



LOVETT  
beauty school

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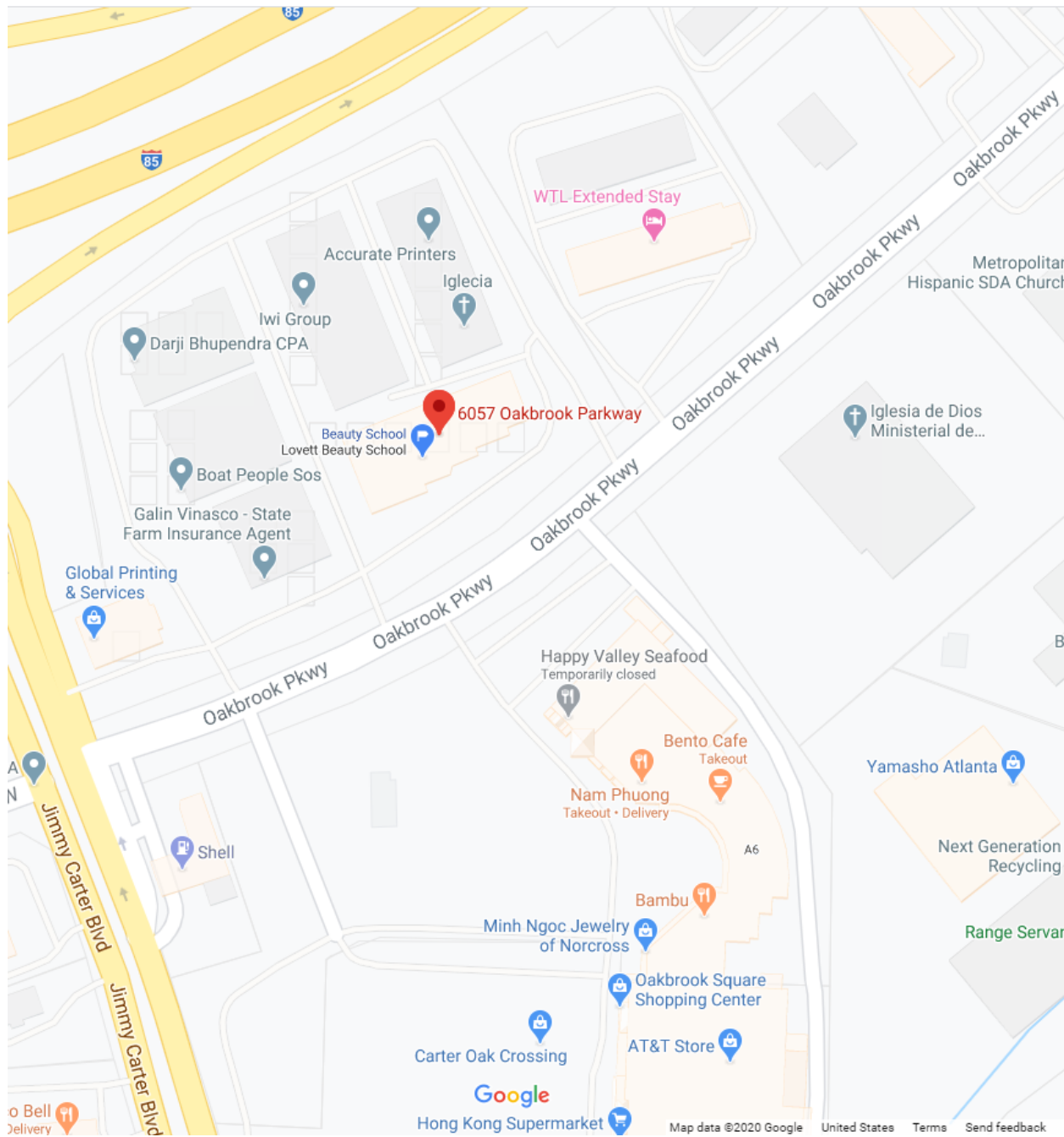
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*“Your Success is Our Representation!”*

**SCHOOL CATALOG 2023**

*Last Revised January 2022*

MAP



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## GENERAL INFORMATION

### MISSION STATEMENT

Lovett Beauty School's mission is to provide exceptional beauty career training programs in an environment committed to a high level of learning through experienced educators who are committed to the success of every student. Our curriculum is designed to accommodate the needs of students in the preparation for State Board Exams, State Licensing, and ensure that he/she acquires professional skills and attitude to seek and gain meaningful employment.

### EDUCATIONAL OBJECTIVES

- To encourage and foster the value of life-long learning in our students;
- To provide students with the most up-to-date and comprehensive information available in the fields of Cosmetology;
- To utilize evaluation tools and materials which require students to effectively demonstrate the integration of the concepts and skills they have learned;
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions;
- To provide a curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment;
- To prepare our students for State Board Exams;
- To provide our students with resources and necessary skills for placement opportunities and career seeking after graduation;

### PROGRAMS OFFERED

Lovett Beauty School offers the following programs:

Master Cosmetology	1500 clock hours
Master Educator	750 clock hours
Nail Care Instructor	250 clock hours
Esthetician Instructor	500 clock hours
Nail Care	525 clock hours
Esthetician	1000 clock hours

### CLASS LANGUAGE

\*\*\*All classes are taught in English and all written policies and procedures are in English.

### **NON-DISCRIMINATION POLICY**

Lovett Beauty School is non-sectarian and does not discriminate with regard to race, creed, color national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.

This policy applies to hiring for all positions such as instructors, administration staff, etc. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Chief Academic Officers are responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

### **FACILITY AND EQUIPMENT DESCRIPTION**

Lovett Beauty School- Norcross is located at 6057 Oakbrook Parkway, Norcross, GA,30093. It is easily accessible by public or private transportation, with adequate facilities for faculty and students. Our facility occupies approximately 3680 square feet. The facility has 3 private study rooms, 1 skincare/esthetician room, 1 laundry room/ supply storage room/ lunch room, 1 office, and 2 restrooms. The latest equipment is available on-site to allow a hands-on training approach in all programs. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health.

### **LIBRARY**

The school has a reference library on campus open to all students. Students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. These textbooks provide additional information on essential skills and procedures with bibliographical references and indexes and will complement our programs by practically supporting and reinforcing the instructions given in class.

Students may check out reference books by completing a "**Book Check-Out Form**" and following the checkout policy and conditions. All books and publications are of current use. Access to the Internet is encouraged to research additional sources and up-to-date information.

### **CERTIFICATE TO OPERATE AND LICENSING UNDER:**

Lovett Beauty School is licensed and approved by:  
 Georgia State Board of Cosmetology and Barbers  
 214 State Capitol, Atlanta, Georgia 30334

### **HOURS OF OPERATION**

The school staff is always prepared and willing to assist students during the following office hours. (Monday-Friday 9:00 A.M- 7:00 P.M)

Monday- Friday	9:00 A.M - 9:00 P.M
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Saturday- Sunday	Closed
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The break is from 12:00 PM to 1:00 PM (Day Schedule) and 6:00 P.M- 6:30 P.M (Evening Schedule)

### **SCHOOL CLOSING/ HOLIDAYS**

New Year's Eve/ New Year Day

Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving Day  
 Christmas Eve/ Christmas Day

**SCHOOL ACADEMIC YEAR**

Lovett Beauty School has 900 clock hours academic calendar year for each program.

**CLASS SCHEDULES**

The following class schedules are available to students.

Class Schedule	Weekly Clock Hours			Availability
	Time	Clock Hours	Instructional Credits/Day	
Full-Time	9:00 AM-4:00 PM	30	6.00 Instructional Credits/Day	Monday- Friday
	9:00 AM-4:30 PM	32.5	6.50 Instructional Credits/ Day	Monday- Friday
Part-Time	1:00 PM- 6:00 PM	22.5	4.50 Instructional Credits/ Day	Monday- Friday
	4:30 PM- 9:00 PM	20	4.00 Instructional Credits/ Day	Monday- Friday
	9:00 AM- 4:30 PM	26	6.50 Instructional Credits/ Day	Tuesday- Friday

**CLASS BREAKS**

Students have a period of 60 minutes break (12:00 PM to 1:00 PM) or 30 minutes break (4:00 PM to 4:30 PM or 6:00 PM to 6:30 PM) depending on the student’s schedule.

\*\*\* Students who are working on clients and/ or taking in clients can take their break after finishing the services.



**PROGRAMS START DATES- 2023**

<b>NAIL TECHNICIAN (MORNING)</b>	<b>NAIL TECHNICIAN (EVENING)</b>	<b>MASTER COSMETOLOGY</b>	
<input type="checkbox"/> January 2, 2023 <input type="checkbox"/> February 6, 2023 <input type="checkbox"/> March 13, 2023 <input type="checkbox"/> April 17, 2023 <input type="checkbox"/> May 22, 2023 <input type="checkbox"/> June 26, 2023 <input type="checkbox"/> July 31, 2023 <input type="checkbox"/> September 4, 2023 <input type="checkbox"/> October 9, 2023 <input type="checkbox"/> November 13, 2023 <input type="checkbox"/> December 18, 2023	<input type="checkbox"/> January 16, 2023 <input type="checkbox"/> March 6, 2023 <input type="checkbox"/> April 24, 2023 <input type="checkbox"/> June 12, 2023 <input type="checkbox"/> July 31, 2023 <input type="checkbox"/> September 18, 2023 <input type="checkbox"/> November 6, 2023 <input type="checkbox"/> December 25, 2023	<input type="checkbox"/> January 2, 2023 <input type="checkbox"/> January 23, 2023 <input type="checkbox"/> February 13, 2023 <input type="checkbox"/> March 6, 2023 <input type="checkbox"/> March 27, 2023 <input type="checkbox"/> April 17, 2023 <input type="checkbox"/> May 8, 2023 <input type="checkbox"/> May 29, 2023 <input type="checkbox"/> June 19, 2023	<input type="checkbox"/> July 10, 2023 <input type="checkbox"/> July 31, 2023 <input type="checkbox"/> August 21, 2023 <input type="checkbox"/> September 11, 2023 <input type="checkbox"/> October 2, 2023 <input type="checkbox"/> October 23, 2023 <input type="checkbox"/> November 13, 2023 <input type="checkbox"/> December 4, 2023 <input type="checkbox"/> December 25, 2023
<b>ESTHETICIAN</b>		<b>INSTRUCTOR</b>	
<input type="checkbox"/> February 28, 2023 <input type="checkbox"/> May 9, 2023 <input type="checkbox"/> July 18, 2023 <input type="checkbox"/> September 26, 2023 <input type="checkbox"/> December 5, 2023		<input type="checkbox"/> Jan 2, 2023 <input type="checkbox"/> Jan 23, 2023 <input type="checkbox"/> Feb 13, 2023 <input type="checkbox"/> Mar 6, 2023 <input type="checkbox"/> Mar 27, 2023 <input type="checkbox"/> Apr 17, 2023 <input type="checkbox"/> May 8, 2023 <input type="checkbox"/> May 29, 2023 <input type="checkbox"/> Jun 19, 2023	<input type="checkbox"/> Jul 10, 2023 <input type="checkbox"/> Jul 31, 2023 <input type="checkbox"/> Aug 21, 2023 <input type="checkbox"/> Sep 11, 2023 <input type="checkbox"/> Oct 2, 2023 <input type="checkbox"/> Oct 23, 2023 <input type="checkbox"/> Nov 13, 2023 <input type="checkbox"/> Dec 4, 2023 <input type="checkbox"/> Dec 25, 2023

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## **ADMISSION POLICY**

- Applicants must present evidence of a high school diploma, high school certification, or GED or official high school transcript with graduation date listed **OR**
- Applicants must present evidence of higher education such as a Bachelor's or Associate's Degree with a transcript of at least two years of programs or an academic transcript of at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- Applicants with foreign high school diplomas are responsible for obtaining an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma.
- Home-School Applicants must present a state certification of home-school completion;
- Applicants must present their personal Social Security Number Card;
- Applicants must present a valid Driver's License (if applicable);
- Applicants must present A valid ID Identification such as Passport, Green Card, or Birth Certificate;
- Applicants for Instructor in Training courses must provide a valid and active license.

## **THE APPLICATION PROCESS**

The application for the admissions process is as follows:

- Complete an enrollment application and pay the \$50 application fee.
- Complete a personal interview with an admission representative/Director
- Discuss financial options, and other concerns
- Received, have access to, and read all required pre-enrollment disclosures:
  - School Catalog
  - Make financial arrangements to cover tuition and fees
  - Orientation (Before or on the start day of the program)
- Signed and received a copy of the Enrollment Agreement and paid the registration fee of \$50

## **RE-ADMISSION POLICY**

A student that has requested a withdrawal and desires to re-enter the program of study must notify the school and follow the required admission procedures.

A student that was terminated for any reason must have an interview with the School Director and show why he/she should be reinstated. The School Director has the final decision.

If approval is granted, the student will have the same SAP status as when he/she was an active student at Lovett Beauty School.

The student will follow the current fee rate at the time of his/her re-admission. The student must pay a \$100 Re-Admission fee which is non-refundable along with other applicable fees such as lab fees, kits, tools, and tuition. If students have any unpaid tuition from previous enrollment, he/she is required to pay the amount that was calculated based on how many hours the students previously earned.

## **TRANSFER OF CREDIT POLICY**

Lovett Beauty School can accept transfer credits. The applicant is responsible to provide the school with an official transcript from the previous school. Lovett Beauty School will not accept any credit hours if it is more than 24 months ago. Applicants, if accepted, must receive at least 50% (at least 25% in the area of concentration, and 25% in general education) of the program must be delivered by this institution.

It is up to the school to decide how many credit hours to accept. It is to be understood by applicants that there is the possibility that no transfer credit is granted. All accepted transfer hours are counted as both attempted and completed to calculate the Contract Graduation date and Maximum Time Frame Date. SAP evaluation points are determined based on the scheduled hours contracted hours at the institution.

All fees and tuition will be calculated and reduced accordingly. Applicants are expected to follow the admission procedures regularly.

### **HIGH SCHOOL DIPLOMA TRANSLATION POLICY**

Lovett Beauty School will not accept the required documentation for enrollment in any other language besides English. Applicants are responsible to have his/her HSD translated into English if in another language. The school has the right to reject any application if:

- The applicant's HSD is in another language
- The applicant's HSD is invalid or/and not legal
- The applicant's HSD is obtained from an online institution without the approval of the Department of Education
- The applicant's HSD is unverifiable. If this is the case, the applicant must obtain a GED before enrolling

### **LICENSURE REQUIREMENTS**

Applicants must understand the licensing process and the State Board requirements. It is also important to note that there are variations from state to state. Lovett Beauty School is licensed and in compliance with the Georgia State Board of Cosmetology and Barber regulations and requirements. Upon completion of the course, students need to pass both theory and practical exams with a 70 or higher to obtain licensure. For more details and up-to-date information for your course please follow the link:

[http://sos.ga.gov/plb/acrobat/laws/28\\_%20Cosmetology\\_and\\_Barbers\\_new.pdf](http://sos.ga.gov/plb/acrobat/laws/28_%20Cosmetology_and_Barbers_new.pdf)

### **EMPLOYMENT REQUIREMENTS**

Applicants who are interested and have passion in the field of Cosmetology, Beauty, and related fields should consider all aspects before applying:

1. Have a sense of style, and artistic intuition;
2. Able to give exceptional customer service quality;
3. Able to interact and willing to give professional opinions;
4. Willing to work long hours and endure some physical burdens such as sitting and/or standing for long hours and regular rest/lunchtime;
5. Beware of exposure to fumes and other chemicals in the working environment;
6. Responsible to stay up-to-date with the latest and newest information and techniques;
7. Work well with others and able to take constructive criticisms;
8. And please also note\*\*\* payment/salary varies from place to place, state to state. A commission ratio of 60:40 is the most commonly practiced. Other forms of compensation are also observed such as straight salary, salary plus commission, etc.

### **CAREER OPPORTUNITY**

Once the student has successfully obtained a license, he/she has a variety of job options to choose from. The following are some options that are worth taking into consideration:

- Master Cosmetology: Hair Stylist, Nail Technician, Makeup Artist, Skin Care Specialist, salon Owner/Manager, Product Retail Representative, Beautician, etc.
- Nail Technology: Nail Technician, Nail Art Specialist, Product Retail Representative, Salon Owner/Manager, etc.
- Esthetician: Body Treatment Specialist, Skin Care Specialist, Spa Specialist, Make-Up Artis, Product Retail Representative, Salon Owner/Manager, etc.
- Instructors: Classroom Educator, Product Retail Representative, Salon Owner/Manager, School Director/Administrator, etc.

\*\*\*It is important to note, Lovett Beauty School always tries our best to assist students in gaining employment, but this is not a guarantee of employment.

### **DRUG-FREE POLICY**

For the protection and welfare of all students and staff, the school has established the following drug-free policy. All students and staff members are hereby notified and adhere to these conditions:

1. **Lovett Beauty School WILL NOT tolerate any act of unlawful manufacture, distribution, possession, or use of any controlled substance;**
2. Violations of this prohibition will result in discharge or other appropriate actions;
3. As a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement, and will notify the School Director of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction;
4. All employees and students must certify that, as a condition of enrollment, employment, or receiving financial aid, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education;
5. This policy complies with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

### **EQUAL OPPORTUNITY**

Lovett Beauty School welcomes diversity. It is a violation of our policy for any staff members, and students of this institution to engage in or/and encourage any act of harassment, discrimination against other staff members and students based on gender, race, ethnicity, religious beliefs, color, financial status, appearances, disability, sexual orientation, place of birth, and native speaking language. Students and staff members must report when they feel that this policy is being violated. The administration staff members and the director will seriously investigate the situation and take appropriate actions to resolve the issue.

### **DISABILITIES AND HANDICAPS**

Lovett Beauty School is located on a street-level that is accessible to the handicapped. Handicapped parking is also available. Lovett Beauty School will not accept any students who are unable to gain benefit from the training. This decision is made entirely based on this fact and is not based on any discrimination of any type. This facility is on a level floor and is accessible to everyone. Besides this, Lovett Beauty School is unable to provide any other special services. However, the school will make an effort to aid and help any handicapped/disabled students.

## **SAFETY AND HEALTH RISKS/CONSIDERATIONS**

Lovett Beauty School provides a safe environment for the students and staff members to study and work. However, some risks factors are worth taking into consideration:

1. **Physical Endurance**: Students must develop good hand and leg coordination to move around while performing services. Physical endurance is required because, in the working environment, students sometimes must stand/sit for long hours.
2. **Dangerous Chemicals**: Students will be learning how to handle hazardous chemicals, products, and solutions on a day-to-day basis. For Nail Technicians, one of the riskiest solutions to touch is the primer. A primer spill can result in the burning of the skin. Therefore, every student must follow the dress code policy. Mixing products and solutions for scalp care/hair care are prohibited without the supervision of instructors. Students wear a mask when working with chemical solutions to avoid inhaling fumes. If a student is pregnant while enrolling as a student at Lovett Beauty School, the student must provide the school with written consent from the doctor to continue the training or to get accepted as a student.
3. **Direct contact**: It is natural in this profession for students to have physical contact with the clients while performing the service. Students may come across contagious illnesses and/or contagious microbes. During services, students may make direct contact with blood, and other bodily fluids. Therefore, students need to wear gloves, masks, and aprons for protection.
4. **Allergic Reactions**: During training and learning how to handle solutions and chemicals, Students may develop allergic reactions such as itching skin, runny nose, watering eyes. Students must follow the instructions from the manufacturer, wear gloves, masks, and follow the dress code strictly. Students must report to the instructor immediately if they experience an allergic reaction.
5. **Tools and Electrical Appliances**: It is part of the training for students to know how to use and handle tools such as blow dryers, flat irons, curling irons, nail drill, gel cure lighted. These tools, if not properly stored and maintained, may cause electrical shock accidents. Students should not use any tools with loose cords or/and open wires.

## **OSHA REQUIREMENTS**

Lovett Beauty School is in good standing with the Occupational Safety and Health Administration (OSHA). During the training, students will be educated and advised on how to handle chemical products according to the manufacturer's instructions. Students must follow the Material Data Sheets (MSDS) closely, which is posted in the storage/supply room next to the products. The school encourages a professional attitude and a cautious mindset when handling chemicals. Lovett Beauty School does not take responsibility for any injuries resulting from improper use of tools and products.

## **DISCLOSURE STATEMENTS (FERPA)**

- Lovett Beauty School has no dormitory facilities under its control, and it does not offer housing and has no responsibility to find or assist a student in finding housing.
- Lovett Beauty School does not offer state financial aid programs.
- The school does not discriminate with regard to race, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.
- The acceptance of the transfer of credits or credit hours earned at this institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether credits or clock hours earned at this institution will be accepted by another institution of the student's choice.
- The Privacy Act of 1974 and The Family Educational Rights and Privacy Act (FERPA) prohibit the release of confidential information concerning each student unless authorization is given by the student

and/or guardian (if the student is a dependent minor) for each third-party request. Students or guardians must request and fill out the “STUDENT INFORMATION RELEASE AUTHORIZATION” for each third party. However; Lovett Beauty School will release such information to authorized bodies and agencies such as federal, state, auditor, accreditor, etc. To expedite the request, please remember to attach the \$20 non-refundable fee.

- Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records.

## **ACADEMIC POLICIES**

### **GRADING SYSTEM**

Practical work is graded based on written criteria using school-prepared practical evaluation forms. The form uses a checkmark (Y/N). Each satisfied skill/application will receive a checkmark or a Y, which is then totaled and converted to a percentage. Students are graded on theoretical knowledge at the end of each course. A final examination will be given after each program. The exam will consist of two (2) parts: theory and practical. Both portions of the examination are graded according to the following scale.

A	=	100% - 90%	=	Excellent
B	=	89% - 80%	=	Good
C	=	79%-70%	=	Satisfactory
D	=	69%-60%	=	Poor
F	=	59%-0%	=	Failing

Students who scored lower than 75% are required to retake the exams. The above-stated grading scale will also be used to score all tests administered by this institution.

### **SATISFACTORY ACADEMIC PROGRESS REPORTS (SAP)**

The student will receive a program report at the end of each evaluation point based on ***Scheduled Hours.***

<b>COURSE</b>	<b>EVALUATION POINTS(BASED ON SCHEDULED HOURS)</b>		
Nail Technology	263 hours	525 hours	
Master Cosmetology	450 hours	900 hours	1200 hours 1500 hours
Esthetician	450 hours	900 hours	1000 hours
Master Educator	375 hours	750 hours	
Nail Care Instructor	125 hours	250 hours	
Esthetician Instructor	250 hours	500 hours	

This policy applies to all students enrolled in an approved course and all available types of schedules. Students will receive access to the School Catalog which includes Satisfactory Academic Progress Policy Prior enrollment.

Students will be judged as making Satisfactory Academic Progress (SAP) by maintaining a cumulative grade point average (GPA) of 75% or higher and an accumulative attendance rate of 75% or higher at each evaluation point of the program. All evaluations will be done within 7 school business dates from the date of the evaluation point, and students shall receive a copy of the report (in-person or email). The evaluation report will include the



student's progress from the last month and not the current month since the grades from the current month will not be entered until the beginning of the next month.

Students who meet the minimum requirements of cumulative grade point average (GPA) of 75% or higher and the accumulative attendance rate of 75% or higher are considered to be making SAP until the next scheduled evaluation point.

To avoid academic warning and/or probation, students must maintain a minimum GPA of 75% or a C or higher and a cumulative attendance of 75% or higher. Students maintaining less than a 75% GPA and /or a cumulative attendance rate below 75% shall receive a warning then be placed on probation after a positive appeal result.

**CONTRACT GRADUATION DATE/ MAXIMUM TIME FRAME**

Applicants will sign the enrollment agreement which informs him/her of the contract graduation date. It is the date the student is supposed to graduate by maintaining a 100% attendance rate.

Applicants will also know his/her Maximum Time Frame, which is the last date he/she can remain as an active student and meet the minimum required attendance rate (75%).

If a student exceeds his/her Maximum Time Frame, he/she is expected to pay an Extra Instructional Fee for the days that are needed to complete the program, and his/her status is NO for SAP. The student is required to sign and receive another Enrollment Agreement or Enrollment Agreement Addendum since the contract graduation date and Maximum Time Frame date will be extended by the same calendar days taken in the LOA. LOA(s) do not change a student's SAP status.

The Maximum Time Frame may not exceed 133% of the course length. It is as follow:

<b>COURSE</b>	<b>CONTRACT HOURS</b>	<b>MAXIMUM TIME FRAME</b>	<b>CONTRACT COURSE LENGTH (FULL-TIME)</b>	<b>MAXIMUM COURSE LENGTH (FULL-TIME)</b>	<b>CONTRACT COURSE LENGTH (PART-TIME)</b>	<b>MAXIMUM COURSE LENGTH (PART-TIME)</b>
<b>Master Cosmetology</b>	1500 Hours	1995 Hours	47 weeks	61 weeks		
<b>Nail Technology</b>	525 Hours	698.25 Hours	18 weeks	23 weeks	26 weeks	35 weeks
<b>Esthetician</b>	1000 Hours	1330 Hours	39 weeks	51 weeks		
<b>Master Educator</b>	750 Hours	997.5 Hours	33 weeks	44 weeks		
<b>Nail Care Instructor</b>	250 hours	332.5 Hours	11 weeks	15 weeks		
<b>Esthetician Instructor</b>	500 Hours	665 Hours	26 weeks	34 weeks		

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may regain or re-establish satisfactory academic progress (SAP) by meeting the minimum attendance and academic requirements by the end of a warning and/or probation period.

### **RETAKE/MAKE-UP POLICY**

Students must retake any tests, quizzes, exams that are lower than 75% points or a C. The requirements for SAP are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

If students missed a test, they must follow the instructor's make-up exam schedule. The time and dates will be at the discretion of the Instructor. Ten (10) points will be deducted from the test if students have an unexcused absence on test day.

### **MEASUREMENT OF ACADEMIC PROGRAMS**

The school measures all its academic programs in terms of clock hours. A clock hour is defined as the time the student clocked in and clocked out at the end of the day. In the presence of the instructor, the students must utilize the time to study and train. Lunch break does not count toward the student clock hour. Each student will have the opportunity to know how many hours he/she completed and the remaining during the evaluation period which is based on scheduled hours or he/she can request the information anytime during the training.

### **ATTENDANCE POLICY**

Students are expected to attend all scheduled classes and maintain a cumulative attendance rate of 75% or higher. To obtain permission for an excused absence, the student must obtain prior permission from the school administration before the requested absence period.

Students are required to report an absence before the beginning of their scheduled start time, or at the latest within thirty minutes of their scheduled start time. Failure to report an absence may result in suspension. If the absence is pre-excused, students do not need to call in. If a student is requesting time off and is on a probationary status in attendance, the request for time off may be denied.

An excused absence must accompany any doctor medical excuses, court appearances, social service agency appointments, etc., and be turned in to the school administrator to be placed in the student's file. Students must give one (1) week's notice for a pre-excused absence. For emergencies requiring day(s) off, please see the school administrator or administrative assistant. Students who are not in attendance for fourteen (14) consecutive calendar days without a prior leave of absence period, will be considered to have discontinued or terminated their enrollment. In this case, the student will be notified by mail or email stating that the school has not heard from the student and assumes the student has been terminated from school. At this point, it is required that the student contact the school administrator immediately so the necessary paperwork can be completed. The school is in no way responsible for supplies or personal belongings left by the student in lockers and/or stations.

Student tuition will not be refunded if the student gets terminated by the school. The student transcript will not be released upon the student/guardian's request until all fees are resolved.

### **LEAVE OF ABSENCE (LOA)**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific period during an ongoing program when a student is not in academic attendance. Students in the following programs may request

- One (1) Leave of Absence during their course of study: Esthetics, Nail technician, Master Educator, Nail Tech Instructor, and Esthetics Instructor.
- Up to two (2) Leaves of Absence for Cosmetology students with a waiting period of at least 30 days between leaves.

Students must request a Leave of Absence in advance, in writing or digital form, stating the reason for the leave, including all required documentation (doctor's note with dates or funeral announcement) for approval by the appropriate school staff. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or used by the student, no additional charges will be assessed as a result of an approved LOA. A student granted an LOA is not considered to have withdrawn, and no refund calculation is required at this point. No re-entry fee will be charged if the student returns to class on the expected return date after the completion of the Leave of Absence.

**All LOA's will be taken for a minimum of 14 days. LOA's will be granted based on medical necessity/major illness or a death in the immediate family.** Leave of Absence requests may not exceed a total of 90 days in any twelve months. Upon the student's return, the student will resume the same payment period and coursework. The contract end date will be revised upon return from the LOA to extend the ending date by the applicable number of days.

All approved leaves will be scheduled to begin on the first scheduled class date after the student's last physical day of attendance before beginning the Leave. There is a reasonable expectation that a student will return from an LOA. A student on an approved absence must notify the school that he or she will not be returning. The date of withdrawal to calculate a refund is always the student's last day of attendance.

**\*\*\*\*Students may not arbitrarily decide to "TAKE" a Leave of Absence. Students must speak to the school administrator for Leave of Absence. Any student who does not speak to the school administrator directly will not be granted a Leave of Absence.**

#### **UNOFFICIAL / AUTOMATIC WITHDRAWAL**

If a student fails to attend school for more than 14 consecutive days unexcused, the school has the right to take appropriate actions which is termination. Student tuition will be calculated by on school refund policy. The student's transcript will not be released upon the student/guardian's request until all fees are resolved.

At the school's discretion, the students are considered to be automatically withdrawn from the program for the following reasons but not limited to:

- Failure to attend school for 14 unexcused consecutive class days or more unexcused
- Failure to return from an approved leave of absence (LOA) on the scheduled return date
- Failure to follow the Drug-Free Policy
- Failure to fulfill cash pay schedules for three consecutive months

#### **WITHDRAWAL PROCEDURE**

If a student is choosing to withdraw from the school after starting class, he/she must request and fill out the "Withdrawal Request Form" from the School Director. The student should pay all applicable fees. If the student fails to do so, the school has the right to NOT release the student transcript.

If a student is being terminated by the school, a letter of notice will be sent to the student's current address or email within a week after the drop date. Students are allowed to re-enroll, he/she is expected to follow the "RE-ADMISSION" policy.

### **WARNING**

Students who are not making SAP will be placed on warning and considered to be making SAP until the next evaluation period. The students will receive a warning letter of notice. If by the next evaluation point, the student still is not making SAP, then the student may be placed on probation after a positive appeal result.

If students are placed under a warning because of unfulfilled financial obligations, his/her warning status will be lifted when he/she resolves the financial obligations to the school.

### **PROBATION**

After or during the warning period, the student is still failing SAP requirements and will be placed on probation after a positive appeal result. During the probation period, the student is considered making SAP until the next evaluation point. Students can only be placed on probation following a positive appeal result and the institution develops an academic plan for the student to ensure that he/she meets SAP before the Maximum Time Frame expires. If the student still fails to make SAP, he/she will be determined as NOT making SAP. He/she is required to make financial planning to cover tuition costs and extra instructional fees. Unless the student has successfully appealed the negative SAP result and obtained probation status.

If students are placed under probation because of unfulfilled financial obligations, his/her probation status will be lifted when he/she resolves the financial obligations to the school.

### **APPEAL POLICY**

Students have the right to appeal to either unsatisfactory academic progress status.

The appeal process is as follows:

- The student must submit an "Appeal Request" form to the School Director
- The form must state the reason(s) for not making satisfactory progress and/or the mitigating circumstances for the appeal, including proof of documentation(s). EX: Death, illnesses, etc., and what has changed to allow students to meet SAP.
- The form must be received within (10) school business days of the date the notice or letter of the informant was sent to the student.
- The School Director and the administrative staff shall evaluate the appeal and notify the student in writing of the decision within (10) school business days.

Should a student's appeal be successful they will be notified and placed under probation, which enables the student to continue to receive funding if applicable.

Should a student's appeal be unsuccessful, the student will be informed in writing. The student is determined to be not making SAP and is expected to make financial planning to cover tuition costs and the extra instructional fee is applicable.

All documentation and results will be kept in the student's file as records.

### **STUDENT CODE OF CONDUCT**

- Students are expected to follow the Dress Code Policy
- At the discretion of the school administration/Director, a student may be dismissed from school if found:
  1. Intoxicated or drugged state of behavior,

2. Possession of drugs or alcohol, weapons on school premises
  3. Behavior creating a safety hazard to other persons at school,
  4. Disobedient or disrespectful behavior towards other students, an administrator, or faculty members, or any other stated or determined infractions of conduct
  5. Stealing tools, products, and personal belongings of others
  6. Clock in and or out for other students
  7. Profane language and dissension cause conflict and might lead to violence.
  8. Unauthorized entry into the administration/Director Offices where confidential information is kept
- Students are required to be courteous and professional to staff, fellow students, instructors, and clients
  - Beverages and food are not allowed in the training areas
  - Students must pick up and clean up after themselves. Students are assigned spa management duties that include but are not limited to dispensary duties, clean-up, laundry, and guest services.
  - Students may not refuse to perform assigned spa services and or spa management duties.
  - Students are required to perform clinical services only at assigned hours. All services need the instructor's approval before and after the service performance.
    - Morning: 9:30 A.M to 2:30 P.M
    - Evening: 4:30 P.M to 7:00 P.M
  - Students are required to follow all State Board of Cosmetology sanitation and disinfection procedures at all times.
  - Students should bring tools, kits, and equipment needed each day.
  - Students should be considerate of others and the facility
  - Students must not make personal calls during training hours. In the case of emergency or employment-related calls, students must get permission from the instructor
  - If a student is suspended for violations (suspension period will be decided by school officials), the student must write a self-reflection letter on the incident and how not to repeat the offense. The letter must be turned in on the first day back to class. The suspension period will be counted as absence unexcused and will count against the student's attendance %.

### **DRESS CODE**

The school dress code is to assist our students in becoming acquainted and comfortable with the dress expected by employers and to protect the students in case of a chemical spill. All students are expected to follow the professional dress code while in attendance:

- All attire must be in either black, red, or white in any combination;
- No shorts or miniskirts;
- Safety aprons or lab jackets must always be worn;
- Students must wear closed-toe shoes at all times;
- Students must maintain a neat, clean, and professional appearance;
- Jackets, hoodies, coats cannot be worn over or under the safety apron or lab jacket;
- No hats or scarves nor any other headdresses are allowed unless it is for religious reasons which should be discussed with the instructors.

If the students fail to follow the dress code policy, the school has the right to dismiss the student for the day, and that day will be marked as an unexcused absence.

## **LOCKER POLICY**

Lovett Beauty School provides lockers for students to store their belongings. Students are allowed to pick and use any locker that is empty and unoccupied. Students, however, need to buy their locks. They are expected to clean out the lock before graduating and leave it unlocked and open for inspection.

## **STUDENT KIT POLICY**

Lovett Beauty School provided each student with a student kit appropriate for the program. The instructor will go over the kit during the first day of class to allow each student to inspect their kit and check off the item they have. The Kit Checklist with the student's signature will be kept in the student's file as a record.

## **DISCIPLINARY ISSUES & PROBATION**

### **Disciplinary actions for failure to maintain SAP**

As described in the Satisfactory Academic Progress Section, students must meet the attendance and academic requirements to maintain Satisfactory Academic Progress (SAP) status. As long as a student's cumulative grade average is 75% or above and attendance is at least 75% of the hours required, he or she will meet the required SAP status.

When a student does not maintain satisfactory progress,

- For programs with a total length of fewer than 1000 hours (Nail Technician, Master Educator, Nail Tech Instructor, and Esthetician Instructor), if a student fails to maintain SAP status for the first evaluation period, he or she will receive a warning. If a student fails to attain SAP for the second evaluation period, he or she may be terminated.
- For programs with a total length of 1000 hours or more (Esthetician and Master Cosmetology), if a student fails to maintain SAP status for two consecutive periods, he or she will be placed on probation. If a student fails to attain SAP for three consecutive periods, he or she may be terminated.

Whenever a student receives an unsatisfactory report, he or she must meet with the school director to discuss the possible cause(s) and solution(s) for the student's situation.

### **Disciplinary actions for non-attendance**

Any student who is a "no call/no show" violates the attendance policy. All unexcused absences of 14 days or more will result in the cancellation of your contract. Penalties for other unexcused absences and allow students tardiness include the following, with repeated violations addressed with increasing severity.

1. Verbal warning
2. Written warning
3. Corrective action plan with the school director
4. Three days suspension
5. Termination

### **Disciplinary Actions for violation of the school's Student Code of Conduct**

Please see Section # 20 for information about the Student Code of Conduct. Any student who violates the school's Student Code of Conduct may be subjected to the following actions, depending upon the violation, the severity, and other pertinent factors.

1. Verbal warning
2. Removal from class
3. Required corrective action contract, planned and approved by the school director
4. Written warning
5. Three days suspension
6. Termination

### **STUDENT GRIEVANCE/COMPLAINT POLICY AND PROCEDURE:**

Lovett Beauty School provides a safe and friendly environment for our students to study and to train. The institution will make a great effort to resolve every complaint the students might have. All students have the right to submit a complaint or concern about any issue that may be interfering with the learning and training process. The students will receive an appropriate solution to the issue.

1. The complaint must be submitted by filling out the “STUDENT GRIEVANCE FORM” which can be requested or found at a designated location inside the school. This form must be submitted directly to the school director within 10 school business days from the date that the incident occurred.
2. The information will be reviewed and discussed by the school director and/or administrator board members.
3. A written response will be sent to the complainant by email or letter within 30 school business days from the date the grievance was received. The initial response might not be a solution to the grievance but to inform the student that the investigation is taking place and the institution is working to resolve the issue.
4. After the investigation is concluded, the final response will be sent to the student. If in any case, the student feels that the solution is unsatisfactory, he/she has the right to appeal that decision to the school director again in writing. The appeal must include all related documentation such as a copy of the original grievance, the response(s) from the school, etc. The grievance is then reviewed and discussed by the School Director and the administrator members. Further investigation will be made, and a final response will be sent to the student within 30 school business days from the date the appeal was received.

### **LOST AND FOUND**

Any items found are to be turned in to the instructor or the school assistant. Students may ask the instructor or and/ the school assistant about the lost item and claim the lost property. The school is not accountable for any lost or stolen items on the school premises.

### **EMERGENCY CARE**

If an accident happens at Lovett Beauty School, first aid assistance will be provided. If an emergency or any unforeseen circumstances arise, proper authorities and emergency bodies will be called for assistance. A follow-up report form must be completed after all the appropriate actions are taken. The form can be requested by the director or the administrator’s office.

### **EVACUATION PROCEDURES**

In case of an emergency evacuation is required, Lovett Beauty School posted this procedure throughout the building to make sure each student must be familiar with each evacuation plan:

- Fire: The Facility is equipped with smoke detectors and fire extinguishers. If the fire is detected on school premises, staff will make sure all students and clients are out of the building using the closest exit. The instructor in charge of the class must call 911 to report the situation and ask for aid.
- Storm/Tornado: In case of a weather emergency such as a tornado, students, clients, and staff members will be notified. The people will be moving away from any windows, doors, and glass. Staff members will inspect the school to make sure all students and clients are in safe areas.
- Bomb Threat: In the case of a bomb threat, the building will be evacuated immediately. Instructors and staff must make sure that all students and clients are out and safe. Emergency 911 will be dialed.
- Robbery: In case of a robbery, students, staff, and clients will cooperate with the offenders to avoid the situation escalating to violence. Students are to fully cooperate with the offender to ensure their safety. Staff and instructors will dial 911 when the opportunity comes.
- Hostage: In case of a hostage situation, ALL MUST STAY CALM AND COOPERATE WITH THE OFFENDERS.
- Sexual Assault: If such a situation should occur, emergency authorities will be notified. Medical aid will be provided if needed. The victim will be encouraged to seek professional counseling.
- Violence/conflict involving clients: If a problem arises between a client and a student, the instructor will be notified. If the instructor could not resolve the problem, the school director will be consulted. A proper solution will be reached. If the client is unable to remain calm and displays violent behaviors, the school has the right to call local law enforcement and have the client removed.

### **FIELD TRIP**

Lovett Beauty School gives students the opportunity to take field trips to local salons, beauty supply shops, and other educational facilities. Prior permission needs to be obtained by the instructor from the School Director no later than 1 week.

On the day of the scheduled field trip, each student is required to fill out, sign, and turn in the “STUDENT’S EDUCATIONAL FIELD TRIP PERMISSION SLIP” form which can be requested or found at the Form & Application station.

Students will be required to stay under the supervision of their instructor at all times. Students must return to the facility no later than 20 minutes past the scheduled return time. If the student fails to return that day, he/she is considered absent and no credit/clock hour will be given for that date.

### **TRANSCRIPTS**

The school reserves the right to withhold a transcript until all financial obligations have been satisfied. Students must fill out the “Transcript Request Form” which can be requested for the School Director or found at a designated location inside the school. There is a \$20 service fee for each transcript requested, and two weeks’ notice is required.

To request a transcript to be released to a third party, a “Release of Student Information Form” must be requested from the school's admission officer. The form must be completed, signed, and returned to the school. To expedite the request, please remember to attach the \$20 non-refundable fee for each request.

### **GRADUATION REQUIREMENTS**

Each student will receive a certification of Completion if he/she meets all the requirements below. The school considers a student that has completed all his/her required program hours and services as a "candidate for



graduation". However, the student will not receive a certificate completion until he/she complies with the following requirements:

1. Complete the required hours of training;
2. Complete the curriculum requirement;
3. Take and pass Final examinations;
4. Fulfill all financial obligations to the school OR have payment planning to satisfy any unfulfilled financial obligations to the school.

\*\*\*Certification of Completion and transcript will not be given to students until all Financial Obligations have been fulfilled.

### **PAYMENT POLICY**

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third-party financial plan. All financial arrangements must be made before the beginning of classes.

Lovett Beauty School accepts payment for tuition, books, equipment, and other fees through cash payment, VISA, MasterCard, money order, personal or third-party checks.

\*\*\*Return check fee is \$35 per check. NO check will be accepted from students who have two return checks.

The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school to remove their delinquency and remain in good financial standing. If all funds and fees owed are not paid, the school has the right to withhold the student's transcripts and/or Certificate of Completion.

### **PAYMENT OPTIONS**

Students must complete and sign the "Payment Plan Agreement" before a payment plan in effect. Students must pay the non-refundable fees for registration, books, and kits before Payment options are available for them.

Weekly	\$125/week	
Monthly	\$500/month	
Biweekly	1 <sup>st</sup> of every month = \$250	15 <sup>th</sup> of every month = \$250

\*\*\* Upon request of the student, the Payment Amount can be altered and customized to fit the individual financial situation.

### **LATE PAYMENT POLICY**

Students will not be permitted to clock until the scheduled payment has been made. Accounts not paid within 15 days of the date of the invoice are subject to a 12% APR finance charge.

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### **EXTRA INSTRUCTIONAL FEE POLICY**

Students who exceeded their current Maximum Time Frame dates are expected to make financial planning to cover tuition and any extra instructional fees, if applicable. Students can continue to attend class to earn the remaining credit hours and/or clock hours to graduate; However, he/she is obligated to a \$3.00/clock hour rate.

All extra instructional charges will be calculated from the current Maximum Time Frame Date or the date after the last date of the granted scholarship period.

## **STUDENT SERVICES**

### **CAREER DEVELOPMENT AND PLACEMENT**

Lovett Beauty School offers to counsel and advise career development and job placement to students. The graduates will have the opportunity to have a sit down with the Director upon request to talk about job search and placement. General and contact information on placement opportunities are provided with prior consent from salon and shop owners. However, no employment assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, the likelihood of employment, an indication of the level of employment information or placement expected, or an indication of the types of job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews
- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once hired
- Developing and utilizing a network of professional contacts who can aid in the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will probably be an entry-level position.

Throughout their program, students will receive instruction on resume preparation, market research techniques, and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students will compose resumes and letters of introduction. The school will offer helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

The school shall not deny admission or discriminate against students enrolled based on race, creed, color, sex, age, disability, sexual orientation, or national origin. The school will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

### **EMPLOYMENT DISCLAIMER**

The staff and faculty are committed to assisting graduates to find gainful employment but cannot guarantee employment to any student, a recent graduate, or alumni of the school.

### **ACADEMIC COUNSELING**

Staff members will be available in the administration office during office hours. Students may contact either an instructor or the School Director if they need academic counseling services.

Students have full access to his/her academic information and status at all times, aside from evaluation reports. Students are welcome to have a meeting with the school Director during school hours and discuss his/her progress. Students can also request to receive a copy of his/her progress report and/or attendance history.

## **EMERGENCY CONTACT & PROFESSIONAL HOTLINES**

### **Drugs, Alcohol, and other substances abuse:**

- **SAMHSA’s National Helpline:** 1-800-662-(4357) or TTY: 1-800-487-(4889) is a confidential, free, 24-hour-a-day, 365-day-a-year, information service, in English and Spanish, for individuals and family members facing mental and/or substance use disorders. This service provides referrals to local treatment facilities, support groups, and community-based organizations. Callers can also order free publications and other information. <https://www.samhsa.gov/find-help/national-helpline>
- **National Suicide Prevention:** 1-800-273-8255 – Support to help those in crisis process of their emotional distress and prevent suicide.
- **Boys Town:** 1-800-448-3000 Over 140 languages can be translated; they also provide a telecommunications device for the deaf (TDD) line for the speech and hearing impaired (1-800-448-1833).
- **Drugfree.org:** Call 855-378-4373 or text 55753- Counselors provide support and education and guide you to the best course of action, etc.

### **Emergency contact:**

- Georgia State Patrol: (229) 333-5215
- Norcross Police Department: (770) 448-2111
- Gwinnett Medical Center: (678) 312-4357

### **Suicide Prevention Contact:**

- National Suicide Prevention Lifeline: 1-800-273-8255
- Nacional de Prevención del Suicidio: 1-888-628-9454
- Mental health crisis hotline GA: 1-800-715-4225

## **HOUSING**

Lovett Beauty School does not provide housing services. Applicants are responsible for each housing facility. However, applicants can call and ask for advice and guidance, the staff will try their best to aid applicants in finding housing.

\*\*\*Lovett Beauty School takes no responsibility if applicants fail to find housing.

## **LIABILITY**

Lovett Beauty School assumes no responsibility for loss or damage to personal property, or for personal injury which may occur while on the campus grounds or on a field trip.

## PROGRAM FEES

The total cost of each program of study is displayed below:

PROGRAM OF STUDY	COST BREAKDOWN			
	Application & Registration	Tuition	Books/Lab	Total Cost
<b>Master Cosmetology</b>	\$50 & \$50	\$5,900	\$277 / \$500	\$6,777
***If payment in full	\$50 & \$50	\$4900	\$277 / \$500	\$5,777
<b>Nail Technology</b>	\$50 & \$50	\$1,900	\$220 / \$250	\$2,470
***If payment in full	\$50 & \$50	\$1,700	\$220 / \$250	\$2,270
<b>Esthetician</b>	\$50 & \$50	\$4,900	\$350 / \$500	\$5,850
***If payment in full	\$50 & \$50	\$3,900	\$350 / \$500	\$4,850
<b>Nail Care Instructor</b>	\$50 & \$50	\$3,400	Book: \$300	\$3,800
<b>Master Educator</b>	\$50 & \$50	\$4,400	Book: \$300	\$4,800
<b>Esthetician Instructor</b>	\$50 & \$50	\$3,900	Book: \$300	\$4,300

### CANCELLATION AND REFUND POLICY

*Apply to all terminations, by the school or by the student*

#### Grounds for Cancellation/Termination:

If an applicant is not accepted by the school, he/she is entitled to a refund of all monies except non-refundable fee(s). If the student is expelled from the school for any reason(s), a refund calculation will be performed based on the student's last date of attendance.

Student attendance will be monitored every 30 calendar days, if the student is absent for 14 days consecutively without notifying the school, the student will be withdrawn. A refund calculation will be performed based on the student's last date of attendance.

### Change in Schedule Start Date:

The school reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class.

If the original method of instruction is no longer possible, the school will utilize substitutes to allow students to complete the program.

### NOT Returning after an LOA:

Students who fail to return after an LOA, fail to notify the school, and fail to gain an extension on the LOA shall be withdrawn by the school. Refund calculation will be performed based on the earned hours and the student's last date of attendance.

### Cancellation/Termination by the Student:

If a student wishes to terminate training, the student should notify the school Director in writing. Students must complete and sign the "Withdrawal Request Form". Notice may be hand-delivered or mailed. The cancellation date will be the date the school receives the notice.

All monies due to a student shall be refunded within forty-five (45) calendar days from the official cancellation or withdrawal. Registration fee(s), Books, lab, and supplies fees are non-refundable.

A full refund (except non-refundable fees) will be issued to any student who makes the request within three business days after signing the enrollment agreement and has or has not started the training. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

If an applicant cancels his/her enrollment more than three business days after signing the agreement, but before entering classes, he/she is entitled to a refund of all monies paid except for the application fee and registration fee (\$100).

### School or Course and/ or Program Cancellation Policy:

In the case of a program/ course is canceled after a student's enrollment, and before instruction has begun, the school shall, as its options, provide a full refund of all monies paid, or provide completion of the program.

In the case, a program/course is canceled with enrolled student and after instruction has begun:

- Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or,
- The school will continue to provide instruction until the completion of the program or,
- Participate in a Teach-out Agreement or,
- Provide a full refund of all monies paid.

In the case, Lovett Beauty School closes permanently: a pro-rata refund will be made, or the school shall participate in a Teach-Out Agreement.

If the student wishes to be withdrawn from the program after attendance has begun, but before 50% of the program is completed based on actual hours, Lovett Beauty School shall abide by the following rules:

<b>Percentage of completion of the program</b>	<b>Percentage of due tuition</b>
0% (Withdrawal before attendance)	0%
0.01% to 4.9%	20%
5.0% to 9.9%	30%
10.0% to 14.9%	40%
15.1% to 24.9%	45%
25.0% to 49.9%	70%
50% and over	100%

The student's withdrawal date for purposes of calculating the refund is the student's last date of attendance.

\*\*\* ALL Refund calculations are based on actual hours.

All monies due to a student shall be refunded within forty-five (45) calendar days from the date of determination that a student has officially withdrawn.

All proof documentation including the refund calculation and evidence of the refund made will be kept for record.

## **PROGRAM DESCRIPTIONS/CURRICULUM**

### **MASTER COSMETOLOGY:**

SOC Code: 39-5012 / CIP Code: 12.0401

1500 Clock Hours (9-18 months: contingent upon student's attendance)

### **Description:**

The Master Cosmetology is a 1500-hour course. The course is intended to provide students with the most effective training. The student will learn communication skills, Georgia Cosmetology law, and rules, hair styling, hair cutting, braiding, care for wigs and hairpieces, permanent waving, chemical relaxing, hair coloring, bleaching, manicures, pedicures, nail wrap, facial massage, make-up, and daily skincare. The course is also designed to help students get familiar with the salon environment. Students will be assisted all along the way until he /she takes and passes the state board exams for licensing.

Upon completion, students will receive a certificate of completion and mock exams to ensure that he/she is ready to sit in for the state board exams. Students must pay for their exam fees and state board application fee which are not included in the tuition.

### **Objectives:**

To prepare students with the skills, knowledge, and abilities to pass the Georgia state licensing examination and become licensed cosmetologists. Upon course completion, students will be able to:

1. Have self-confidence and a positive outlook.
2. Know the importance of maintaining a professional self-image.
3. Communicate in an effective and friendly way to their employer, supervisors, colleagues, and clients.
4. Able to answer and give professional advice to clients.
5. Be able to perform services that he/she received training on.
6. Continue to learn and update their information and techniques even after graduation.

### **Learning and Teaching Method:**

Students will learn specific tasks and services through sequential step-by-step instruction and course outlines. This is intended to aid students in preparation for graduation, state board exams, and placement opportunities. The learning material is presented through interactive lectures, visual demonstrations, labs activities, student participation, etc.

### **Grading Procedures:**

It is a requirement that students take a test after every learned chapter and a final exam for the theory section. Students are assigned a minimum number of practical services that must be completed and initial by the student and the instructor in the monthly credit sheet. Practical services and assignments are evaluated upon completion and count toward the GPA. Each practical assignment will get 100 marks to reflect completion. The practical performance must be repeated until the student meets the instructor's satisfactory requirements. Students will take the final exam for the practical section of the course. The practical final exam will consist of multiple practical assignments that the students have received training on. The student must score 75 % or higher to pass.



**Grade Scale:**

A	=	100% - 90%	=	Excellent
B	=	89% - 80%	=	Good
C	=	79%-70%	=	Satisfactory
D	=	69%-60%	=	Poor
F	=	59%-0%	=	Failing

The curriculum for students enrolled in a master’s cosmetology program requires 1500 hours of training. Each student must first complete 250 hours of training to be eligible to work on patrons. The 250-hours requirement consists of 215 hours of theory and training on mannequins; 10 hours on skincare and nail care; and 25 hours of work on live models. Students can complete this program in 11 months, assisting 35 hours weekly.

**Freshmen:** 250 clock hours theory = 250 credit hours

<u>Subjects</u>	<u>Application = Credit hours</u>	<u># of Credits Required</u>	<u>#of Applications Required</u>
Theory of Training	1 application = 1 credit hour	225	225
Theory on Skin Care	1 application = 1 credit hour	15	15
Theory on Nail Care	1 application = 1 credit hour	10	10

**Senior Lab:** 1250 credit hours (service application) shall be as follows:

<u>Subjects</u>	<u>Application = Credit hours</u>	<u># of Credits Required</u>	<u>#of Applications Required</u>
Theory	1 application = 1 credit hour	100	100
Social Skills, Work Ethics, State Board of Cosmetology Laws and Rules	1 application = 1 credit hour	50	50
Laboratory	1 application = 1 credit hour	50	50
Hairdressing, Shampoo, and Comb-out(H/S/C)	1 application = 1.5 credit hour	255	170
Hair Cutting and Shaping	1 application = 0.75 credit hour	124.5	166
Permanent Waving	1 application = 3 credit hour	150	50
Chemical Hair Relaxing			

Chemical Hair Relaxing (virgin)	1 application = 1.95 credit hour	82	42
Chemical Hair Relaxing (Chemical)	1 application = 1.5 credit hour	57	38
<b>Hair Coloring and Hair Lightening</b>			
Temporary Rinses and Semi-Permanent	1 application = 0/75 credit hour	9	12
Virgin Color	1 application = 2 credit hour	40	20
Color Re-Touches	1 application = 2 credit hour	20	10
<b>Hair bleaching and lightening</b>			
Virgin Hair Lightening	1 application = 2 credit hour	32	16
Retouch Hair Lightening	1 application = 2 credit hour	20	10
Foiling Techniques/Placement	1 application = 2 credit hour	28	14
<b>Predisposition tests</b>	1 application = 1 credit hour	3	3
<b>Color Removal</b>	1 application = 1 credit hour	3	3
<b>Scalp and Hair Treatment</b>	1 application = 1 credit hour	49	49
<b>Facial Treatment, Make-up, and Hair Removal</b>			
Facial treatments	1 application = 1 credit hour	30	30
Make-up application	1 application = 1 credit hour	20	20
Brow and Lash tint	1 application = 0.5 credit hour	2.5	5
<b>Hair Removal</b>			
Lip, Chin, and Face	1 application = 0.5 credit hour	10	20
Brow tweezing	1 application = 0.5 credit hour	10	20
Brow waxing	1 application = 0.5 credit hour	10	20
<b>Sanitizing and Disinfection of Tools, Implements, and Equipment</b>			
Implements	1 application = 0.5 credit hour	1	2
Work Station	1 application = 0.5 credit hour	1	2
Pedicure spa bowls, portable or	1 application = 0.5 credit hour	1	2

fixed plumbing			
Hair Removal and Waxing stations	1 application = 0.5 credit hour	1	2
Manicure stations	1 application = 0.5 credit hour	1	2
<b>Manicures</b>	1 application = 1 credit hour	25	25
<b>Pedicures</b>	1 application = 1 credit hour	20	20
<b>Nail Sculpting</b>	1 application = 3 credit hour	45	15
		<b>Total=1250</b> (Senior Lab)	<b>Total=</b> <b>988 Applications</b> Required to earn application credit hours for <b>Senior Lab level</b>
		<b>Grand total:</b> 250 (Freshman) + 988 (Senior) = 1238 Applications = 1500 Credit/Clock hours	

## **NAIL TECHNOLOGY**

**SOC Code: 39-5092 / CIP Code: 12.0410**

525 Clock Hours (4-7 months: contingent upon student's attendance)

### **Description:**

Nail Technology is a 525-hour program. The course is designed to aid students to develop the theory and practical skills in the nail care field with instruction in Georgia cosmetology law and rules, specialist knowledge of the nails and related chemistry, bacteriology, anatomy, and physiology. Students will learn how to perform manicures, pedicures, tips, and overlay, nail sculpting using a form, nail mending nail fills, artificial nail removal, nail polishing, and nail art.

Students will also learn how to maintain a professional appearance, attitude, and behaviors, which will help them gain a meaningful and successful career as nail technicians.

### **Objective:**

This course is designed to prepare students for the Georgia state requirements of a Nail Specialist, enabling them to obtain their license and become successful professionals in today's beauty industry. Upon completion of this course, students will be able to:

1. Maintain a positive and professional attitude and image as a nail technician.
2. Communicate effectively with clients, colleagues, and supervisors.
3. Perform the services that are outlined in this course.
4. Give authentic, professional, and knowledge-based advice to clients.
5. Solving problems that arise in the workplace with good decisions and actions.

To remain in good standing with state board requirements, students must continue to learn current and more up-to-date information and techniques even after graduation.

### **Teaching and learning methods:**

Students will learn specific tasks and services through sequential step-by-step instruction and course outlines. This is intended to aid students in preparation for graduation, state board exams, and placement opportunities. The learning material is presented through interactive lectures, visual demonstrations, labs activities, student participation, etc.

### **Grading Procedures:**

It is a requirement that students take a test after every learned chapter and a final exam for the theory section. Students are assigned a minimum number of practical services that must be completed and initial by the student and the instructor in the monthly credit sheet. Practical services and assignments are evaluated upon completion and count toward the GPA. Each practical assignment will get 100 marks to reflect completion. The practical performance must be repeated until the student meets the instructor's satisfactory requirements.

Students will take the final exam for the practical section of the course. The practical final exam will consist of multiple practical assignments that the students have received training on. The student must score 75 % or higher to pass.

The curriculum for students enrolled in Nail Technology requires 525 hours of training. Each student must first complete 140 hours of training to be eligible to work on patrons.

**Freshman:** 140 clock hours theory = 140 credit hours

**Senior Lab:** 385 credit hours (service application) shall be as follows:

<b>Subjects</b>	<b>Application = Credit hours</b>	<b># of Credits Required</b>	<b>#of Applications Required</b>
Sanitation Implement	1 application = 0.5 credit hour	3	6
Sanitation Equipment	1 application = 0.5 credit hour	2	4
Manicure	1 application = 1 credit hour	70	70
Pedicure	1 application = 1 credit hour	60	60
UV Gel	1 application = 1 credit hour	20	20
Nail Sculpting	1 application = 2 credit hour	60	30
Tip Application	1 application = 2 credit hour	60	30
Nail Wrap	1 application = 1 credit hour	20	20
Fill-in	1 application = 1 credit hour	40	40
Nail Removal/Repair	1 application = 0.5 credit hour	10	20
Nail Drill	1 application = 0.5 credit hour	5	10
Nail Art	1 application = 1 credit hour	5	5
Air Brush	1 application = 1 credit hour	5	5
Paraffin	1 application = 0.5 credit hour	5	10
Advanced Techniques /Related Subjects	1 application = 1 credit hour	20	20
		<b>Total = 385</b> (Senior Lab) <b>Grand total:</b> 385 +140 (Freshman) = 525 Credit/ Clock hours	<b>Total= 350</b> Applications Required to earn 385 application credit hours.

**ESTHETICIAN**

**SOC Code: 39-5094 / CIP Code: 12.0409**

1000 Clock Hours (9-12 months: contingent upon student’s attendance)

**Description:**

The Esthetician program is 1000-hour, which is designed to provide knowledge for Facial Technology. Students will develop skills in facial techniques, hair removal, make-up applications, skincare, and basic chemical services.

**Objective:**

The course is designed to prepare students for the Georgia state exams to obtain their license and become successful professionals in today's beauty industry. Upon the completion of the course, students will be able to:

1. Have a positive attitude and outlook on the esthetics field.
2. Maintain a professional appearance.
3. Communicate effectively with co-workers, clients, and supervisors.
4. Give quality services to clients.
5. Give authentic, professional, and knowledge-based advice to clients.
6. Perform high-quality services as an esthetician.
7. Adopt and solve problems that arise in the workplace by utilizing good judgment and knowledge-based decisions.

To ensure students stay in good standards with the GA State Board requirements, students are encouraged to continue to learn up-to-date information and techniques.

**Teaching and learning methods**

Students will learn specific tasks and services through sequential step-by-step instruction and course outlines. This is intended to aid students in preparation for graduation, state board exams, and placement opportunities. The learning material is presented through interactive lectures, visual demonstrations, labs activities, student participation, etc.

**Grading Procedures:**

It is a requirement that students take a test after every learned chapter and a final exam for the theory section. Students are assigned a minimum number of practical services that must be completed and initial by the student and the instructor in the monthly credit sheet. Practical services and assignments are evaluated upon completion and count toward the GPA. Each practical assignment will get 100 marks to reflect completion. The practical performance must be repeated until the student meets the instructor’s satisfactory requirements. Students will take the final exam for the practical section of the course. The practical final exam will consist of multiple practical assignments that the students have received training on. The student must score 75 % or higher to pass.

**Grade Scale:**

A	=	100% - 90%	=	Excellent
B	=	89% - 80%	=	Good
C	=	79%-70%	=	Satisfactory

D	=	69%-60%	=	Poor
F	=	59%-0%	=	Failing

The curriculum for students enrolled in a manicure program requires 1000 hours of training. Each student must first complete 250 hours of training to be eligible to work on patrons.

**Freshman:** 250 clock hours theory = 250 credit hours

**Senior Lab:** 750 credit hours shall be as follows:

**\*\*\*Service application hours may begin when a student has completed two hundred fifty (250) theory hours in the above curriculum, with a minimum passing score of seventy-five percent 75%.**

Subjects	Application = Credit hours	# of Credits Required	# of Applications Required
Sciences (theory level 2)	1 application = 1 credit hour	320	320
Cleansing and Disinfection of Tools, Implements, and Equipment	1 application = 0.5 credit hour	5	10
<b>Body Treatments</b>		<b>Total = 70</b>	<b>Total= 70</b>
Massage	1 application = 1 credit hour	25	25
Wraps	1 application = 1 credit hour	15	15
Cellulite	1 application = 1 credit hour	10	10
Aromatherapy	1 application = 1 credit hour	10	10
Reflexology	1 application = 1 credit hour	10	10
<b>Facials</b>		<b>Total = 115</b>	<b>Total = 125</b>
Spa facials	1 application = 1 credit hour	75	75
Machine Facial	1 application = 1 credit hour	30	30
Pre-op Therapy	1 application = 0.5 credit hour	5	10
Post-op Therapy	1 application = 0.5 credit hour	5	10
<b>Make-Up</b>		<b>Total = 90</b>	<b>Total = 140</b>
Client consultation and skin analysis	1 application = 0.5 credit hour	20	40
Application	1 application = 1 credit hour	30	30

Contouring	1 application = 0.5 credit hour	10	20
Color accent	1 application = 0.5 credit hour	10	20
Camouflage make-up	1 application = 1 credit hour	10	10
Eyelash tabbing and strips	1 application = 0.5 credit hour	10	20
<b>Hair removal</b>		<b>Total = 75</b>	<b>Total = 130</b>
Lip, chin, face (tweezing, waxing, thread	1 application = 0.5 credit hour	10	20
Leg waxing	1 application = 1 credit hour	20	20
Bikini waxing	1 application = 0.5 credit hour	10	20
Torso, back, and arm waxing	1 application = 0.5 credit hour	10	20
Brow tweezing and threading	1 application = 0.5 credit hour	10	20
Brow waxing	1 application = 0.5 credit hour	10	20
Brow lashing and tinting	1 application = 0.5 credit hour	5	10
<b>Spa/salon 1</b>	<b>1 application = 1 credit hour</b>	<b>75</b>	<b>75</b>
		<b>Total = 750 (Senior Lab)</b>	<b>Total= 870 Applications Required to earn 750 hours.</b>



**MASTER EDUCATOR**

**SOC Code: 25-1194 / CIP Code: 12.0413**

750 Clock Hours (within 12 months: contingent upon student’s attendance)

**Description:**

The Master Educator is a 750-hour program. The student will learn the skills and techniques needed to become an effective cosmetology instructor. The students in training will be made familiar with the GA laws and regulations in the field of cosmetology, barber, nail, nails, and hair. They will learn how to effectively deliver teaching materials in ways that the students can comprehend. Students learn how to develop curriculum, prepare lesson plans, and how to present the lesson classroom management and discipline and demonstration and lectures.

And finally, applying all learned knowledge in practicing his/her teaching.

**Objectives:**

The course is designed to prepare students with the skills, knowledge, and abilities to not only pass the Georgia state licensing examinations but to also become effective instructors. Upon the completion of the course and obtaining licensure, students will be able to:

1. Have a positive attitude and outlook as an instructor.
2. Communicate effectively with co-workers and students.
3. To give students professional advice on topics related to the field.
4. Utilize tools and techniques to deliver lessons more effectively.
5. Adopt and solve problems that arise from the teaching environment.

To ensure students in training as instructors remain in good standing with GA State Board requirements, students are encouraged to stay informed and obtain Continued Education Hours for licensing renewal.

**Teaching and learning methods**

Students will learn how to prepare and manage classroom activities. This is intended to aid students in preparation for graduation, state board exams, and placement opportunities. The learning material is presented through interactive lectures, visual demonstrations, labs activities, student participation, etc.

**Grading Procedures:**

It is a requirement that students take a test after every learned chapter and a final exam for the theory section. Students are assigned a minimum number of practical services that must be completed and initial by the student and the instructor in the monthly credit sheet. Practical services and assignments are evaluated upon completion and count toward the GPA. Each practical assignment will get 100 marks to reflect completion. The practical performance must be repeated until the student meets the instructor's satisfactory requirements. Students will take the final exam for the practical section of the course. The practical final exam will consist of multiple practical assignments that the students have received training on. The student must score 75% or higher to pass.

**Grade Scale:**

A	=	100% - 90%	=	Excellent
B	=	89% - 80%	=	Good
C	=	79%-70%	=	Satisfactory

D	=	69%-60%	=	Poor
F	=	59%-0%	=	Failing

<u>Master Educator</u>	<u>Course Outline</u>	<u>Clock Hours</u>
1.	GA Law and Regulation in Cosmetology, Barber, Esthetics, Nails, and Hair Design	25
2.	Cosmetology Teaching Principles	150
3.	Nail Teaching Principles	35
4.	Esthetic Teaching Principles	40
5.	Teaching Techniques and Audio-Visual Aids	225
6.	Practice in Teaching	275
<b>TOTAL</b>		<b>750</b>

**NAIL CARE INSTRUCTOR**

**SOC Code: 25-1194 / CIP Code:12.0413**

250-Hour (within 4 months: contingent upon student’s attendance)

**Description:**

The Nail Care Instructor course is a 250-Hour Program. Students will learn the skills and techniques needed to become effective nail care instructors. The students in training will be made familiar with the GA cosmetology and barber laws and regulations. They will learn how to effectively deliver teaching materials in ways that the students can comprehend. Students learn how to develop curriculum, prepare lesson plans, and how to present the lesson classroom management and discipline and demonstration and lectures. Finally, applying all learned knowledge in practicing his/her teaching.

**Objectives:**

The course is designed to prepare students with the skills, knowledge, and abilities to not only pass the Georgia state licensing examinations but to also become effective instructors. Upon the completion of the course and obtaining licensure, students will be able to:

1. Have a positive attitude and outlook as an instructor.
2. Communicate effectively with co-workers and students.
3. To give students professional advice on topics related to the field.
4. Utilize tools and techniques to deliver lessons more effectively.
5. Adopt and solve problems that arise from the teaching environment.

To ensure students in training as instructors remain in good standing with GA State Board requirements, students are encouraged to stay informed and obtain Continued Education Hours for licensing renewal.

**Teaching and learning methods**

Students will learn specific tasks and services through sequential step-by-step instruction and course outlines. This is intended to aid students in preparation for graduation, state board exams, and placement opportunities. The learning material is presented through interactive lectures, visual demonstrations, labs activities, student participation, etc.

**Grading Procedures:**

It is a requirement that students take a test after every learned chapter and a final exam for the theory section. Students are assigned a minimum number of practical services that must be complete and initial by the student and the instructor in the monthly credit sheet. Practical services and assignments are evaluated upon completion and count toward the GPA. Each practical assignment will get 100 marks to reflect completion. The practical performance must be repeated until the student meets the instructor's satisfactory requirements. Students will take the final exam for the practical section of the course. The practical final exam will consist of multiple practical assignments that the students have received training on. The student must score 75 % or higher to pass.

**Grade Scale:**

A	=	100% - 90%	=	Excellent
B	=	89% - 80%	=	Good
C	=	79%-70%	=	Satisfactory

D	=	69%-60%	=	Poor
F	=	59%-0%	=	Failing

<b><u>Nail Care Instructor</u></b>	<b><u>Course Outline</u></b>	<b><u>Clock Hours</u></b>
1.	GA Law and Regulation in Cosmetology and Barber	25
2.	Nail Teaching Principles	75
3.	Teaching Techniques and Audio-Visual Aids	75
4.	Practice in Teaching	75
<b>TOTAL</b>		<b>250</b>

**ESTHETICIAN INSTRUCTOR**

**SOC Code: 25-1194 / CIP Code: 12.0413**

500-Hour (within 9 months: contingent upon student’s attendance)

**Description:**

The Barber Instructor course is a 500-Hour Program. Students will learn the skills and techniques needed to become effective Esthetician instructors. The students in training will be made familiar with the GA cosmetology and barber laws and regulations. They will learn how to effectively deliver teaching materials in ways that the students can comprehend. Students learn how to develop curriculum, prepare lesson plans, and how to present the lesson classroom management and discipline and demonstration and lectures. Finally, applying all learned knowledge in practicing his/her teaching.

**Objectives:**

The course is designed to prepare students with the skills, knowledge, and abilities to not only pass the Georgia state licensing examinations but to also become effective instructors. Upon the completion of the course and obtaining licensure, students will be able to:

1. Have a positive attitude and outlook as an instructor.
2. Communicate effectively with co-workers and students.
3. To give students professional advice on topics related to the field.
4. Utilize tools and techniques to deliver lessons more effectively.
5. Adopt and solve problems that arise from the teaching environment.

To ensure students in training as instructors remain in good standing with GA State Board requirements, students are encouraged to stay informed and obtain Continued Education Hours for licensing renewal.

**Teaching and learning methods**

Students will learn specific tasks and services through sequential step-by-step instruction and course outlines. This is intended to aid students in preparation for graduation, state board exams, and placement opportunities. The learning material is presented through interactive lectures, visual demonstrations, labs activities, student participation, etc.

**Grading Procedures:**

It is a requirement that students take a test after every learned chapter and a final exam for the theory section. Students are assigned a minimum number of practical services that must be completed and initial by the student and the instructor in the monthly credit sheet. Practical services and assignments are evaluated upon completion and count toward the GPA. Each practical assignment will get 100 marks to reflect completion. The practical performance must be repeated until the student meets the instructor's satisfactory requirements. Students will take the final exam for the practical section of the course. The practical final exam will consist of multiple practical assignments that the students have received training on. The student must score 75 % or higher to pass.

**Grade Scale:**

A	=	100% - 90%	=	Excellent
B	=	89% - 80%	=	Good
C	=	79%-70%	=	Satisfactory

D	=	69%-60%	=	Poor
F	=	59%-0%	=	Failing

<u>Esthetician Instructor</u>	<u>Course Outline</u>	<u>Clock Hours</u>
1.	GA Law and Regulation in Cosmetology and Barber	25
2.	Esthetician Teaching Principles	125
3.	Teaching Techniques and Audio-Visual Aids	175
4.	Practice in Teaching	175
<b>TOTAL</b>		<b>500</b>

## **ADMINISTRATION STAFF**

Andy Nguyen	Director
Jessica Tran	General Manager
Tiffany Dang	Manager
Ly Vo	Administrator
Bianca Garcia	School Assistant

## **FACULTY/ INSTRUCTOR MEMBERS**

Brittini Hamilton	Master Cosmetologist Instructor
Kim Thanh Nguen	Master Cosmetologist Instructor (Part-time)
Shaunice Bell	Nail Technician Instructor
Michele Tyler-Lewis	Nail Technician Instructor
Tracey Edwards	Esthetician Instructor
Phuong Phan	Nail Tech Instructor (Part-time)

\*\*\* Full-Time instructors who hold Master Cosmetology Instructor licenses are permitted to substitute for other instructors.

## **ADDENDUM**

### **ADDENDUM -1-**

#### **Scholarship Qualifications and Guidelines**

Lovett Beauty School gives out scholarships at least annually or not at all depending on the School's Director Decision. A limited number of spots will be filled.

The dates on which the scholarship will be given and a specific number of spots for each program will be decided by the School Director.

1. Instructors in Training (Nail Care, Cosmetology, Esthetician)
2. Nail Technology
3. Esthetician
4. Master Cosmetology

Qualifications and guidelines will be updated for each period that scholarships will be given.

Scholarships will only be given to those who have not enrolled, and met all qualifications below:

1. Turned into a written essay. The content of the essay must include but not be limited to these elements: Why this field? Why Lovett Beauty School? Future plan after graduation and obtaining a license, how do you think the field you pick will benefit other people? Etc.
2. Attendance must be maintained  $\geq$  at 75%
3. Committed to being a model student which means NO violation of school rules and policies.
4. Must pay for books/Kit.
5. Must pay the registration fee and/or Scholarship Application fee before class starts.
6. NO transferred credits will be accepted for the Scholarship.
7. Scholarship Period will NOT be renewed or extended due to any reason(s) such as absences or tardiness.
8. Students are responsible to finish earning all credits and hours within the appropriate scholarship period that will be given.
9. Students MUST finish the program to maintain the scholarship status. If the student drops out for any reason(s) before the completion of the program, his/her scholarship status is no longer valid, a tuition calculation will be made normally based on school policy.

\*\*\* Applicants who are scholarship approved will follow the appointed start date given by the school.

\*\*\*Scholarship is automatically terminated if the students receive 3 written Disciplinary slips.

\*\*\*These Scholarship Qualifications and Guidelines will take effect on the chosen date and end when all the spots are filled or at the School Director's discretion.



**ADDENDUM -2-**

**LOA Related to the Convid-19 Pandemic**

Students who are feeling unwell and or taking precautions by choosing not to attend class due to the pandemic will be able to fill out an LOA later. For students whose LOA is more than 90 days with reasons related to COVID-19, his/her LOA will be extended until the end of 2020.

However, if students are absent for 14 days or more consecutive unexcused and fail to notify school officials or have a total LOA of 90 days or more with reason unrelated to COVID-19, UNOFFICIAL/AUTOMATIC WITHDRAWAL policy will be implemented normally. The school has the right to take appropriate actions such as giving the student a warning, probation, and automatic termination.

## **ADDENDUM -3-**

### **COVID-19 RESPONSES & PROCEDURES**

Each student and staff must follow the Health & Safety Guideline closely. Failure to follow will lead to disciplinary action or/and ask to leave the facility:

- Use of Personal Protective Equipment and Best Practices: Students and employees will be required to wear masks at all times. Students are expected to provide themselves with their masks to prevent any type of contamination and shortage in school supplies. Any student who comes into the facility without a mask will be asked to leave. Handwashing with soap and warm water, for a minimum of 20 seconds will be required between every service, and before exiting the building and after entering the building, AND AS OFTEN AS POSSIBLE.
- Disinfection: All workstations, tools, and surfaces must be thoroughly cleaned and disinfected before use and after use.
- Clock In/Out Safely: All students and staff are required to clock in with their ID.
- All personnel must take and pass the temperature test to enter and remain inside the building.
- Maintain Social Distancing: We understand that it is sometimes not possible to be six feet apart at times; However, avoiding crowding in groups is a must. Your Instructor will modify practical teaching methods to satisfy this condition. When Social Distancing is not possible, wearing a mask is required.
- NO PERSON-TO-PERSON CONTACT.
- Self-Screening Questions:
  - Have you had a cough, fever, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
  - Have you been around anyone exhibiting these symptoms within the past 14 days?
  - Are you living with anyone who is sick or quarantined?
  - Do you feel unwell?

\*\*\* If you feel unwell, sick, or unsafe in any way, please stay home and contact school officials (best through email) and your LOA will be approved and extended accordingly without any extra fees. Your Contact Graduation Date and Maximum Time Frame Date will be adjusted accordingly.

\*\*\* If you decide to come to school out of your willingness, you are expected to follow school safety procedures closely.

\*\*\*

**Please complete the last page and return it to the School Director or Administrator Staff**

\*\*\*

**LOVETT BEAUTY SCHOOL CATALOG RECEIPT**

I, \_\_\_\_\_ acknowledge I have access to the school catalog that contains the rules, regulations and costs for the specific course in which I have enrolled. I have read and understood the rules and regulations of Lovett Beauty School which are clearly outlined in the catalog. By signing this form, I agree to respect and abide by the rules, regulations, and policies of Lovett Beauty School.

Student Signature : \_\_\_\_\_

Print Name : \_\_\_\_\_

Date : \_\_\_\_\_

\*\*\*\***NOTE**: Please sign and return this last page to the school official to be kept in each student file as a record.