

“Excellence in Education”

Paramount Beauty Academy

1745 11th Street P.O. Box 1444

Portsmouth, Ohio 45662

Phone: 740-353-2436 Fax: 740-354-6134

E-mail: parmoundbeautyacademy.com

**TUITION IS BILLED AND PAYABLE IN TWO ACADEMIC YEARS FOR COMBINATION
COSMETOLOGY & MANAGERS AND COMBINATION ESHTETIC AND NAILS**

1ST Academic Year _____HRS

2nd Academic year _____HRS

Tuition \$ _____

Tuition _____

**Application/
Registration Fee \$ _____**

Lab Fee _____

Lab Fee \$ _____

Down Payment _____

Kit/Book Fee \$ _____

Balance _____

Down Payment \$ _____

TOTAL COST OF PROGRAM _____

Balance \$ _____

Signature _____

**PARAMOUNT BEAUTY ACADEMY
1745 11TH STREET P.O. BOX 1444
PORTSMOUTH, OHIO 45662**

**ENROLLMENT AGREEMENT
EXCELLENCE IN EDUCATION
REVISED March 15, 2012**

NAME _____ **S.S#** _____ **PHONE** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

EMERGENCY PHONE# _____ **CELL PHONE** _____

HIGH SCHOOL ATTENDED _____ **GRADE COMPLETED** _____

DATE OF BIRTH _____ **Email Address:** _____

COURSE OF STUDY

1800 HR MANAGING COSMETOLOGY _____

300 HR COSMETOLOGY _____

750 HR MANAGING ESTHETICS _____

300 HR MANAGING MANICURIST _____

COURSE START DATE _____ **COURSE COMPLETION DATE** _____

CLASS SCHEDULE-FULL-TIME _____ **PART-TIME** _____ **HOURS OF INSTRUCTION** _____

SCHEDULED-Mon _____ **Tues** _____ **Wed** _____ **Thurs** _____ **Fri** _____ **Sat** _____

SCHEDULED HOURS PER WEEK _____

Student Signature: _____ **Date:** _____

TERMS

Cash Paying Students

Registration fee and tuition deposit to be paid prior to starting class. First weekly or monthly payment is due the first day of school. The student agrees to pay tuition in the amounts and terms set forth in this contract. The tuition is to be paid in advance of training. The student understands it if there has been an increase in tuition while the student has been out of school for (4 months or longer) the increased amount of tuition is added to the balance of the student's tuition. To participate in class, each student receives books on the first day of school: a kit is issued upon payment. You have two (2) options to obtain these items. They can be purchased through the school or from an outside source. (see separate page)

REFUND POLICY

Any applicant rejected by the school shall be entitled to a refund of all monies paid, less a \$100 non-refundable application fee. If a student, or parent guardian of a minor student cancels enrollment in writing and demands a refund within three business days of the signing of the enrollment agreement, he/she shall be entitled to a refund of all monies paid the school less a \$100 non refundable application fee. The postmark on the written notification will determine the cancellation date, or the date said information is delivered to the school administrator in person. This policy applies regardless of whether or not the student has actually started training.

If a student cancels his/her contract after three business days, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$150 for 1800 hour Managing Cosmetology, 300 hour Cosmetology Management, 750 hour Managing Esthetics, 300 hour Managing Manicurist.

LEAVE OF ABSENCE POLICY

A leave of absence may be granted; all Leave of Absences must be requested by the student in writing and must specify the reason for the Leave of Absence. The combined number of Leave of Absence days may not exceed 180 days in a single 12 month period starting on the first day of the first leave of absence. Students not returning on the 180th day, a refund calculation will be completed and any

refunds due the student or Title IV Funds will be returned causing students to enter repayment earlier. Have a documented leave of absence is requested and granted, the students completion date will be extended by the amount of the leave without cost to the student. **THE OFFICE MUST BE NOTIFIED IN WRITING AND APPROVE ALL LEAVE OF ABSENCES IN ORDER TO MAKE IT OFFICIAL.** The school is not responsible for the equipment left at the school. The student must personally come into the school and empty their locker that has been assigned to them before taking a leave of absence. These institutions are not responsible for any student property left on the premises. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of the withdraw shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

RETURN OF UNEARNED TITLE IV FUNDS

Federal regulations have been enacted which state that the students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled in, policy affects students who:

- A) Receive or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (REA), i.e., Federal Pell Grants, or Stafford or PLUS loans awarded under the Federal Direct Student Loan (FDSL) programs,

And

- B) Who, on or after October 7, 2000, withdrew or were terminated from the institution during the first 60% of the payment period in which they withdrew or were terminated.

Payment periods are defined as four 450-clock hour payment periods for Managing Cosmetology students, two 450/one 150-clock hour payment period for the Combination Managing Esthetic/Manicuring students and two 375-clock hour payment periods for Managing Estheticians.

RETURN OF UNEARNED TITLE IV FUNDS (CON'T)

Eligible Title IV aid recipients who fail to complete over 67% of any payment period are considered to have not earned all the money federal aid that may have been previously been awarded for that payment period. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S Department of Education. This calculation will be done before tuition refund calculation is performed in accordance with the institution's refund policy. In most cases, the Return of Unearned Title IV Funds calculation will result in the student's responsibility to pay tuition and fees to the institution, and may result in the student being responsible to pay a refund of unearned federal aid to the Department of Education.

For any other student who begins classes but fails to complete the course in which he/she is enrolled, the following refund policy shall apply.

INSTITUTIONAL REFUND

PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME OF COURSE	TOTAL TUITION SCHOOL SHALL RETAIN
.01 - 4.9%	20%
5.0 - 9.9%	30%
10 - 14.9%	40%
15 - 24.9%	45%
25 - 49.5%	70%
OVER 50%	100%

Enrollment time is defined as the time elapsed between the actual starting date of the student's last day physical attendance in school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student, and or parent/guardian, in case of a minor student or formal termination by the school, which shall occur no more than 14 or days after the last day of physical attendance, or in case of leave of absence, the earlier of the date the student notifies the school he/she is not returning or the expiration of the LOA. Students are charged a \$150.00 withdrawal fee.

If a course of instruction is cancelled subsequent to a student's enrollment the school shall at its option, A: provide a refund of all monies paid, B: Provide

completion of the course or C: The schools permanently closed, a pro-rata refund or tuition will be performed. Any applicant rejected by the school shall be entitled to a refund of all monies paid, Less a Non-Refundable Application of \$100.00.

OTHER CHARGES

Registration \$150.00: Application: \$100.00: Termination or Withdrawal Fee: \$150.00 (waved if student returns), Lab Fees: Management Cosmetology, \$400.00/Management Esthetics,\$250.00/ Combination Management Esthetics\$300.00/Management Nail Technician \$250.00.
Transfer or Transcript Fee No Charge

CERTIFICATES AWARDED/GRADUATION REQUIREMENTS

After satisfactory completion of the course according to the standards of Paramount Beauty Academy a diploma is awarded certifying that the schools requirements have been met. Graduation requirements are as follows:

- Must complete state board required hours per program of enrollment
- All test must be taken and passed with 75% or higher grade average
- Completion of all practical requirements
- All financial obligations satisfied

ARBITRATION AGREEMENT

Any dispute arising from enrollment at the Paramount Beauty Academy under, no matter how described, pleaded or styled, shall be resolved by binding arbitration by a single arbitrator under the Federal Arbitration Act conducted by the American Arbitration Association (“AAA”) at Cincinnati, Ohio, under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not the court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

INITIAL _____ DATE _____

ADDITIONAL TERMS AND CONDITIONS

1. Student and school have herein set out a complete description of services school will furnish for which student is to pay. Such description as to the classes and hours, conduct and schedules may be augmented by bulletin and notices furnished by the school.
2. Student agrees to attend regularly as scheduled and as may appear on all such bulletin and notices, to prepare all lessons and duties incident thereto and abide by all rules of the school as may now exist, or as may be changed or come into existence from time to time.
3. Students may be expelled or suspended for violation of any of the school rules.
4. Any student who is under the legal age will require a guarantor who will be liable to the school for the fees agreed to in this agreement if student default in any payments thereof. This provision may be waived by written agreement between student and school only.
5. Before graduation, tuition and fees must be paid in full. All tests must be taken and passed. Retake test will be given on Wednesdays. There will be a fee of \$10.00 for all retake tests. (No Exceptions)
6. Hours accumulated in one course cannot be transferred to another course, i.e. manicuring to cosmetology, etc.
7. The institution resumes no responsibility for the loss of student property on or off the premises. Any student property left in lockers after the student discontinues or graduates is not the responsibility of the institution.
8. In the event the student is absent 14 consecutive days without contacting the school, the student will be officially be terminated.
9. The use of illegal drugs or alcohol before or during school is strictly prohibited student found in violation of this rule will be terminated immediately and referred to a Drug and Alcohol Abuse Center.
10. This institution is English speaking and all classes are taught as such.

PLACEMENT SERVICE

We maintain a placement service which is available to graduating students and past graduates. We do not guarantee employment. Area salon owners and managers contact the school leave information about job opportunities currently available. A placement service information form is filled out and

placed on the student bulletin board. Periodically, we arrange for salon owners and managers to speak to the senior class when looking for new employees. The student (or his/her parents or guardians) agrees to pay tuition (monthly, bi-monthly, weekly) payments of \$_____ until the balance is completely paid for the 1st _____ hours. And a payment of _____ (Monthly, bimonthly, weekly) until the balance of the next _____ hours. The first payment is due on _____ 20 _____. Time in school longer than the contract time will result in extra tuition at the rate of _____ per hour.

I agree to pay all **LOANS** I have incurred to pay for my education.

I, _____ having been enrolled and accepted as a student, agree to make regular payments as scheduled payable at the office of the school.

I agree to attend an average of two(2) ASSIGNED Saturdays per month. I understand in order to make application to the State Board Of Cosmetology for examination, I must have fulfilled the "TWO ASSIGNED SATURDAYS PER MONTH" BEFORE 1675 scheduled hours for Managing Cosmetology, and 675 Hours for Managing Esthetics, 250 hours for Managing Manicuring, 950 scheduled hours for Combination Management Esthetics/Management Manicuring Program. I fully understand if these requirements are not met, my hours and application will be held until my Saturday requirement has been fulfilled (Please initial this paragraph_____.

No responsibility is assumed by the school for any negligence, carelessness or lack of skill by one or more students while practicing any part of the school course upon another.

This contract contains the entire agreement between the school and myself and no further modification or representation except as herein expressed in writing will be recognized.

By signing this contract, I acknowledge that I have read this contract in its entirety and that I have received a copy of said contract and all blank spaces have been filled in to my satisfaction. I have received all pre enrollment information prior to this contract and have received a copy of the Catalog.

Signature of Applicant _____ Date _____

Signature of Parent or Guardian _____ Date _____

School Official Signature _____ Date _____

**Paramount Beauty Academy
Student Release**

I, _____ authorize Paramount Beauty Academy to hold any credit balance from Federal Financial Aid to apply toward any over grad or other fees remaining on my account at Graduation. I may rescind at any time.

Student

Date

Deborah S. Moore

Paramount Beauty Academy

Tuition and fees

(Pricing subject to change)

1800 Hour Managing Cosmetology Course-\$13641*

300 Hour Cosmetology Managers Course-\$2905*

750 Hour Managing Esthetics Course-\$9110*

300 hour Managing Manicurist Course-\$2950

100 hour Manicurists Managers Course-\$758

1000 Hour Instructor Course-\$5750*

120 hour Brush Up Course-\$1045

1050 Hour Managing Manicurist & Esthetics Combo Course-\$9762*

(Accreditation Pending)

***Federal Financial Aid is available for qualifying individuals**

The following fees do not apply toward tuition and are non-refundable

Application Fee-\$100

Registration Fee-\$150

Termination Fee-\$150

Lab Fee-\$400/Managing Cosmetology, Managing Esthetics

Lab Fee-\$300/Managing Manicurist

Lab Jacket and Manikin-\$100.00 + Tax/Managing Cosmetology

Paramount Beauty Academy

List of Books and Supplies

The school stock room carries all required books and supplies.

1800 hour Managing Cosmetology

<p>5 ½" Ergonomic Shear Styling Razor 1" Flat Iron ¾" Titanium Marcel Iron 1" Titanium Marcel Iron Ionic Hot Tool Dryer Wahl Clippers and Trimmers Graduated Brushes 12-7" Haircutting Comb 6-8" Fine Tooth Rattail Combs Nail Buffer 7" 4-Way 10-6 1/2" Emory Boards Toe Nail Clipper 7" Orangewood Sticks 6 pc Manicure/Pedicure Set Nail Brush Manicure Bowl Nylon Cutting Cape Jelly Cape-Blue Jelly Cape-purple Jelly Apron Kiddy Shampoo Cape Large Hand Mirror White Squire Timer Manikin hand w/nails, glue, buffer Hairspray Bottle 22 oz Spray Bottle Sanitizer/Disinfectant Jar 20 oz. Short Perm Rods/Gray, Pink and White Long Perm rods, peach, purple, white Long Perm Rods Grey, pink Magnetic rollers Hair Color Tint Kit 7 Piece All purpose clippies 3" Butterfly clip</p> <p>Grabber Clips Sport Nylon on Wheels Miss Amerikin manikin Courtney Manikin Name Tag</p>	<p>BOOKS: Milady's Theory Workbook-ISBN-10-1-4180-49471-7 \$80.00 Milady's Exam Review- ISBN-10-4180-4943-3 \$65.00 Milady's Student CD Rom- ISBN 10-1-4180-4945-X \$150.00 Milady's Hardcover Text Book ISBN -13-978-1-4180-4935-5 \$205 Milady's Managers Book ISBN-13-978-1-56253-679-4 \$144.00 Salon Management Book (included)</p>
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300-Hour Managing Cosmetology Kit

Milady Managers Text Book – ISBN-13-978-1-56253-679-4 \$144.00

Salon Management Book(included)

] Milady Managers State Board Cd-Rom- ISBN-10-1-4180-4945-X150 \$150.00

750 Hour Managing Esthetics

4 pk tweezers

Stainless comedone extractor

Spatulas

Comb out cape

Nylon Cape

Terry Towels

Vinyl gloves

White exfoliation gloves

4 oz bottle

Sanitizer jar

Sport bag on wheels

Terry headband

Terry salon wrap

Cosmetic brush set

Foam applicators

Lip brushes

Mascara wands

Non-latex wedges

Cellulose sponges

Round cosmetic sponges

Body brush kit

Esthetics Manikin

Manikin clamp

Name tag

Text book bundle

Cotton Balls

Cotton Rounds

Luminous skin care kit

BOOKS:

Milady's Textbook-ISBN-13-978-1-4283-1892-2 \$200.00

Milady's Workbook-ISBN10-1-4283-1894-1 \$125.00

Milady's Exam Review-ISBN-10-1-4283-1895-X \$80.45

Milady's CD Rom-ISBN10-1-4283-1897-6

Milady's Managers Book-13-978-1-56253-679-4 \$144.00

Salon Management Book (included)

150 Hour Managing Esthetics

Milady Managers Textbook-ISBN-13-978-1111-306 \$144.00

Milady Esthetics Exam Review-ISBN-10-1-4283-1895-X \$80.45

100 Hour Managing Manicuring

- 1 Milady Nail Salon Managers Textbook-ISBN-13-978-1-56253-679-4 \$144.00
 - 1 Milady Nail Salon Managers Exam Review Book-ISBN-10-1-4354-9763-5 \$100.00
-

300 Hour Managing Manicuring

- 4 oz. 300 liquid
- CF 3000 Warm Pink Powder
- CF 3000 White Powder
- 4 oz. Clarite liquid
- 20 gm Clarite Crystal clear powder
- 20 gm Clarite Simply Natural Powder
- 20 gm Clarite Sheer Pink Powder
- 20 gm Clarite Spa White Powder
- 6 Nail Smoothers
- 1 Block Shiner
- 6 White Cloth Files
- 6 Silver Cushion files
- 3 way Buffer
- 5 Sable brush
- Golden Edge Brush
- 1 oz Avoplex exfoliating treatment
- ¼ oz bondex
- Mach 5 Nail adhesive
- 4 nail lacquer shades
- Red Nail Lacquer
- 4 oz Swiss Guard Hand Sanitizer
- 4 oz Nas 99
- 4 oz. Swiss Blue Soap
- 50 assorted linear tips
- 50 Assorted Expansion Tips
- The fluffy
- Assorted cut away nail forms
- ½ oz bond-aid
- 'On the Go' Case and Book
- 2 packs assorted structure nail tips
- Nail adhesive
- Clarite curing resin
- 4 oz. Polish Remover

- Clarite Table Top Instructions
- CF 3000 Table Top Instructions

BOOKS:

- Manicure Bowl
 - Nail Brush
 - Nail Clippers
 - Toe Nail Clippers
 - Foot File]
 - 5 Wooden dowels
 - 100 Nail Wipes
 - Cuticle Nipper
 - 3 Dappen Dishes
 - Glass Eye Dropper
 - 3 Teflon Forms
 - Pusher Plus
 - Reusable Cuticle Stick]
 - Toe Separators
 - Diamond Coated Files
 - Safety Glasses
 - 10 Lint Free Table Towels
 - 1 oz. Brush Cleaner
- Milady's Nail Technology Textbook-ISBN-10-4354-9768-6 \$200
Milady's Nail Tech Workbook-ISBN-10-1-4354-9764-3 \$100.00
Milady's Exam Review Book-ISBN-10-1-4354-9763-5 \$100.00
Milady's Managers Book-ISBN-13-978-1-56253-679-4 \$144.00

Students Signature: _____ Date: _____

**Paramount Beauty Academy
1745 11th Street
P.O. Box 1444
Portsmouth, OH 45662**

ATTENDANCE POLICY

- STUDENTS ARE REQUIRED TO ATTEND SCHOOL
- FULL TIME STUDENTS ARE SCHEDULED MONDAY THROUGH FRIDAY FROM 9:00 AM UNTIL 3:00 PM. TWO SATURDAYS PER MONTH ARE MANDATORY FOR ALL STUDENTS. SATURDAY HOURS ARE FROM 9:00 AM UNTIL 3:00 PM.
- PART TIME EVENING STUDENTS ARE SCHEDULED FROM 5:00 PM UNTIL 9:00 PM ON MONDAY, TUESDAY, AND THURSDAY. STUDENTS ARE PERMITTED TO ATTEND NO LATER THAN 5:30 PM. TWO SATURDAYS PER MONTH FROM 9:00 AM UNTIL 3:00 PM PER MONTH IS MANDATORY.
- YOU MUST ATTEND TWO SATURDAYS PER MONTH FOR EVERY MONTH THAT YOU ARE ENROLLED IN SCHOOL AFTER THE 400 HOUR TEST HAS BEEN PASSED. STUDENTS MUST CLOCK IN PROMPTLY AT 9:00 AM.
- ATTENDANCE POLICIES ARE APPLIED UNIFORMLY AND FAIRLY. THE SCHOOL RECORDS ATTEDANCE IN CLOCK HOURS AND GIVES APPROPRIATE CREDIT FOR ALL HOURS ATTENDED. MINIMUM ATTENDANCE IS FIVE HOURS PER DAY FOR FULL TIME STUDENTS AND THREE HOURS FOR PART TIME STUDENTS. WE DO NOT DEDUCT OR ADD HOURS AS A PENALTY. WE ALSO DO NOT ROUND HOURS NO MORE THAN THE NEAREST QUARTER HOUR.

STUDENT SIGNATURE: _____ DATE _____

STUDENT GUIDELINES

1. Tuition must be paid in accordance with the student contract.
2. Students must adhere to institutional attendance policies. A student is required to attend classes as scheduled. If unable to attend class, the student is expected to notify the office by phone, prior to 9 a.m.
3. Excused absences will be given for the following reasons:
 - a. Death in Family
 - b. Jury Duty
 - c. Doctor excused illness
4. Financial aid warning will occur if a student fails to meet any of the two progress standards. During a financial aid warning period the student remains eligible for aid. If the students continue to remain out of satisfactory progress they may apply for an additional appeal to get additional aid.
5. Student who arrives at school late may stay at school if their excuse is one that would be acceptable on a job.
6. Students are permitted to leave the premises during lunch break, which is ½ hour.
7. Students must clock in themselves. Late clock in will be recognized at the next quarter hour. If a student clocks in for another student, both will be suspended for the remainder of the day.
8. Students may eat and drink in designated areas only. Students may not chew gum. Smoking is only permitted outside the building in designated areas.
9. Students may not linger in the reception area, office, or dispensary.
10. Students must conduct themselves in a businesslike manner at all times.
11. Students must be in uniform at all times:

**DRESS CODE BLACK AND WHITE APPROPRIATE ATTIRE
ALL SHOES MUST BE CLOSED TOE, CLOSE BACK.**

Signature _____ Date _____

1. Any jewelry worn must be in good taste. Appropriate undergarments must be worn at all times. Students may not clock in unless the above standards are met.
2. Students must be clean up after themselves at all times.
3. Each student is assigned duties that are their responsibility. These duties must be performed each day at the designated time.
4. Each student is responsible for their kit and for all tools and equipment required to be in it. Lost kit items must be replaced by the student. The kit must be kept clean at all times and is to be used to perform clinic services.
5. Students must conduct themselves in a professional and businesslike manner at all times while on the premises. (i.e. no obscene language, gestures, or gossiping)
6. Alcoholic beverages and drugs are not permitted on the premises. No student is to be under the influence of drugs or alcohol during hours of attendance. Any student found in violation of the rule will be dismissed for a minimum of three days.
7. A student found to be involved in stealing will be expelled.
8. A lost and found is maintained. The instructors will handle items lost or left by students, clients, or visitors. Students finding an item are required to bring it to an instructor.
9. Student's daily curriculum sheets are to be filled out daily and initialed by their particular instructor at the end of the day.
10. Students must receive permission from their instructor for personal services (Monday and Wednesday) if a student has failed their test the previous week, or did not complete a lab sheet, they may not have services performed the following week. There is a student fee for chemical and conditioning services that must be paid prior to receiving their service. Each student service must be recorded for review by the state inspector upon demand.
11. Student reprimand procedure:
The instructor will fill out an advising form that the student must sign. The report is to be kept in the students file.
 - 1st offense- clocked out one day
 - 2nd offense- clocked out two days
 - 3rd offense- clocked out three days
 - 4th offense- expelled from school

12. The institution is not responsible for items left behind after a student terminate enrollment. Items left more than 30 days will be disposed of at the schools discretion.
13. If the student wishes to make a change in their schedule, the request must be in writing and abide by guidelines in the catalog.
14. All decisions of the Director are final.
15. Any rules not specifically identified may be forced at the discretion of the School , Owner, Director or Instructor.

Note: Paramount Beauty Academy reserves the right to expel or suspend any student who habitually violates the school guidelines.

Your Locker Number is _____

I have read and completely, understand and agree to abide by the student guidelines of Paramount Beauty Academy.

Student Signature: _____

DRUG AND ALCOHOL PREVENTION PROGRAM

Revised June 23, 2010

1. Paramount Beauty Academy clearly prohibits the unlawful possession or disruption of drugs and alcohol by students and employees of the school property or as part of the school activities.
2. The penalties under state, local and federal law include arrest, fines and imprisonment for the unlawful possession use or distribution of illicit drugs and alcohol.
3. Health risks associated with the use of illicit drugs and abuse of alcohol include physical dependence, convulsions, coma, hallucinations, nausea, depression, insomnia, agitation, psychosis, disorientation, and death. IV drug use also commonly associated with AIDS.
4. Listed below are some area centers for treatment, advising. Or rehabilitation for drug and or alcohol abusers.

Drug Abuse Rehabilitation Treatment Center

1-800-405-8409

Drug Poison Information Center

1-800-222-1222

**Alcohol Drug Addiction & Mental Health Service Board of Adams, Lawrence
and Scioto County**

803 ½ Chillicothe Street

Portsmouth, Ohio 45662

740-354-5648

Drug Abuse Counseling- The Counseling Center

1634 11th Street Portsmouth, Ohio 45662

Drug Abuse Accredited 24 hour Helpline and Treatment

1-800-374-2800

Signature _____ Date _____

DRUG PREVENTION PROGRAM

June 23, 2010

This is to inform you of the requirements of the Drug free Schools and communities Act Amendments of 1989 Public Law 101-226 and what our school requires of the Staff and the students.

Staff and Students are prohibited from the unlawful manufacture, distribution. Possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

There are numerous sanctions under local, state and federal laws, which can be used to punish violators. Penalties can range from suspension, revocation and denial of a drivers license to 20-50 years imprisonment at hard labor without benefit of parole. Property may be seized. Community service may be mandated. Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied federal benefits, such as social security, retirement. Welfare, health, disability and veterans benefits. The communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Business could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State of Ohio are adequate to protect the innocent, but strong enough to insure persons involved with illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest, which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer fees,

participate in community service, receive an increase in the cost of car insurance or even lose their driver license or end up in prison.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. **These agencies are The Drug Informants Agency, US Customs Service, Federal Bureau of Investigation and the US Coast Guard.**

Here are a few facts of which we should be aware. It is a crime to sell drugs. You can be arrested if you are in a house or a school where people are using drugs, even though you are not. You can be charged with possessing drugs, even if it is not on you.

You are considered to possess under legal terms of "constructive possession", drugs that are in your locker, purse, car or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social behavior. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and injurious to the body as well as one self. People tend to lose their sense of responsibility and co-ordination. Restlessness, irritability, anxiety, paranoia, depression, acting slow moving, loss of attentiveness, loss of appetite. Sexual indifference, comas, convulsions or death. Not only does the person using the drug subject himself to all sorts of health risks; drug-dulled brain, for example. Affects the wide range of skills needed for safe driving such as thinking. Further, reflexes are slow, making it hard for drivers to respond to sudden unexpected events. Alcohol related highway deaths are the top killer of 15-24 year olds.

There are drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The yellow pages of the local telephone book are an excellent source. Look under the heading DRUG ABUSE AND ADDICTION INFORMATION.

Dependency upon drugs can only lead to a life of misery and misfortune. The illegal use and abuse of drugs has a very high impact on our society and the type of crimes committed. To support a drug habit, people must resort to many things, which can only lead to a life of horror, and in some cases death. The dollar cost can range from \$200 and up per week, depending on the drug taken to support the habit. More importantly, the drug habit impacts a person's family and lifestyle and career prospects as well as one's physical well being and self respect.

Treatment is available and may be expensive. For example, a typical live-in program lasting 3-5 months can cost approximately \$29,000. Outpatient programs cost from \$1000 to \$5000. Who pays for these treatments? There may be programs, which cover the costs. One way or another, the person and the taxpayer pay. It has been proven that an individual "hooked" cannot just stop, but requires professional care to kick the habit.

There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one's use of drugs are:

- *Abrupt changes in mood or attitude
- *Continuing slump at work or school
- *Continuing resistance to discipline at home or school
- *Cannot get along with family and friends
- *Unusual temper flare-ups
- *Increased borrowing of money
- *Heightened secrecy
- *Complete new set of friends

We recommend that any person observing any of the above changes in either staff or students immediately notify the school administrator or instructor. Caution must be observed not to wrongly accuse a person suspected of taking drugs as an improper accusation could lead to embarrassment both to the individual and the school. Once management has determined that assistance to overcome a drug problem is necessary, the individual and his/her family should be counseled on the need of assistance. Records must be maintained of any counseling provided to the individual.

There are clinics in the schools vicinity, which can render assistance. Treatment must be an expense borne by the patient. The following are locations available: Drug Rehab and Treatment Center 1-800-405-8409, Drug and Poison Information Center 1-800-222-2122, and the Counseling Center located at 1634 11th Street, Portsmouth< Ohio 45662 Phone: 740-354-6685. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming either him or herself or others, local law authorities should be immediately contacted. Staff and Students who violate this standard of conduct subject themselves to disciplinary action. Students are reminded as a pre-condition to accepting Pell Grant that they sign a certificate stating that they would not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by a Pell Grant. When completing the FAFSA questions regarding drug convictions must be answered, if answered yes a student aid eligibility worksheet must be completed to determine student eligibility.

Students and Staff, upon being hired at Paramount Beauty Academy receives a briefing and acknowledges in writing that they understand the provisions of the Drug-Free-Workplace Act of 1988. Employees must notify the Administrator of the school in writing of a conviction of a criminal drug statute occurring at the workplace, within 5 days of the notification. Disciplinary action will take place within 30 days of notification and can range from a letter of admonishment, suspension from school or work, and/or enrollment in a rehabilitation program to termination, from either school or employment.

We work closely with our local police departments. The help in any way necessary to enforce this policy including the use of drug sniffing dog.

This policy will be reviewed evaluated and updated every two years..

SIGNATURE _____ DATE _____

NON-FINANCIAL AID COMPLIANCE

Although you have applied for Financial Aid, it will not be disbursed until you have earned it. Do this by making satisfactory progress (see satisfactory academic progress policy for details) in Grades and Attendance. You must achieve 67% of the hours on each payment period and your grade point average must be at least 75%

Payment Periods: 0-450, 451-900, 901-1350, 1351-1800. (Cosmetology). Esthetics, 0-375, 376-750. Manicuring 0-150, 151-300. Should you drop out of school or not make satisfactory progress, you will be responsible for resources for hours received. An institutional refund calculation will be calculated and you will be charged for the percentage of attendance that you have attended (See page 2 of the contract for details in institution refund calculation).

Should you return to school within one year from dropping out, you will be given full credit of those funds toward your tuition, less any collection fees that may have incurred.

Contact the school to make arrangements to pay your debt.

SIGNATURE _____ DATE _____

LEAVE OF ABSENCE POLICY

In the event a student finds it necessary to be absent from school for an extended period of time, they may request an official leave of absence from the institution.

Students may request official leaves of absence subject to the following US Department of Education Limitations:

A single leave of absence may be granted up to 180 days in a twelve month period, or may be granted 30 days at a time. Not to exceed 180 days.

A second leave of absence on the same twelve month period may be granted providing the second leave does not exceed 30 days ; the leave is due to unexpected circumstances; and the combined number of days in both leaves does not exceed 180 days.

Additional leaves in the same twelve month period may be granted providing the additional leaves are for documented jury duty, military leave, or Family Medical Leave Act(FMLA) provisions and the combined number of days in all leaves do not exceed 180 days.

The twelve month period referenced in these provisions starts on the first leave. A student request for a leave of absence must be submitted in writing, must be approved by the institution to be considered an official leave of absence. Students will not incur additional charges from the institution for any absences during an official leave of absence period. If a student on an approved leave of absence notifies the school they will not be returning, the date of withdraw shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Students who fail to return to school as scheduled from an official leave of absence will be considered as withdrawn as of the start of the leave of absence. This policy may affect any grace period relative to federal student loan repayment schedule.

SIGNATURE _____ DATE _____

PREGNANCY LEAVE OF ABSENCE POLICY

The institution shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery there from, as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began. Upon exhaustion of the 180 days of LOA, a return to Title IV will be completed. All monies owed will be returned within 45 days. However, the student will not be withdrawn from the program.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students are required to maintain satisfactory progress throughout their training to be in compliance with institutional policy and to remain eligible for HEA. Title IV federal student financial assistance. Satisfactory progress measured in both Quantitative terms (attendance), as well as Qualitative terms (academic/grades). Students must meet the schools attendance standard and the academic standard on a cumulative basis(start date to evaluation date) to be considered as making satisfactory progress unless the student is on probation as defined in this policy.

Attendance Standard: Students must attend 67% of the hours they are scheduled to attend based on the student's enrollment agreement. A student's attendance pace is determined by the following formula:

Cumulative clock hours of actual attendance as of the evaluation date

Cumulative clock hours of scheduled attendance as of the evaluation date

For example, a student who is enrolled for 30 clock hours per week for 20 weeks would have a cumulative scheduled attendance of 600 hours. If the student attended 450 of the 600 scheduled hours, his/her attendance pace would be 75.0% (450/600) scheduled and would be meeting the attendance requirement of this policy.

Academic Standard: All theory, practical, and clinic exams and services will be graded using the following scales:

Grading System

95%-100%	A	Excellent
85%-94%	B	Above Average
75%-84%	C	Satisfactory
Below 75%	D	Unsatisfactory

Students must maintain an academic average of at least 75%(C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered making satisfactory academic progress.

Review and Evaluation Period: Student progress will be monitored by the institution on a monthly basis to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and will be advised regarding efforts to improve progress. Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be performed at the end of each financial aid payment period. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next evaluation period.

“Financial Aid Warning” and “Probation” Students who fail to meet either of the two progress standards as of an evaluation date will be placed on Financial Aid Warning (FAW) status, and the student will remain eligible for federal student aid funds for the subsequent payment period .A student may not be placed on FAW for consecutive payment periods. At the end of the FAW period, the student must be meeting the published attendance and academic standard on a cumulative basis to be considered as making satisfactory academic progress and to remain eligible for further federal student financial aid. Any student who fails to meet the published standards at the end of his? her FAW period is **considered as not making satisfactory academic progress** and is ineligible for further federal aid unless the student submits a written appeal in accordance with this policy as is

granted “Probation” by the institution. In the event the student submits a successful appeal and is granted probation federal student aid eligibility will be reinstated for the subsequent payment period only.

Reinstatements

Generally most students who enroll in the school are considered to be making satisfactory academic progress during their initial evaluation period. Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had prior to their departure. **If the returning student, during the first 2 months maintains at least 67% attendance and an academic average of at least 75% they will be deemed making progress and be eligible for reinstatement of the financial aid.**

Appeals

Students who have been designated as not making satisfactory academic progress may appeal this determination with the institution based on mitigating circumstances. The students appeal must be made in writing to **school administrator** and must be received within 10 days of the determination of unsatisfactory progress. The students appeal must be document the unusual or mitigating circumstances that caused the change that would demonstrate the student could regain satisfactory academic progress standards during the probation periods. The **institution’s appeal panel** will review the students appeal and related documentation and its resulting decision will be final.

Course Incompletes and Repetitions

The institution does not offer grades of “incomplete” and accordingly, these have no impact on SAP. If a student withdraws from a program of study and re-enrolls in the same program within 180 days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who returns to a program after more than a 180 days have lapsed since withdrawal may be eligible for federal aid for any classes the student repeat to obtain academic credit. Students should meet with a financial aid advisor to discuss the conditions under which federal aid may be awarded for repeated courses.

Reinstatement of Federal Financial Aid

Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that the minimum standards have been met. If a student begins a payment period not making satisfactory academic progress, but reverses that designation before the end of the payment period, the student will be eligible for federal aid for that payment period.

Maximum Time Frame The normal time frames and maximum time frames required for program completion are listed below. Students who maintain satisfactory academic progress in attendance will complete the program during the allowable maximum time frame.

Maximum Scheduled Hours	Full Time Normal/ Maximum	Part Time Normal/Maximum	
Cosmetology/Management	2700	15 months/ 23 months	30 months/45 months
Cosmetology	2250	12.5 months/18.75 months	25 months/37.5 months
Cosmetology Managers 300	450	10 weeks/15 weeks	20 weeks/ 30 weeks
Combined Managing Esthetics Manicuring	1575	42 weeks/10.5 months	70 weeks/ 17 months
Managing Esthetics 750	1125	7.5 months/ 11.25 months	12 months/ 18 months
Manicuring Manager 300	450	10 weeks/ 15 weeks	20 weeks/ 30 weeks
Managers Manicuring 100	150	3.5 weeks/5.5 weeks	10 weeks/ 15 weeks
Manicuring 200	300	7 weeks/10.5 weeks	14 weeks/21 weeks

Signature _____ Date _____

Campus Law Enforcement Policy

All policies concerning the security of the student and staff are presented during orientation. Employees and staff must read the Policy and Procedure manual.

Paramount Beauty Academy does not have campus police. All reports are given to the Portsmouth City Police Department.

It is the policy of our school to encourage students/staff to be responsible for their own security and the security of others. During orientation, we suggest the following:

1. The buddy system
2. Walking to the parking lot together or in groups
3. Taking lunch together
4. Anyone visiting the school that may be a stranger and in an area that they should not be in, the instructors or an administrator is informed so they become aware of the person.

Prevention of Crimes:

All students/staff are required to report any strange visitors to their immediate supervisor.

Statistics concerning the occurrence on campus, during the most recent calendar year, and during the preceding calendar years for which data are available, of the following criminal offences reported to local police agencies are as follows:

- | | |
|-------------|------|
| a. Murder | None |
| b. Rape | None |
| c. Assault | None |
| d. Burglary | None |
| e. Theft | None |

Statistics concerning the number of arrests for the following crimes:

- | | |
|--------------------------|------|
| a. Alcohol Violations | None |
| b. Drug Abuse Violations | None |
| a. Weapons Possessions | None |

Signature _____ Date _____

Privacy Act & Examination of Student Records

1. All students shall have the right to review their financial aid and academic records, including grades, attendance and counseling, parental information is excluded.
2. The Director supervises records and school officials for purposes of recording grades, attendance, and tutoring as well as deterring financial aid access eligibility.
3. Students may request a review by writing the Director at the address set forth in the catalog and such review will be allowed during regular school hours under appropriate supervision.
4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing. However, grades and course evaluations can only be challenged on the grounds that they are improperly recorded.
 - Instructor and/or Director will review the written challenge and if desired meet with the student and make a determination to retain, change, or delete any disputed data.
5. Being a post secondary institution, parental access to student records will be allowed without prior consent if the student is a minor. If the student is dependent as defined in section 152 of the Internal Revenue Code of 1954.
6. Copies of information being sent out of the school will be provided to the student. All student records will be maintained for a period of five (5) years.

Release of information form must be signed and dated by the student prior to releasing records of student performance and progress to any perspective employer, government agency, law enforcement agency, banking institution or other parties who have pertinent interest in student progress seeking such information.

Signature _____ Date _____

Internal Complaint Procedure

A student, teacher, or interested party may file a complaint against the school. However, the complaint should be in writing to the school owner/director and should outline the allegation or nature of the complaint.

A school representative will meet with the complaint within 10 days of receipt of written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint should be referred to the schools complaint committee.

The school shall document the meeting between the school representative and the complainant in writing. The complainant should be provided a copy of this written record at the time of the meeting.

The Complaint committee is comprised of the following:

- School Owner
- School Director
- School Instructors

The institution's complaint committee will meet within 21 days of the receipt of the complaint and review the allegations.

If more information is needed from the complainant, a letter should be written outlining the additional information.

If no further information is needed, the Complaint Committee shall act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.

National Accrediting Commission of Cosmetology, Arts and Sciences 9091 North Stuart Street, Suite 900, Arlington, VA 22203-1816 accredits this institution.

If the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency, However, the complainant is required to try to resolve the problems through the school's complaint procedures prior to filing a complaint with the school's accrediting agency.

The School shall maintain written records of all complaints filed through the next accreditation cycle.

Signature _____ Date _____

Paramount Beauty Academy

Positive Attitude Chart

These grades are to reward the student for having a positive attitude and attending school on their scheduled days. This is an explanation of the positive attitude chart for scheduled days only.

The following 10 categories are what you will be graded on a daily basis by the school personnel in charge of our class or clinic. There are 10 points possible, 1 point per category per day. (You will receive a 0 if you have not done what is required of you). At the end of a 2-week period the total points will be divided by the number of days you are scheduled. This will give an average and will be figured on a monthly basis. An "N" will be assigned for non-scheduled days. This chart will be displayed in your classroom. Please make yourself aware of what you will be graded on.

Appearance

Efficiency

Effort

Interest & Initiative

Attitude to Customer

Attitude to Students

Attitude to personnel

Cooperation

Directions

Safety