Board of Cosmetology Rules and Laws e. Sanitizing and Disinfecting Tools, Implements, and Equipment (6.5 hours)	56.5	30,31,32
HAIR 220	Laboratory Applications	a. Preparing Germicidal Solutions b. Preparing Shampoos c. Preparing tints and bleaches	50	NA

		d. Practical training in washing and sanitizing all equipment		
HAIR 300	Scalp and Hair Treatment	a. Practical applications (49 applications): brushing and manipulations, corrective treatments, and reconditioning treatments	49	15
HAIR 310	Hairdressing, Shampoo, and Comb-out	a. Theory of Hairdressing, Shampoo, and Comb-Out (85 hours) b. Practical applications (170 hours/applications)	276	16,17
HAIR 320	Hair Cutting and Shaping	a. Practical applications (124.5 hours / 166 applications)	124.5	18
HAIR 330	Permanent Waving	a. Practical applications (150 hours / 50 applications)	150	19
HAIR 340	Chemical Hair Relaxing	a. Practical Applications - Virgin Hair (82 hours / 42 applications) b. Practical Applications - Chemical Retouch (57 hours / 38 applications)	139	20
HAIR 350	Hair Coloring and Lightening	a. Temporary Rinses and Semi-Permanent Color (9 hrs / 12 apps) b. Virgin Color (40 hrs / 20 apps) c. Color Retouches (20 hrs / 10 apps) d. Hair Bleaching and Lightening (80 hrs / 40 apps) e. Predisposition Tests (3 hours) f. Color Removal (3 hours)	155	21
Level 2 Total Hours			1100	
TOTALS Level 1 & 2			1350	

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must

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maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific program graduation requirements

In addition to meeting the basic Albany Beauty Academy graduation requirements, students are required to successfully complete 1350 clock hours of hair designer training as described above.

Licensing requirements

Applicants must be 17 years of age or older and have a GED or high school diploma to attend school. Applicants must be 18 years old to take State Board Exams. A Master Cosmetologist License will be granted by the state of Georgia only after the student has successfully completed and graduated from the Hair Designer course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Hair stylist, color specialist, esthetician, manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery, salon owner and/or manager.



ESTHETICIAN Syllabus (1000 Clock Hours) (CIP 12.0409, SOC # 39-5094)

The curriculum for students enrolled in the Esthetician program consists of 1000 clock hours of Practical Training and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of esthetics from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices. This program of study satisfies the requirements of the Georgia State Board of Cosmetology and Barbers.

Unit of Study *Shall include, but is not limited to the following

Esthetician Course Details

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Level 1 (1-250 clock hours)				
Course #	Course Name	Description	Clock Hours	Chapters Covered
ESTH 100	Professional Practices	Orientation (a) bacteriology, cleansing and disinfection; (b) personal hygiene; (c) public health and safety; (d) EPA, OSHA, chemicals, infection control standards, and blood spill (e) Aids, HIV, and communicable diseases (f) methods (g) facility hygiene clean up application and procedures	150	5,11
ESTH 101	Business Practices & Professional Ethics	(a) State Board Rules and Laws (b) esthetician salon development; (c) business insurance (d) client records (e) confidential ethics (f) medical record keeping (g) write a resume (h) job interview (i) professional attitude and personal image	100	1,2,3,4
Level 1 TOTAL HOURS			250	

Level 2 (251 -1000 clock hours)				
ESTH 200	Advanced Skin Sciences	(I) histology of the skin: cell and tissue. (II) dermatology and physiology: (III) Theory: (a) medical terminology (b) medical charting (c) clinical cleansing and disinfection; (d) patient psychology (e) customer service; (f) advanced skin analysis/diseases; (g) camouflage make-up	320	6,7,8,9,10
ESTH 210	Spa/Salon Management & Cleansing/Disinfecting Tools and Equipment	(i) front desk; (ii) marketing: business, client, product; (iii) managerial responsibilities; (iv) client retention and tracking; (v) business management; (vi) business record management; (vii) profit and loss statement management (i) implements (brushes, tools, and skin care implements) - (3 service application hours/6 applications); (ii) facial stations, beds and equipment - (1 service application hours/2	80	14,21,22,23

applications); and (iii) hair removal and waxing stations - (1 service application hour/2 applications).

ESTH 310	Body Treatments	i) massage - (25 service application hours/25 applications); (ii) wraps - (15 service application hours/15 applications); (iii) cellulite - (10 service application hours/10 applications); (iv) aromatherapy - (10 service application hours/10 applications); (v) reflexology - (10 service application hours/10 applications)	70	13,16,19
ESTH 320	Facial Treatments	(i) spa facials - (75 service application hours/75 applications); (ii) machine facials - (30 service application hours/30 applications); (iii) pre-op therapy - (5 service application hours/10 applications); (iv) post-op therapy - (5 service application hours/10 applications)	115	15,17
ESTH 330	Make-Up Techniques	(i) client consultation and skin analysis - (20 service application hours/40 applications); (ii) application - (30 service application hours/30 applications); (iii) contouring - (10 service application hours/20 applications); (iv) color accent - (10 service application hours/20 applications); (v) camouflage make-up - (10 service application hours/10 applications); and (vi) eye lash tabbing and strips - (10 service application hours/20 applications)	90	12,20
ESTH 340	Hair Removal Techniques	(i) lip, chin, face (tweezing, waxing, threading) - (10 service application hours/20 applications); (ii) leg waxing - (20 service application hours/20 applications); (iii) bikini waxing - (10 service application hours/20 applications); (iv) torso, back, and arm waxing - (10 service application hours/20 applications); (v) brow arching and shaping - (25 service application hours): (a) brow tweezing and threading - (10 service	75	18

application hours/20 applications); (b) brow waxing - (10 service application hours/20 applications); (c) brow lashing and tinting - (5 service application hours/10 applications).

Level 2 Total Hours	750
TOTALS Level 1 & 2	1000

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific Program Graduation Requirements: In addition to meeting the basic Albany Beauty Academy graduation requirements, students are required to successfully complete 1000 clock hours of esthetician training as described above.

Licensing requirements

Applicants must be 17 years of age or older and have a GED or high school diploma to attend school.

Applicants must be 18 years old to take State Board Exams. An Esthetician license will be granted by the state of Georgia only after the student has successfully completed and graduated from the Esthetician course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Skin care specialist, make-up artist; brow artist, waxing specialist cosmetic or beauty product representative, and some areas of dermatology and plastic surgery (under a licensed physician), spa or salon owner/manager.



COSMETOLOGY INSTRUCTOR Syllabus- 750 CLOCK HOURS

Cosmetology Instructor Curriculum (SOC Code: 25-1194) | (CIP Code: 12.0413)

COSMETOLOGY INSTRUCTOR EDUCATIONAL OBJECTIVES

The objective of the Cosmetology Instructor Program is to provide the cosmetologists with the knowledge of teaching principles of Cosmetology as a profession. Emphasis is placed on the aspects of theory and practice of cosmetology in the teaching of the skills. Instructor trainees will be under the direct supervision of a licensed instructor at all times.

COSMETOLOGY INSTRUCTOR PROGRAM REQUIREMENTS

The Cosmetology Instructor’s course consists of 750 clock and credit hours. The first 250 hours are devoted to classroom workshops, where you learn principles, technical information and laws, rules and regulations of the State Board. The remaining 500 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with teaching students under the close supervision of your instructors. The following is a list of the state of Georgia State Board of Cosmetology and Barbers requirements for technical and practical criteria.

Course #	Course Name	Unit of Study *Shall include, but is not limited to the following		Clock Hours
			Description	
COS 510	Theory of General Education I		Orientation	125
			a. Cosmetology Laws, Rules, & Regulations (12.5 hours)	
			b. Principles of Teaching Cosmetology	
			c. Principles of Teaching Nail Care	
			d. Principles of Teaching Skin Care	

COS 520	Theory of General Education II	a. Cosmetology Laws, Rules, & Regulations (12.5 hours) b. Principles of Teaching Cosmetology c. Principles of Teaching Nail Care d. Principles of Teaching Skin Care	125
COS 530	Teaching Techniques & A/V Aids I	a. Curriculum Development b. Lesson Plans & Presentations c. Demonstrations & Lectures d. Various Methods of Evaluation	125
COS 540	Teaching Techniques & A/V Aids II	a. Curriculum Development b. Lesson Plans & Presentations c. Demonstrations & Lectures d. Various Methods of Evaluation	100
COS 600	Practice of Teaching I	Students will be supervised in conducting actual lectures & demonstrations to the classroom of Cosmetology students	90
COS 610	Practice of Teaching II	Students will be supervised in conducting actual lectures & demonstrations to the classroom of Cosmetology students	185
Total Hours			750

****All Instructor Students will be supervised by a School Instructor at all times****

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific Program Graduation Requirements: In addition to meeting the basic Albany Beauty Academy graduation requirements, students are required to successfully complete 750 clock hours of Instructor training as described above.

Licensing requirements

Applicants must be 18 years of age or older and have a GED or a high school diploma. Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Instructor, curriculum developer



BARBER INSTRUCTOR Syllabus - 750 CLOCK HOURS

Barber Instructor Curriculum (SOC Code: 25-1194) | (CIP Code: 12.0413)

BARBER INSTRUCTOR EDUCATIONAL OBJECTIVES

The objective of the Barber Instructor Program is to provide the Barber Instructor with the knowledge of teaching principles of Barber as a profession. Emphasis is placed on the aspects of theory and practice of Barber in the teaching of the skills. Instructor trainees will be under the direct supervision of a licensed instructor at all times. The curriculum in this school of Barber for the instructor training course shall be completed within 1 year and totaling 750 clock hours of training as stated below:

BARBER INSTRUCTOR PROGRAM REQUIREMENTS

The Barber Instructor's course consists of 750 clock and credit hours. The first 250 hours are devoted to classroom workshops, where you learn principles, technical information and laws, rules and regulations of the State Board. The remaining 500 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with teaching students under the close supervision of your instructors. The following is a list of the state of Georgia State Board of Cosmetology and Barbers requirements for technical and practical criteria.

Unit of Study *Shall include, but is not limited to the following

Course #	Course Name	Description	Clock Hours
BARIN 780	Theory of General Education I	Orientation	250
		a. Cosmetology Laws, Rules, & Regulations (25 hours)	
		b. Principles of Teaching Barbering (225 hours)	
BARIN 781	Teaching Techniques & A/V Aids	a. Curriculum Development b. Lesson Plans & Presentations c. Demonstrations & Lectures d. Various Methods of Evaluation	250
BARIN 930	Practice of Teaching	Students will be supervised in conducting actual lectures & demonstrations to the classroom of Barber students	250
Total Hours			750

****All Instructor Students will be supervised by a School Instructor at all times****

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical

work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific Program Graduation Requirements: In addition to meeting the basic Albany Beauty Academy graduation requirements, students are required to successfully complete 750 clock hours of Instructor training as described above.

Licensing requirements

Applicants must be 18 years of age or older and have a GED or a high school diploma. Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Instructor, curriculum developer



Esthetics INSTRUCTOR Syllabus - 600 CLOCK HOURS

Esthetics Instructor Curriculum (SOC Code: 25-1194) | (CIP Code: 12.0413)

ESTHETICS INSTRUCTOR EDUCATIONAL OBJECTIVES

The objective of the Esthetics Instructor Program is to provide the Esthetician Instructor with the knowledge of teaching principles of Esthetician as a profession. Emphasis is placed on the aspects of theory and practice of Esthetician in the teaching of the skills. Instructor trainees will be under the direct supervision of a licensed instructor at all times. The curriculum in this school of Esthetician for the instructor training course shall be completed within nine (9) months and totaling 600 clock hours of training as stated below:

ESTHETICS INSTRUCTOR PROGRAM REQUIREMENTS

The Esthetics Instructor’s course consists of 600 clock and credit hours. The first 175 hours are devoted to classroom workshops, where you learn principles, technical information and laws, rules and regulations of the State Board. The remaining 425 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with teaching students under the close supervision of your instructors. The following is a list of the state of Georgia State Board of Cosmetology and Barbers requirements for technical and practical criteria.

Unit of Study *Shall include, but is not limited to the following

Course #	Course Name	Description	Clock
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		Orientation	Hours
ESTIN 213	Theory of General Education I	a. Cosmetology Laws, Rules, & Regulations b. Principles of Teaching Esthetics	175
ESTIN 214	Teaching Techniques & A/V Aids	a. Curriculum Development b. Lesson Plans & Presentations c. Demonstrations & Lectures d. Various Methods of Evaluation	225
ESTIN 215	Practice of Teaching	Students will be supervised in conducting actual lectures & demonstrations to the classroom of Esthetician students	200
Total Hours			600

****All Instructor Students will be supervised by a School Instructor at all times****

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific Program Graduation Requirements: In addition to meeting the basic Albany Beauty Academy graduation requirements, students are required to successfully complete 600 clock hours of Instructor training as described above.

Licensing requirements

Applicants must be 18 years of age or older and have a GED or a high school diploma. Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Instructor, curriculum developer



NAILTECH INSTRUCTOR Syllabus - 250 CLOCK HOURS

Nail Tech Instructor Curriculum (SOC Code: 25-1194) | (CIP Code: 12.0413)

NAIL TECH INSTRUCTOR EDUCATIONAL OBJECTIVES

The objective of the Nail Tech Instructor Program is to provide the Nail Instructor with the knowledge of teaching principles of Nails as a profession. Emphasis is placed on the aspects of theory and practice of Nails in the teaching of the skills. Instructor trainees will be under the direct supervision of a licensed instructor at all times. The curriculum in this school of Nails for the instructor training course shall be completed within four (4) months and totaling 250 clock hours of training as stated below:

NAIL INSTRUCTOR PROGRAM REQUIREMENTS

The Nail Instructor's course consists of 250 clock and credit hours. The first 100 hours are devoted to classroom workshops, where you learn principles, technical information and laws, rules and regulations of the State Board. The remaining 150 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with teaching students under the close supervision of your instructors. The following is a list of the state of Georgia State Board of Cosmetology and Barbers requirements for technical and practical criteria.

Course #	Unit of Study *Shall include, but is not limited to the following Course Name	Description	Clock Hours
NAILIN910	Theory of General Education I	Orientation a. Cosmetology Laws, Rules, & Regulations (25 hours) b. Principles of Teaching Nail Care (75 hours)	100
NAILIN 920	Teaching Techniques & A/V Aids	a. Curriculum Development b. Lesson Plans & Presentations c. Demonstrations & Lectures d. Various Methods of Evaluation	75
NAILIN 930	Practice of Teaching	Students will be supervised in conducting actual lectures & demonstrations to the classroom of Nail Technician students	75
Total Hours			250

****All Instructor Students will be supervised by a School Instructor at all times****

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

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Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00 – Not Passing
59% or below	F	Fail	0.00 – Not Passing

Specific Program Graduation Requirements: In addition to meeting the basic Albany Beauty Academy graduation requirements, students are required to successfully complete 250 clock hours of Instructor training as described above.

Licensing requirements

Applicants must be 18 years of age or older and have a GED or a high school diploma. Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Instructor, curriculum developer



Core Values

Accountability – We hold ourselves accountable for our own actions, admit when we failed our own standards, and always strive to be our best selves. We also come to ABA prepared and eager to learn. Therefore, we are committed to our studies and the promised we make to our Educators, Future Professionals and Community.

Embracing Change – We believe change is a positive opportunity that help us create a better self, academy and society. Our students, faculty and administration are provided with the latest in tools and technology.

Energetic – Every day, we show up to class excited and ready to participate. We put all our energy into our activities so we can get the greatest reward out of them that leads to success in our chosen industry field.

Excellence – We are an academy that strives to excellence in academic, service and creative pursuits. We respect one another's time and learn to be on time for learning.

Have fun- We want our future professionals to continue to experience the joy of learning new things and to apply what they've learned. Fun is essential in keeping lessons and activities fresh, challenging and enjoyable. It's also important not just for future professionals but also educators too!"

Integrity – Staff and future professionals must be honest and driven by a clear moral compass. Future Professionals with integrity will strive to always do the right thing each day.