



School Catalog

225 Richland Ave East, Aiken S.C. 29801

803-644-7133

803-644-8997 (fax)

www.aikenschoolofcosmetology.com

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PHILOSOPHY, OBJECTIVES, AND MISSION

Statement of Philosophy

Aiken School of Cosmetology and Barbering offers an excellent education in the fields of Cosmetology and Barbering. We will prepare each individual student to be employable in the job market.

Objectives of Programs

Students will be trained in the skills necessary to meet the South Carolina State Board of Cosmetology and the South Carolina State Board of Barber Examiners proficiency standards for the board examination.

Students will satisfactorily complete all required theory and practical work.

Students will complete necessary contract hours in each subject area to meet South Carolina State Board of Cosmetology and South Carolina State Board of Barber Examiners requirements.

Mission Statement

Aiken School of Cosmetology and Barbering will prepare each student for a career in Cosmetology, Nail Technology, Esthetics, Barbering and Instructor Training.

To prepare the student with all the skills needed to pass the South Carolina State Board examination.

To prepare students with not just the basics of Cosmetology, Nail Technology, Esthetics, Barbering, and Instructor Training but the most advanced techniques available in their field.

To prepare students to be employable in the job market.

ACCREDITATION AND LICENSING

Aiken School of Cosmetology and Barbering is licensed by:

South Carolina Department of Labor, Licensing,
And Regulation Board of Cosmetology
And
South Carolina Department of Labor, Licensing,
And Regulation Board of Barber Examiners

110 Synergy Drive
P.O. Box 11329
Columbia S.C. 29211-1329

Phone: 803-896-4494

Aiken School of Cosmetology and Barbering is accredited by:

Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Phone: 770-396-3898 or 800-917-2081

Fax: 770-396-3790

www.council.org

Licensure is displayed outside the office facility.

School rules are found in the Student Handbook.

FACILITIES

The Cosmetology, Nail Technology, and Esthetics Programs have a large clinic floor area with 16 stations, 2 classrooms, 2 restrooms, and a study area for students. The Barbering Program has a large clinic floor area with 10 stations, 1 classroom, 1 restroom, and a study area for students. Client and student parking are available. Campus housing is not available.

The facility is a single story, one level building with ample space for maneuverability for the handicap needing such accommodations.

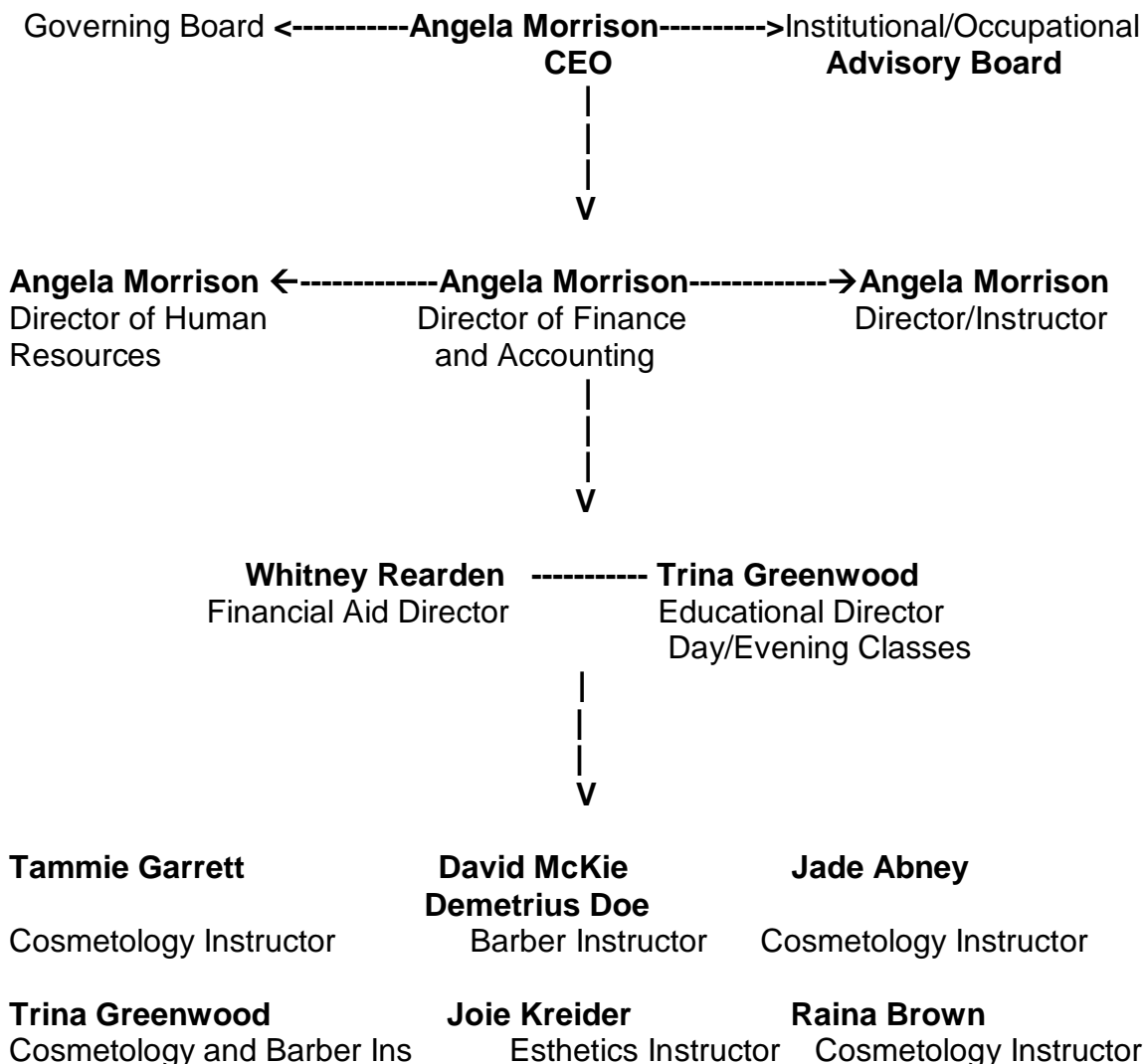
FACULTY

Angela Morrison	Owner Licensed Cosmetology Instructor Licensed Barber Instructor Aiken County Career Center
Whitney Rearden	Financial Aid Director/Admissions Midland Valley
Trina Greenwood	Licensed Cosmetology Instructor Licensed Barber Instructor Chris Logan Career Center
David McKie	Licensed Barber Instructor Augusta Tech
Demetrius Doe	Licensed Barber Instructor Top of the Line Barber College
Tammie Garret	Licensed Cosmetology Instructor Kenneth Shuler
Joie Kreider	Licensed Cosmetology Instructor Charleston Cosmetology Institute
Raina Brown	Licensed Cosmetology Instructor
Teresa Rogers	Licensed Cosmetology Instructor
Jade Abney	Licensed Cosmetology Instructor

CONTINUING EDUCATION PROGRAMS

In order for licensed cosmetologists, nail technicians, and estheticians to maintain their license, the Cosmetology Board requires the completion of 12 hours of Continuing Education with in a 2 year period. These courses are offered throughout the year by Aiken School of Cosmetology and Barbering. To receive further information please contact the school.

ORGANIZATION STRUCTURE



ACADEMIC CALENDAR

The school is open year round Monday through Friday.

Monday -Friday from 8:30 am to 5:00pm for **accelerated day class**.

Monday- Friday from 8:30 am to 3:00 pm for **full time day class**.

Monday - Thursday from 5:00 pm to 10:00 pm for **night class**.

Official holidays are New Years Day, Martin Luther King, Presidents' Day, Good Friday, Spring Break, Memorial Day, Independence Day, Summer Break, Labor Day, Thanksgiving break and Christmas break.

The school is closed for a week during spring break corresponding with the public school scheduling.

The school is closed for the week of July 4th and the week between Christmas and New Years Day.

The Aiken School of Cosmetology and Barbering is a clock hour school. An **academic year is 900 clock hours** which equals 30 weeks.

ADMISSIONS REQUIREMENTS

Admission to the Aiken School of Cosmetology and Barbering is open to all persons without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status.

Aiken School of Cosmetology and Barbering admits as regular students only persons who:

For Cosmetology, Nail Technology, and Esthetics:

- Must be sixteen (16) years of age as required by the South Carolina State Board of Cosmetology
- Must furnish proof of high school diploma, GED certificate, or proof of at least a 10th grade education
- Valid drivers license or picture ID.
- Social Security Card
- Must schedule an interview with the administrator

For Barbering:

- Must be sixteen (16) years of age as required by the South Carolina State Board of Barber Examiners
- Must furnish proof of high school diploma, GED certificate, or proof of at least a 9th grade education.
- Valid driver's license or picture ID.
- Social Security Card
- TB Test or Chest X-ray
- Two 2x2 photos
- Issued Student Permit
- Must schedule an interview with the administrator

For Instructor Training

- High School diploma, GED certificate
- Current Valid Cosmetology, Nail Tech, Esthetics, Master Hair Care/Barbering license.
- Valid drivers license or picture ID.
- Social Security Card
- Must schedule an interview with the administrator

At the present time we do not admit students with the Ability to Benefit.

ACADEMIC PROGRAMS

COSMETOLOGY

- Complete program covers hair, skin, and nails.
- 1500 clock hours
- The student receives a school diploma
- Upon graduation, the student will be eligible to be licensed by the state as a Cosmetologist.

NAIL TECHNOLOGY

- Complete program covers manicuring, pedicures, and all aspects of artificial Nails.
- 300 clock hours
- The student receives a school diploma
- Upon graduation, the student will be eligible to be licensed by the state as a manicurist.

ESTHETICS

- Complete program covers skin care, facial massage, and make-up application.
- 450 clock hours.
- The student receives a school diploma
- Upon graduation, the student will be eligible to be licensed by the state as an Esthetician.

BARBERING

- Complete program covers of Master Hair Care
- 1500 Clock Hours
- The student receives a school diploma
- Upon graduation, the student will be eligible to be licensed by the state as a Master Hair Care or Registered Barber

Instructor Training

- Complete program covers Instructor Training
- 750 Clock Hours
- The student receives a school certificate
- Upon completion of this program the student will be eligible to be licensed as an instructor (SC requires 45 hour methods of teaching).

MISSION OF PROGRAMS

COSMETOLOGY

Our mission is to teach and prepare each student in the career of Cosmetology. To prepare each student to function as a cosmetologist by teaching the basics of cosmetology as well as the most advanced techniques, and to prepare each student for the South Carolina Board of Cosmetology Examination.

NAIL TECHNOLOGY

Our mission is to teach and prepare each student in the career of Nail Technology. To prepare each student to function as a nail technician by teaching the basics of nail technology as well as the most advanced techniques, and to prepare each student for the South Carolina Board of Cosmetology Nail Technology Examination.

ESTHETICS

Our mission is to teach and prepare each student in the career of Esthetics. To prepare each student to function as a Esthetician by teaching the basics of esthetics as well as the most advanced techniques, and to prepare each student for the South Carolina Board of Cosmetology Esthetics Examination.

BARBERING

Our mission is to teach and prepare each student in the career of Barbering. To prepare each student to function as a Barber by teaching the basics of barbering as well as the most advanced techniques, and to prepare each student for the South Carolina Board of Barber Examiners Examination.

Instructor Training Program

Our mission is to teach and prepare each student in the career of Instructor Training. To prepare each student to function as a Instructor by teaching the basics of teaching as well as the most advanced techniques, and to prepare each student for the South Carolina Board of Cosmetology and Barber Instructor Examination.

REQUIREMENTS FOR COMPLETION OF COURSE

COSMETOLOGY

- The student must complete 1500 clock hours of training.
- The student must maintain a passing score of 75% on written and practical items to receive schools diploma and to be eligible for the State Board Examination. VA students must maintain a passing score of 80%.
- All learning components and written examinations and practical examinations must be completed satisfactorily.
- The student must pass the schools final examination.
- All fees must be paid before the student completes the 1500 clock hour course.
- The State Board requires that the student take and pass a written and practical exam to become licensed as a cosmetologist. The fee for this exam is currently \$175.

NAIL TECHNOLOGY

- The student must complete 300 clock hours of training.
- The student must maintain a passing score of 75% on written and practical items to receive schools diploma and to be eligible for the State Board examination. VA students must maintain a passing score of 80%.
- All learning components and practical/ written examinations must be completed satisfactorily.
- The student must pass the schools final examination.
- All fees must be paid before the student completes the 300 clock hour course.
- The State Board requires that the student take and pass a written and practical examination to become licensed as a Nail Technician. The fee for this exam is currently \$175.

ESTHETICS

- The student must complete 450 hours clock hours of training.
- The student must maintain a passing score of 75% on written and practical exams to receive schools diploma and to be eligible for the State Board examination. VA students must maintain a passing score of 80%.

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- All learning components and practical/written examinations must be completed satisfactorily.
- The student must pass schools final exam.
- All fees must be paid before the student completes the 450 hour course.
- The State Board requires that the student take and pass a written and practical examination to become licensed as an Esthetician. The fee for this exam is currently \$175.

MASTER HAIR CARE

- The student must complete 1500 clock hours of training.
- The student must maintain a passing score of 75% on written and practical items to receive schools diploma and to be eligible for the State Board Examination.
- All learning components and written examinations and practical examinations must be completed satisfactorily.
- The student must pass the schools final examination.
- All fees must be paid before the student completes the 1500 clock hour course.
- The State Board requires that the student take and pass a written and practical exam to become licensed as a Master Hair Care. The fee for this exam is currently \$175.

Instructor Training

- The student must complete 750 clock hours of training.
- The student must maintain a passing score of 75% on written and practical items to receive schools diploma and to be eligible for the State Board Examination.
- All learning components and written examinations and practical examinations must be completed satisfactorily.
- All fees must be paid before the student completes the 750 clock hour course.

ENROLLMENT DATES

Cosmetology, Nail Technology, Esthetics, Barbering and Instructor Training Classes begin every month. Contact the school for exact starting dates.

Methods of teaching classes begin on an as needed basis.

CLASS SCHEDULE

***COSMETOLOGY:**

FULL TIME: DAYS (accelerated)

- 40 hours per week **(187.5 days)**
- School hours are Monday through Friday 8:30am – 5:00pm
- 30 minute lunch break

FULL TIME

- 30 hours per week **(250 days)**
- School hours are Monday through Friday 8:30am – 3:00pm
- 30 minute lunch break

PART-TIME: EVENING

- 20 hours per week **(300 days)**
- School hours are Monday through Thursday 5:00pm – 10:00pm

***NAIL TECHNOLOGY**

PART-TIME: EVENING

- 20 hours per week **(60 days)**
- School hours are Monday through Thursday 5:00pm – 9:00pm

***Esthetics**

PART-TIME: DAYS

- 20 hours per week **(90days)**
- School hours are Monday-Thursday 8:30am-2pm

***BARBERING:**

FULL TIME: DAYS (accelerated)

- 40 hours per week **(187.5 days)**
- School hours are Monday through Friday 8:30am – 5:00pm
- 30 minute lunch break

FULL TIME: DAYS

- 30 hours per week **(250 days)**
- School hours are Monday through Thursday 8:30am – 5:00pm
- 30 minute lunch break

PART-TIME: EVENING

- 20 hours per week **(300 days)**
- School hours are Monday through Thursday 5:00pm – 10:00pm

APPROXIMATE COMPLETION OF COURSE

Cosmetology Full Time (accelerated)	10-12 months
Cosmetology Full Time	12-14 months
Evening Cosmetology Part Time	18 months
Esthetics	5-6 months
Nail Technology	3-4 months
Barbering Full Time (accelerated)	10-12 months
Barbering Full Time	12-14 months
Evening Barbering Part Time	18 months

COSMETOLOGY CURRICULUM = 1,500 HOURS
SUBJECT = HOURS

Sanitation, Sterilization = 45
Hygiene and Good Grooming = 30
Professional Ethics = 35
Public Relations/ Psychology /Salesmanship = 50
Anatomy = 45
Dermatology = 25
Trichology = 25
Nail Structure = 15
Chemistry = 100
Safety Precaution (Public Safety) = 30
Shampoos and Rinses = (Safety) = 45
Scalp and Hair Care - Treatments (Safety) = 30
Hair Shaping (Safety) = 150
Hair Styling (Safety) = 325
Manicuring and Pedicures = 25
Chemical Wave / Chemical Straightening = 225
Hair Coloring = 225
Facial Treatment and Makeup = 30
Rules, Regulations, Code = 15
Threading =10
Unassigned=20

Barbering-MASTER HAIR CARE CURRICULUM = 1,500 HOURS
SUBJECT = HOURS

Hygiene & Good Grooming =	45
Professional Ethics =	30
Bacteriology, Sterilization & Sanitation =	35
Implements =	8
Shaving =	10
Men's Haircutting =	450
Cutting, Styling Curly & Over-Curly Hair =	150
Mustaches & Beards =	15
Shampooing & Rinsing =	50
Hair & Scalp Treatment =	35
Facial Treatment =	15
Razor Cutting =	45
Hair Waving & Curling =	50
Permanent Waving =	150
Men's Hair Pieces =	25
Disorders of the Skin, Scalp & Hair =	35
Anatomy & Physiology =	10
Shop Management =	35
Retailing =	35
Licensing Laws =	5
History of Barbering =	5
Orientation & Introduction of School Staff & Policy =	5
Honing & Stropping =	8
Chemical Hair Relaxing =	40
Hair Coloring =	90
Electricity & Light Therapy =	5
Chemistry =	90
Testing =	24

ESTHETICS CURRICULUM = 450 HOURS
SUBJECT = HOURS

Professional Practices = 50

Sciences = 150

Facial Treatment = 175

Hair Removal = 25

Makeup = 50

NAIL TECHNOLOGY CURRICULUM = 300 HOURS
SUBJECT = HOURS

Sanitation and Safety Measure = 65

Anatomy and Physiology = 50

Manicuring and Pedicures = 160

Artificial Nail Application = 20

Unassigned = 5

Student Instructor Curriculum-750 HOURS
Subject=Hours

SUBJECTS	CREDIT IN HOURS
Basic Teaching Methods	
Counseling Techniques	
Development of Lesson Plans	
SC Cosmetology Laws & Regulations	125
Instruction of Theory	
Use of Audio-Visual Equipment	
Evaluation Techniques & Instruments	
Classroom Observation	
Practice Teaching	
Record Keeping	240
Sterilization & Sanitation	
Supervision of Clinical Activity	
Student Counseling and Evaluation	
Records Documentation	
Effective Demonstration Procedures	
Presentation of Styling Techniques	
Student/Patron Relationship	240
Federal & State Enrollment Procedures & Requirements	
Financial Aid Requirements	
Inventory Control & Purchasing	
Student Scheduling	
Graduate Records	
Licensure Application Forms	120
Lesson Plan	<u>25</u>
Total	750

COST OF EDUCATION

COSMETOLOGY:

Tuition, Books and Kits = \$17,200.00

Registration Fee = \$100.00 **(NON REFUNDABLE)**

BARBERING:

Tuition, Books and Kits = \$9,700

Registration Fee = \$100.00 **(NON REFUNDABLE)**

ESTHETICS:

Tuition, Books and Kits = \$4,600.00

Registration Fee = \$100.00 **(NON REFUNDABLE)**

NAIL TECHNOLOGY:

Tuition, Books and Kits = \$3,600.00

Registration Fee = \$100.00 **(NON REFUNDABLE)**

INSTRUCTOR TRAINING

Tuition and Supplies = \$7,500.00

Registration Fee = \$100.00 **(NON REFUNDABLE)**

All students in all courses are required to maintain a minimum 67% attendance average. VA students must maintain 80% attendance.

The school allows all students to miss two weeks of their contracted time at no penalty.

These hours are figured into the total time to determine the graduation date.

Any student extending **past the graduation penalty date** will incur a penalty fee of **\$10.00** per hour in additional tuition until all hours are clocked.

***Additional fees for Fashion Show T-shirts, competitions and hair shows are not included in tuition.**

SATISFACTORY PROGRESS, GRADING AND ATTENDANCE

Instructors keep daily progress records for each student and students receive copies of monthly summaries of the progress report. Periodic examinations are part of the evaluation procedures in all courses. Aiken School of Cosmetology uses the following grading system:

Excellent = 90 – 100 (A)
Good = 80 – 89 (B)
Passing = 75 – 79 (C)
Unsatisfactory = Below 75 (D)

All grades, services, and hours are recorded, kept on file and forwarded to the South Carolina State Board of Cosmetology or the South Carolina State Board of Barber Examiners upon completion of training. All full-time students are expected to attend school Monday through Friday from 8:30am – 3:00 or 5:00pm, with the exception of the evening students who must attend Monday – Thursday evenings from 5:00pm –10:00 pm. Any student who has 10 consecutive unexcused absences may be dropped from the program. Students must achieve at least **75% (C average)** on all work attempted (written and practical exams) and satisfactorily complete a minimum of 67% of all scheduled hours. **VA students must maintain at least an average of 80%.**

The maximum time frame for a full time (40 hours per week) student to complete the Cosmetology or Barbering/Master Hair Care program is 57 weeks. The maximum time frame for a full time (30 hours per week) student to complete the Cosmetology or Barbering/Master Hair Care program is 75 weeks. The maximum time frame for a part time (20 hours per week) student to complete the Cosmetology program is 113 weeks. The maximum time frame for a part time (20 hours per week) student to complete the Barbering/Master Hair Care program is 113 weeks. Financial Aid will not be awarded beyond the maximum number of weeks (150% of program).

The 1,500 hour Cosmetology and Barbering/Master Hair Care programs normally take approximately 38 weeks to complete based on a **40 hour week** for full time (accelerated) students, 50 weeks for a **30 hour week**, approximately **75 weeks** to complete based on a **20 hour week** for part time barber and cosmetology students.

Satisfactory academic progress will be checked at the 750 clock hour increment. To be considered making SAP, a full time student must complete 750 clock hours in 19 weeks with a minimum of 50% of the training completed and achieve at least a “C” average. A part time student must complete 750 clock hours in 38

weeks with a minimum of 50% of the training completed and achieve at least a "C" average.

When a student is found to not be making SAP, he/she will be placed on probation for a one month period. During this time, the student will have the opportunity to re-take the exams while still being eligible for Title IV aid. If the student has not met SAP by the end of the probationary period, he/she will lose eligibility for Title IV funds. Also, Federal Student Aid Funds will not be awarded beyond the 150% point.

All programs will be evaluated at the mid-point of the course. Leaves of absence, withdrawals, and other official interruptions of training are not computed in the maximum time frame. Course incompletes, repetition, and non-credit remedial courses do not apply and will have no effect on satisfactory progress. If a student takes a leave of absence or has been suspended and is not in satisfactory progress at that time, he/she must re-establish satisfactory progress prior to receiving any subsequent payments.

TRANSFER STUDENTS

Students with previous training may transfer into the program provided they have certified transcripts of hours and grades from their previous institution, provided they meet the guidelines set forth in our catalog for admissions. Those students are required to adhere to minimum satisfactory academic and attendance policies just like all other students. Any Title IV funds the student may be eligible for will be pro-rated on the number of hours the student is actually contracted for. All transfer students must meet minimum requirements at least once by the mid-point of their course in order to be considered as having satisfactory progress and attendance.

TO APPEAL AN UNSATISFACTORY PROGRESS DETERMINATION

A student whose federal financial aid has been terminated due to unsatisfactory progress may appeal to the school administrator in cases of mitigating circumstances such as illness, death in the family, etc. The appeal must be in writing. The decision of the administrator shall be final.

TO RE-ESTABLISH ELIGIBILITY FOR FEDERAL FUNDS

A student who is not in satisfactory progress must achieve 75% per test, complete the minimum 50% of the training, and be within the maximum time frame to re-establish eligibility for federal funds. Students receiving federal financial aid will not be disbursed funds until hours previously paid for have been

completed successfully. Federal financial aid students must enroll at least half time.

STUDENT TRANSFER POLICY

In order for a student to transfer to Aiken School of Cosmetology and Barbering, the following procedures will be followed:

- Normal enrollment procedures including presentation of proper identification documents, and completion of enrollment form and personal information data sheet.
- Student must submit their official transcripts and letter of recommendation from their prior school, as well as official documents showing hours completed. Documents certifying hours must come directly from the state board or school issuing the hours.
- Per the director's discretion, Aiken School of Cosmetology and Barbering will only accept transfer hours for cosmetology, and/or nail technology, and/or Esthetics, and/or Barbering/Master Hair Care. The student must complete the freshman program before advancing to the clinic floor. For the nail technology training, 100 transfer hours will be accepted. For the esthetician course, 100 transfer hours will be accepted, and the student must enter at beginner's level. For the cosmetology course, 600 transfer hours will be accepted. There is no transfer of hours between programs.
- Students will pay the cost of education on a monthly, bi-weekly, or weekly basis.
- There is no transfer of hours between programs within Aiken School of Cosmetology and Barbering due to the South Carolina State Board of Cosmetology and the South Carolina State Board of Barber Examiners Regulations.

RE-ENROLLMENT POLICY

A student may apply for re-enrollment with Aiken School of Cosmetology and Barbering. Normal enrollment procedures including presentation of proper identification documents and completion of enrollment form and personal information data sheet. The student must have satisfied their previous contractual obligations and re-enrollment must be approved by the director.

STUDENT SERVICES

The staff at Aiken School of Cosmetology and Barbering is always eager to help. Prospective students are given information packets regarding the school and tours of the facilities. Students are encouraged to **request counseling with any staff member as often as needed.**

Aiken School of Cosmetology and Barbering cannot guarantee employment upon graduation. However, we do have an excellent placement record. All graduates are encouraged to request assistance in placement. The school offers continued assistance in placement throughout the graduate's professional career.

Expected annual incomes vary nationwide for the Cosmetologist, Barbering, Nail Technician, Esthetician and Instructor. Contact the school office for current rates.

RULES AND REGULATIONS FOR CONDUCT

Students are expected to conduct themselves in a professional manner befitting the industry. Rules for conduct are contained in the Student Handbook, and are presented during student orientation. High standards of integrity and character are expected. **A student will be asked to leave if their conduct is unbecoming or in discord with any rules of the school.** Students must treat each other, the staff, and the customers with **respect**. A friendly atmosphere makes for more pleasant surroundings; therefore, profanity, rudeness, gossip, and trouble-making will not be tolerated.

LEAVE OF ABSENCE

A student may request an **emergency leave of absence**. The student prior to the start of the leave must request the leave **in writing**. This leave is granted at the discretion of the administrative staff. The request for leave must be signed and accompanied by documentation supporting the need for the leave of absence. Such documentation will include an explanation of existing circumstances from a doctor, lawyer, or counselor citing need for the leave of absence. See the Rules and Regulations for further explanation. Financial hardship cases will be determined by the financial aid office.

A student who has been absent from school and has been granted a leave of absence by the school is not considered to have withdrawn from school. In a 12 month period, the school may grant no more than 60 days personal of leave of absence or 180 days of a medical leave of absence to a student. The leave of absence involved does not incur additional charges by the school to the student.

The contract will be extended the length of the absence (minimum 2 weeks maximum 60 days) and the student agrees to re-enter on the designated date. The student will be dropped as of the last day of attendance should the absence exceed 60 days. The schools refund policy will be in effect, and any outstanding balance due the school will be due immediately.

OFFICIAL WITHDRAWAL PROCEDURE

Notification of withdrawal: student must notify administration office of intent to withdraw in writing or in person.

Notification to administration office must be within 10 days of last day of attendance or student will automatically be dropped after 10 consecutive absent days.

Refunds will be calculated by the percentage of enrollment time versus the amount of total tuition. See school/student contract for graph.

There will be a **\$100 withdrawal fee** for early termination of training.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In accordance with federal guidelines regarding Family Educational rights, please note the following information:

- The procedure for notifying parents and students of their rights is found in the school handbook.
- Procedure for inspection of educational records by parents or students is available upon request after submitting to the school administrator a written request.
- A record will be maintained of disclosures.
- A description of personally identifiable information designated as directory information will be available from the schools administration office.
- An appeal process through which a record may be changed must begin with a written request followed by an administrative conference.

An institution must annually notify parents and students that they have the right to:

- Inspect and review student's educational records.
- Request amendment to student's educational records.
- Provide consent to disclosure of personally identifiable information.
- File a complaint with U. S. Department of Education regarding the failure of an institution to comply with FERPA.
- Receive a copy of the institutional FERPA policy.
- A hearing to contest file information and right to place a statement in their record.

Parents and students have a right to inspect educational records specifically pertaining to the student. An institution, however, does not have to permit a student to review records that are financial records of his or her parents.

The disclosure of information to third parties must be monitored, and unless certain circumstances exist, information must only be released with the written consent of a parent or eligible student. The following are the most common circumstances which would permit the release of information without consent:

- Release is to other institutional officials with legitimate educational interests in the information.
- Release is to another school where the student wishes to enroll.
- Release is to federal or state authorities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT CONTINUED

- Release is for the application or receipt of financial aid.
- Release is to organizations conduction studies on behalf of institution or educational agencies.
- Release is to accrediting agencies to carry out their function.
- Release is to comply with judicial order of subpoena.
- Release to alleged victim of a crime of violence, information relating to a disciplinary hearing.
- Specific question regarding FERPA may be addressed to the administrative office of the institution.

SCHOOL SECURITY ACT POLICY

The Aiken School of Cosmetology and Barbering is located at **225 Richland Ave East, Aiken, S.C. 29801**. The contact phone number is 803-644-7133.

The school consists of the building in which the school is situated and student parking area and is under the jurisdiction of the Aiken Department of Public Safety. Criminal action or other emergencies are reported directly to a staff member. The staff member then calls 911 or 803-649-4121. Other criminal actions or emergencies occurring when school is not in session are reported directly to the Aiken Department of Public Safety. The school encourages accurate and prompt reporting of all crimes to the staff and the law enforcement agency.

Students are advised during orientation to be responsible for their own security and the security of others as there is no school security force. The parking lot is well lit, and the school is protected by a security system.

Criminal statistics are collected annually from the Aiken County Sheriff's Office and these statistics are reported to prospective students during orientation or upon request. The statistics are reported to staff members during staff meetings. The statistics cover the most recent calendar year and the preceding year.

REFUND POLICY

If an applicant is rejected by the school or decides to cancel his/her enrollment within three business days of the signing of the contract, regardless of whether classes have begun, the School shall refund all monies collected.

If an applicant decides to cancel his/her enrollment after the three business days of signing the contract, but before starting any classes, all monies paid to the school, less the enrollment fee shall be refunded by the school within 30 days. Cancellation date will be determined by the postmark of written notification or the date said information is delivered to the school administrator/owner in person. This policy is applied regardless of whether or not the student has actually started training.

For Students who enroll in and begin classes and do not cancel their enrollment within the three business days, the following policy shall apply: The enrollment

fee is non-refundable. **There will be a charge of \$100 withdrawal fee for early termination of training.** The money paid or charged for tools, books, and

REFUND POLICY CONTINUED

supplies that have been received is non-refundable. Tuition will be adjusted based on the percentage of enrollment time.

Tuition adjustments are calculated as follows:

Percentage of Enrollment Time	Amount of Total Tuition Owed to School
.01%-10%	20%
10.01%-25%	50%
25.01%-50%	75%
Over 50%	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school. Any monies due to applicant or student shall be refunded within 30 days of formal cancellation by said student or formal termination by the school, which shall occur no more than thirty days from the last date of attendance, or in the case of a leave of absence, no more than thirty days from the documented date of return.

Students that have not visited the school prior to enrollment have the opportunity to withdraw without penalty within 3 business days following attendance of a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. In the case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the School shall make a settlement, which is reasonable and fair to both. If the School is permanently closed and no longer offering instruction, after the student has enrolled, the student shall be entitled to a pro-rata refund of tuition. If a course is cancelled subsequent to a student's enrollment, the School, at its option, will either provide a full refund to the student of all monies paid or provide completion of the course.

In the event the School does not meet these responsibilities, all students have the right to seek relief for pre-paid tuition monies from the bonding agent with whom the school contracts for this purpose. The amount of such relief shall not exceed the amount of tuition fees that are prepaid and would be distributed according to an agreed upon settlement policy between the SC Department of LL R, State Board of Cosmetology and the South Carolina State Board of Barber Examiners, the School owner, and the insurance/bonding company. A copy of the bond is on file with the SC Department of Labor, Licensing and Regulation.

Return to Title IV Funds

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

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

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

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

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

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If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

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

Post Withdrawal Disbursement

If a student earned more aid than was disbursed to him/her, institution would owe the student a post –withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and the loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

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1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent (Plus) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV Assistance

Financial Aid

Aiken School of Cosmetology and Barbering offers in house financing. Weekly, Bi- weekly, and/or Monthly payment plans are offered to those students whom can not afford to pay the full tuition upon registration or for those who do not qualify for financial aid. Payments are received according to the payment plan agreed to on their School Contract.

Thank you for choosing Aiken School of Cosmetology and Barbering to “Pursue your Passion”. Our goal is to help you achieve your goal as a licensed professional Cosmetologist, Nail Technician, Esthetician, or Barber/Master Hair Care. It is my goal for you to receive the best education possible because “Education is Our Commitment”.

Sincerely,

**Angela B. Morrison
Owner**