Alabama School Of Nail Technology & Cosmetology



Saraland Campus

2025-2026

Catalog & Admissions Policies Guide

202 Commerce Street, Jackson, Alabama 36545

428 Saraland Blvd., S., Saraland, Alabama 36571

Saraland 251-769-5181 Jackson 251-769-5191

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See Annual Security Report for more on Campus Security, Drug-Alcohol Policies & Violence Against Women VAWA

A Letter from Our Founder

Dear Future Professional,

It is my Pleasure to welcome you to Alabama School of Nail Technology & Cosmetology; we thank you for selecting our school to obtain your training in the beauty field of your choice. You are entering a learning experience that will give you the opportunity to be successful in the beauty industry.

Alabama School of Nail Technology & Cosmetology is a private educational institution and is approved to operate by the Alabama Board of Cosmetology and Private School Licensure Division of the Alabama Community College System

We emphasize the importance and teach you how to be successful in the marketplace, and how to gain experience from each of the operations that you will perform during our training. The operations are an element necessary for you to take the required state license examination. The state license is required in order to obtain employment as a cosmetologist. Your training will take place within an environment similar to that of your prospective employers. This means that you will be expected to be punctual, respectful towards your instructors', your fellow students and your patrons. It also means hard work, dedication, and lots of practical work on your part. Your training will consist of theory classes, applications of subject matters studied in the theory classes, salon management, business concepts, and the elements of personal success.

The training you will receive will prepare you for an entry-level position in the beauty industry. The real experience and the advancements in this industry will depend on your own efforts once you work in the field.

It is a pleasure to have you join us at Alabama School of Nail Technology & Cosmetology. Remember, the degree of your success is ultimately determined by you! Welcome once more, we look forward to helping you start a wonderful new career in the world of beauty.

Sincerely, Teri Lancaster, President &
Owner of Alabama School of Nail Technology & Cosmetology, Inc.

Approval Disclosure Statement

Alabama School of Nail Technology & Cosmetology is a private for-profit institution and is licensed by the Alabama Board of Cosmetology, Code of Alabama 1795, 34-7A-1 through 34-7A-25. The Boards approval means that we have met the standards as laid out by the State of Alabama under the law for operation of a School of this type and require the following hours by course type:

Cosmetology	1500 Clock Hours Entry Level
Manicuring	750 Clock Hours Entry Level
Esthetics (Sarland Only)	1000 Clock Hours Entry Level

Instruction is provided in a 15,000 sq. foot facility with an occupancy level accommodating **300** students at any one time. The facility location is 428 Saraland Blvd S., Saraland, AL 36571 & 202 Commerce Street, Jackson, AL, offers 5000 sq feet of learning area. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements.

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements:

Code of Ala. 1975, 34-7B-16 CHAPTER 250-X-5 SCHOOLS

The Alabama Board of Cosmetology & Barbering
100 North Union Street, Suite 320
P.O. Box 301750, Montgomery, Alabama 36130-1750
334-242-1918
www.aboc.state.al.us

Private School Licensure Division of the Alabama Community College System
P.O. Box 302130
Montgomery, AL 36130-2130Phone: 334-293-4500 Phone: 334-293-4650
https://www.accs.edu/about-accs/private-school-licensure

Alabama School of Nail Technology & Cosmetology

Organizational Chart

Administrative & Student Services:

Teri Lancaster: President: Degree Business, Licensed Alabama Instructor, Nail, Barbering.

Tara Tess Tidwell: Vice President: Business/nursing, Licensed Alabama Instructor, Nails, Barbering & Cosmetology, Admissions Coordinator

Financial Aid & Admissions:

Victoria Williams: Financial Aid Director Certified, Cosmetology Instructor, Admissions Coordinator

Kayla Marcial Financial Aid Certified & Licensed Cosmetology Instructor

Instructors:

Veronica Wilson: Licensed Alabama Instructor with 10+years' Experience

Victoria Williams: Financial Aid Administrator Certified, Cosmetology Instructor

Lexi Stewart: Cosmetology Instructor, 2years experience

Kayla Marcial Financial Aid Certified & Licensed Cosmetology Instructor

Bireland Barfield: Admissions Specialist, Licensed Esthetician, Cosmetology Instructor 2 years' Experience

Haleigh Thornton: Estitician Instructor 2years experience

All instructors are licensed by the Alabama Board of Cosmetology & Barbering. Each receives 12 hours of continuing education each year as approved by our Accrediting Board. Our Class to instructor Ratio is 20 to 1, as required by the Alabama Board of Cosmetology & Barbering.

Mission Statement

- Our Mission at Alabama School of Nail Technology & Cosmetology is to help the student open the door to successful employment, by providing the tools needed to succeed; through quality education in the beauty industry and disciplines.

- **Accreditation**

Alabama School of Nail Technology & Cosmetology has applied for accreditation with:

NACCAS

National Accrediting Commission of Career Arts & Sciences

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

Reference # 010100-00 Jackson

Reference # B10100-01 Saraland

- **Administration Business Hours**

The school administrative offices are open for business Monday thru Thursday from 10:00a.m. to 3:00p.m. For issues related to admissions, academics, financial aid, accounting and placement, please make an appointment or visit the offices within their business hours. Our administrative offices may be reached at 251-769-5181 or visiting our campus at 428 Saraland Blvd S., Saraland, Alabama 36571 or 202 Commerce Street, Jackson, AL 36545.

- **Admission Policy**

The school is accepting applicants for admissions as regular students once the following criteria have been met:

A) Applicant must provide a copy of his/her U.S. High School Transcripts (showing High School completion) or High School Diploma, or official letter from the school as proof of Graduation, or G.E.D. transcripts PLUS any higher education transcripts.

B) Applicant must provide copy of State Issued Photo ID such as Driver's License or other State Issued Photo ID. Applicant must provide their Social Security Card, signed or an ICE Residence Card.

While all applicants must produce Items in A & B and complete an enrollment agreement, other circumstance may apply to other students…. please read below for more details.

C) Alabama School of Nail Technology & Cosmetology has not entered into an articulation agreement with any other college or university.

D) Alabama School of Nail Technology & Cosmetology does not offer distance learning, at this location in Saraland, AL

E) Alabama School of Nail Technology & Cosmetology offers all instruction in English language only. English language proficiency is required and documentation of such may be required, such as the Test of English as a Foreign Language (TOEFL). No English language services, including instruction such as ESL are provided by the institution.

F) Alabama School of Nail Technology & Cosmetology does admit students from other countries but does not provide any visa services nor will vouch for student status and any associated charges. Evidence of Verification of a foreign student's High School Diploma & Transcripts has been performed by an outside agency that is qualified to translate documents into English and Confirm the academic equivalence to a U.S. High School Diploma is required for students enrolling with a foreign diploma.

G) Alabama School of Nail Technology accepts credits earned on prior enrollments at this school or from other institutions on a student by student basis and only a limited percentage of prior credits may be accepted while enrolling in our Program.

H) Students may re-enroll after leaving the program. Hours transfer to the new entry will be at the discretion of the State of Alabama; based on time lapse in programs.

J) Before enrollment, each applicant is provided and acknowledges receipt of written information that accurately reflects the most recent annual report year statistics.

K) Before enrollment, each applicant is provided and acknowledges receipt of written information that accurately reports the certification and or licensing requirements of the State of Alabama.

L) Alabama School of Nail Technology & Cosmetology does not offer Ability to Benefit admissions.

Transfer of Hours, Acceptance of Hours & Application

Hours earned in another School will be accepted by the Alabama School of Nail Technology & Cosmetology once verified complete by Alabama Board of Cosmetology. It is the responsibility of the Student to apply to the Alabama Board of Cosmetology to have said hours verified and certified hours provided to the School prior to enrollment. The State of Alabama does not accept hours earned in another State. While Alabama Board of Cosmetology does recognize licensing through Reciprocity, hours earned in School without licensing in other States do not have the same benefit. Contact Alabama Board of Cosmetology for further Details.

Verification All documents produced by a Student must be Verified. However, if a Student using Federal Financial Aid is selected for Verification, that Student may be required to produce more than is normally required by the School. Such Student can expect to need papers to verify all

status that were claimed on the FAFSA. This can include, High School Diploma, Income Tax Verification, W-2's, Marriage License, Birth Certificate and a complete list of documents will be provided to the student at the time of the request from the Department of Education.

- Any Requested Documents must be submitted within 30 days of Request, students who fail to provide the requested documents within this time frame, will be removed from our system and must contact the school to make new application.
- Student will be notified of any needs for Verification via telephone & or email
- Student will be notified of any change of award amounts via telephone & or email
- NO AID may be disbursed to a student without complete Verification Documentation
- The Financial Aid Dept. will verify the content supplied on the FAFSA against the actual figures from the tax return(s). If necessary, the institution will make necessary Corrections to the ISIR, which may in turn impact the expected family contribution (EFC) and ultimately the financial aid package. If changes are made which affect the financial aid package, the Financial Aid Dept. will notify the student with a revised financial aid award letter
- If the Financial Aid Dept. suspects that an applicant for Title IV may have engaged in fraud or other criminal conduct while completing the FAFSA, Verification worksheets, or other financial aid documents, the Financial Aid Dept. will refer the student to the Office of the Inspector General of the Department of Education. From this referral, an investigation for any credible information indicating that fraud has occurred will ensue. Additionally, if there is a possibility that any employee, third-party servicer, or other agent of the school has engaged in fraud, misrepresentation, conversion, breach of fiduciary responsibility, or other illegal conduct while administering or receiving funds for Title IV, HEA programs, institute administration will refer the case to the Office of the Inspector General of the Department of Education.
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We will offer to the student, Professional Judgment option, please see our Financial Aid Administrator for more details and required documents as this is case specific.

Consumer Information is available on our Website and by requesting from any Staff member of the school. This information is available in person or via email by sending a request to teri@asntc.edu

GED Programs: While we at Alabama School of Nail Technology & Cosmetology do NOT offer Classes or Testing for GED's. A student may contact Alabama Community College Systems for information and testing: https://www.accs.edu/adult-education/ged/

English

English is the only language our classes are offered in. Alabama test for the State Board Theory Exam may be requested in many Languages, our Catalog and textbooks are available only in English from the School. You may choose to purchase the Piviot Point or Milady Text in other languages.

Type of Classes Cosmetology & Manicuring & Esthetics Classes are offered on campus.

Distance Education Policy: Distance Education would only be offered by State of Emergency. Currently no programs are offered VIA Distance Education.

Housing

Alabama School of Nail Technology has no dormitory facilities under its control Alabama School of Nail Technology has no responsibility to find or assist a student in finding housing. However, there is a wide range of available housing within a half-mile radius of the school, ranging in cost from $600 per month and up.

Payment

Payment in full is expected at time of enrollment unless the student signs an agreement with the school in advance of starting classes. *(If tuition is being paid by an outside agency and verified by written agreement). We accept Checks and Credit Cards as payment.*

Starting Class Schedules For 2025-2026

Classes are scheduled to start each Monday or Wednesday. School hours vary Monday through Saturday 8am to 5:30p.m. The school is closed Sunday, and all Federal Holidays. Student Schedule will be listed on each contract.

Calendar/Holidays

The school is closed on Sunday and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A "special" holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed. A copy of current year will be provided to you upon enrolment.

Breaks: Students are given breaks of no more than 10 minutes after each hour of instruction.

Voter Registration For any Student who is not already registered to vote, we offer this link to ensure you are carrying out your Civic Duty:
https://www.alabamavotes.gov/olvr/default.aspx

Grievance Procedure

STUDENT GRIEVANCE PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 10 days of the date that the act which is the subject of the grievance occurred.

2. The complaint form will be given to the school Director, by the student or via registered mail from the student.

3. The complaint will be reviewed by management and a response will be sent in writing to the student within 5 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has not been involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 5 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 10 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

All complaints will be resolved within 30 days or less of initial complaint being filed.

7. Students wishing to register a grievance other than internal may contact any of the following agencies: **Student may register grievances with any of or all the agencies listed below if satisfactory resolutions are not met at School level.**

The Private School Licensure Division of the Alabama Community College System
P.O. Box 302130
Montgomery, AL 36130-2130Phone: 334-293-4650
https://psl.asc.edu/External/Complaints.aspx

National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600
Reference # B10100-01
www.NACCAS.org

- **Disclosure and Retention of Student Records**

Adult students, parents, or guardians of dependent minors, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and that are maintained by the institution. Alabama School of Nail Technology & Cosmetology will keep these records available for three years (3) from the last day of attendance. After this period, all records are destroyed. Only Electronic Copies will be kept for 10 years for NACCAS use only. The students are not entitled to inspect the financial records of their parents, without written approval. Written consent on each separate occasion from the student and/or parents of dependent minors is required before educational records may be disclosed to any party except for accrediting commissions or governmental agencies so authorized by law. Any NO-Start Records will be destroyed after 14 days from No-Start Date.

- **Facilities**

Alabama School of Nail Technology & Cosmetology is in a spacious (16,000sq. ft.),in Saraland and 5000aq feet in Jackson, AL air-conditioned facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies and education materials provided that help enhance the students' practical and product knowledge.

We offer varied types of Work Stations for the Student Hair, Nails, Facials, and Pedicures. Offering the student, a Real World experience.

Our School in Saraland, Alabama at 428 US Saraland Blvd. South. This location gives way to many dining opportunities for our students, Parking is provided in a dedicated private lot in front and to the side of the school, and in the rear for free.

Our Jackson location offers, 5000sq feet of learning area. Equipped with all the latest technology in the Beauty Business.

Our Large windows and on street entrance gives way for walk in traffic and our layout of clinic and class rooms, gives our students the feel of an actual salon. We are very proud of our School just as we know you will be too! All instruction will be provided at the institution's address:

428 Saraland Blvd. S., Saraland, Alabama 36571 or 202 Commerce Street, Jackson, AL 36545

Health and Physical Considerations

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

History and Ownership

Alabama School of Nail Technology & Cosmetology, Jackson location was opened by Teri Lancaster in 2011 that has been Licensed by the State of Alabama since 1992. Her business has been in Jackson since that time and located in this same location since 1998. Our School has always been located at 202 Commerce Street, in 2017 we acquired the building at 200 Commerce Street, Jackson and doubled our floor space. In August of 2022, we opened our 2nd location in Saraland, Alabama.

Orientation Class

Orientation classes are held before school hours or before students are ever allowed to clock in for the first time. Before the first day of classes, the student would have physically visited and reviewed the school facilities and have signed the disclosure documents and enrollment contract and been given copies of their documents and course of study with the institution. Students are never on the Clock for Orientation Class.

Scholarships

We do participate in several privately funded Scholarship programs and applications as well as links to applications can be obtained from the admissions office at the School anytime.

Statement of Non-Discrimination

Alabama School of Nail Technology & Cosmetology does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin or residence in its admissions, staffing, instruction, and/or graduation policies.

Vaccinations: Students are NOT required to have Vaccinations.

Job Placement

Alabama School of Nail Technology & Cosmetology does not guarantee employment/placement to any student. However, we do work with each student to ensure you are being very proactive in the community in which your skills and talents will best be suited. We review with each student the job leads that come into the school and the student is sent on interviews. Being a small community, most salon owners come to us! They check out the students on the floor, always be prepared.

Career Counseling

The school counsels the students individually as often as necessary. Counseling takes place in the administrative offices by monitoring the student progress as scheduled quarterly for the periods of enrollment. Instructors and staff are available for advice/counsel. Salon owners and stylists are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the operational daily counseling carried out by the instructors in theory and operational classes.

Attendance, Tardy and Make-Up Policies

Attendance must be maintained at an average of 80 percent of the scheduled attendance. The student is expected to complete the course of study within the 1.25 times of the period of time stated in the enrollment agreement. An absence may be excused by first calling in the same day

prior to the beginning of class, and second by presenting a written excuse. Some examples: Medical, Jury Duty, Witness Duty, Military Duty. If the Student is absent 14 Consecutive calendar days, the student will be Administratively Withdrawn. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Once theory classes have begun (by five minutes), students will not be allowed to enter the classroom. Unexcused absence will not be tolerated. All students must call prior to the start of class if they will not be in attendance on time. Make up work must be completed upon re-entry into class. Effective 08/21/2018: Any Make-up hours needed will be considered after a written request has been submitted and approved by administrative staff, and dates & times will be assigned. No make-up time/hours may be granted without written approval on file.

Attendance Status and Conduct

Full-time students are required to be enrolled to attend a minimum of 32 clock hours per week. Half-time enrollment requires a minimum of 12 clock hours per week. Part-time enrollment is defined as more than 12 but less than 32 clock hours per week. A less than 12 clock hour per week is defined as less than half-time enrollment status.

Medical Leave: When approved and requested by a Doctor

Jury Duty: Alabama School of Nail Technology understands and wants every student to fulfill their responsibilities by serving on jury duty when required. Student must show the jury duty summons to their instructor as soon as possible so the instructor may make arrangements to cover material with student while away.

Witness Duty: Just as above, we encourage students to appear in court for witness duty when subpoenaed to do so. Please present your subpoena to your instructor as soon as you are notified, so they may work with you.

Military Leave: As explained above.

To maintain a safe and productive school and work environment, Alabama School of Nail Technology & Cosmetology expects students to be reliable and punctual in reporting for scheduled classes. Absenteeism and tardiness places a burden on other students and on Alabama School of Nail Technology. In the rare instance when students cannot avoid being late to school or are unable to attend as scheduled, they should notify the school as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. This is a CLOCK HOUR program, meaning every minute a student is not on the clock, contributes to time missed, and will affect attendance rates.

Termination of a Student: May terminate a student's enrollment for noncompliance with General Policies (Conduct and School rules & regulations listed below), Absenteeism, Failure to complete assigned work on time, including failing SAP, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. A Fee of $150.00 will be charged to all students who withdraw or are terminated.

Conduct and School Rules & Regulations:

While it is impossible to list all forms of behavior that are considered unacceptable in the school, the following are examples of infractions of rules of conduct that will result in termination of enrolment:

- Non-Attendance without excuse presented
- Falsification of timekeeping records
- Non-Completion of work required
- Theft of property
- No Smoking within 100 Feet of any entrance
- No Fraternization outside of School on Social media with Staff or other students
- Attending under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the school, while on this property or while acting as an agent of the school.
- Fighting or threatening violence in the workplace
- Failure to maintain Grades and complete all assigned work in a timely manner.
- Negligence or improper conduct leading to damage of school owned or customer owned property
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized material, such as explosives or firearms, in the school
- Excessive absenteeism or any absence of 14 school days without notice
- Failure to report an accident
- Sleeping while in the school
- The release of any customer, or student information to any unauthorized person or entity
- Cellular phones, headphones, earbuds and or recording devices used during class time
- Dress Code not being Followed
- Kits must be present at all times when on the clock (all parts of kit)
- Violation of Copyright

Copyright Infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United State Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a

copyrighted work without authority constitutes an infringement. Penalties for Copyright infringement includes civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringed. A court can in its discretion, also assess costs and attorneys' fees. For more detail, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov

Personal Appearance & Dress Code:

Dress, grooming, and personal cleanliness standards contribute to the moral of all students and affect the business image of Alabama School of Nail Technology & Cosmetology, you present to all customers and visitors. Students are expected to follow the color of this industry which is Black. Black tops with appropriate bottoms and shoes. All items must be solids and no advertising is allowed on T-Shirts with the exception of industry shirts.

During business and class hours, students are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Students who appear for school inappropriately dressed will be sent home and directed to return to school in proper attire. Under such Circumstances, students will not be compensated for the time away from school. Consult your instructor or an officer if you have questions as to what constitutes appropriate attire. There are to be No hoodies worn in the School at any time. Covering of the head unless a fashion statement or religious requirement is prohibited. No Jackets or coats unless chemical tolerant shall be worn on the clinic floor. Absolutely no House Shoes, Fuzzy Shoes or any other unsuitable shoe. Graphic T-shirts or Sweatshirts are NOT allowed.

Theory Class & Practice Hours - Credit Procedure

Students at Alabama School of Nail Technology & Cosmetology record their attendance by entering their hands on a time clock at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. These hours are reported to the State of Alabama on a Monthly basis. Hour's credit is given in Clock Hours and Students must be present for any credit to be given. No One can clock in and out for another student.

Theory Hours - Credit Procedure

All students are required to clock in with a bio-metrics system upon arrival and departure from the school. All grades for Theory test and practical testing are recorded in this same system and available to the student upon request. Any transcript to be sent by this school to another school may only be done by the students request in writing.

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain at least (70%) a "C" to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading

90 -100%	A	Excellent-Passing
80% - 89%	B	Above Average-Passing
70%- 79%	C	Average-Passing
69% - Below		Failing

Graduation Requirement and Award

When a student has completed the required, Financial Obligations, clock hours, theory hours, and practical operations and passed **ALL** required exams for his/her course of study with a GPA (Grade Point Average) of (70%) "C" or better and maintain an attendance rate of 80% or better (see S.A.P. policy pg. 20) he/she receives a **Diploma** certifying his/her graduation of the appropriate course of study. The Diploma will be awarded at the time of Graduation Ceremony. The school will assist the students in completing the necessary documents to file for the appropriate licensing examination with the Alabama Board of Cosmetology. All institutional charges must be paid in full, or arrangements made to pay in full prior to graduation.

Leave of Absence Policy- Student MUST Follow

- A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period, during a program, when the student is not in attendance. A LOA is not required if a student is not in attendance for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

- A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the school to perform a "Refund" calculation. If an LOA does not meet the conditions as set forth, the student is considered to have ceased attendance and to have withdrawn from the school. Thereafter, the school will perform a "Refund" calculation.

Below are the guidelines for being granted an approved LOA by Alabama School of Nail Technology & Cosmetology:

*Request must be made in advance, unless unforeseen circumstances prevent the student from doing so. (Example: Injured in Car Accident and not able to come to the school).

The School may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for the decision and collects the request from the student at a later date. In this instance, the beginning date of the approved LOA would be determined by the school to be the first day the student was unable to attend the school because of the accident.

- -Request is made, by student, in writing, and include Students signature
- -Request must specify the reason/s for the requested LOA,

Reasons a LOA may be approved, Medical, Military, Hardships, reason must be provable.

- -Request must specify the starting and ending dates of the LOA,
- -Circumstances permitting, the request for a LOA must be made in advance,
- -An approved LOA may be granted for up to 180 days in any 12-month period,
- -You should only request a LOA if you know you will be off from school for more than 14 days,
- -Receive institutional approval.
- Student will not incur additional Charges for an approved Leave of Absence

A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceeds a total of 180 calendar days in any 12-month period.

Contract Period and Max Timeframe will be extended by the same number of calendar days taken in the LOA. Changes to the Contract Period on the Enrollment Agreement will be initialed by all parties or an addendum must be signed and dated by all parties.

Reasons a request may be made: Military Service, Medical Reasons, Financial Hardship. Proof of each must be provided to the school.

When the student returns from the LOA, they will return to the academic status they previously held. Students who fail to return from a LOA will be considered withdrawn as of the last day of attendance. As of the same date, the loan repayment process will be initiated.

If the student does not return to the School at the expiration of the LOA (or the student takes an unapproved LOA), the student's withdrawal date for the purposes of calculating a refund is always students last day of attendance.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Our School operates on a 900 hour clock/27 week academic year .

Students are formally evaluated for Satisfactory Academic Progress as follows:

Cosmetology: 450hrs/13.5wks, 900hrs/27wks, 1200hrs/36wks, 1500hrs/45wks Clocked Actual Hours. Total course hours 1500.00

Manicuring: 375hrs/11wks, 750hrs/23wks Clocked Actual Hours. Total course hours 750

Esthetics: 450/13.5 wks, 900 hrs/27 wks, 950/29 wks, 1000hrs/32wks clocked actual hours. Total course hours 1000.00

These Mid-Point SAP reports will be discussed with the student and signed. A copy will be given to the student. All evaluations will be completed within 7 business days of evaluation date.
Students have access to the School App, known as KlassApp is on their phone, if they choose to access the App. This KlassApp provides them with SAP data in real time. They may access this information at any time. This app is installed on their phone during Orientation. The School monitors weekly SAP numbers for all students and will notify the student of any evaluation that impacts the student's ability to be eligible for financial aid.

Transfer Students- SAP evaluation periods are based on Actual Contracted Hours in the program.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Cosmetology 450, 900, 1200, 1500 clocked (actual) hours or Manicuring 375 & 750 clocked actual hours. Esthetics 450,900,950,1000 clocked actual hours.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to maintain a cumulative attendance rate of 80% in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

EVALUATIONS & ACADEMIC PROGRESS ADVISING

ASNT&C recognizes academic advising to be a critical component of the educational experience and student success. Faculty, administrators, and professional staff promote academic advising as a shared responsibility with students. Academic advising serves to develop and enrich

students' educational plans in ways that are consistent with their personal values, goals, and career plans, preparing them for a life of learning in a global society.

To determine academic progress students are evaluated based on the cumulative written grade average and Practical skills average as a qualitative element of the Satisfactory Progress Policy. Students are assigned academic study and evaluation throughout the program. Academic learning is evaluated by written exams administered after each unit of study. Practical assignments are evaluated as completed and counted toward course completion. Practical skills are evaluated according to published criteria and performance standards established by the state licensing agency. Theory and practical grades are combined to create the student's overall GPA. Students must maintain a GPA of 70%.

Grading

90 -100%	A	Excellent-Passing
80% - 89%	B	Above Average-Passing
70%- 79%	C	Average-Passing
69% - Below		Failing

MAXIMUM TIME FRAME: Defined as 125% of the published length of the program**.**

Note: Title IV will not pay beyond actual clock hours, which is the published length of the program.

Example of this would be as follows to maintain an 80% percent attendance rate: Student enrolled in a program of 1500 hours must complete within 1875 scheduled hours. See chart below for minimum required attendance under this 80% attendance rule.

Course:

Cosmetology

Scheduled hour/weeks:	Actual hours/weeks:
562/17	450hours/13.5week Year 1
1125/33	900hours/27weeks Year 2
1500/45	1200hours/36weeks Year 2
1875/56	1500hours/45weeks Program Completion/Graduation

Manicuring

Scheduled hour/weeks:	Actual hours/weeks:
469/14	375 hours/11weeks Less than one-year program 50% of required hours.
938/29	750 hours/23weeks Less than one year, total program hours/Graduation

Esthetics

Scheduled hour/weeks:	Actual hours/weeks:
562/17	450hours/13.5week Year 1
1125/33	900hours/27weeks Year 2
1250/40	1000hours/32 weeks Completion & Graduation

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on the same maximum time as full-time students of 125% maximum and 80% attendance. Example, if student is contracted for 500 hours, an attendance rate of 80% is required, student must complete those 500 hours in 625 scheduled hours. Thus, ensuring they do not go past the 125% maximum.

Exceeding Maximum Time Frame: Students who have not completed the course within the maximum timeframe shall be terminated from the program and may re-enroll as a student at the institution on a cash pay basis in a manner consistent with the reenrollment provisions of the institution's admissions policy.

DETERMINATION OF PROGRESS STATUS

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

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. Students will remain eligible for Title IV programs during one payment period. If at the end of the warning period, the student has still not met both the attendance and academic requirements for SAP he/she will lose title IV eligibility. Unless they successfully appeal.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will lose title IV eligibility if they do not meet SAP by the end of the warning period unless they successfully appeal the decision. If the student successfully appeals they will be placed on probation. Student will be on probation with an academic plan if they can meet SAP by the end of the next evaluation period. If they cannot meet SAP by the next evaluation period, they will lose Title IV funding & become a cash pay Student.

Note: The institution may only allow for the Status of Probation for students who are not considered meeting minimum standards for SAP if: 1. The institution determines that SAP progress standards can be met by the end of the subsequent evaluation period or the institution develops an academic plan for the student that, if followed , will ensure that the student is able to meet the institution's SAP requirements by a specific point within the maximum time frame established for the individual student.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days, of being notified. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP Evaluation Periods are based on Actual Contracted Hours.

All scheduled review dates will be set in accordance to the enrollment dates stated on the enrollment contract. In addition to the required number of hours, students must also have to maintain a (70%) "C" or better grade average.

Re-entering

Students accepted for re-entering into the same program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. Fee's on page 50 for reentering.

Course Incompleteness

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's courses of instruction.

EXTRA-INSTRUCTIONAL CHARGES POLICIES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of $250 per week, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

Official Withdrawal vs. Unofficial Withdrawal

- An official withdrawal occurs when the student gives notice or withdrawal. Unofficial withdrawal occurs when student must be dropped for noncompliance with General Policies, including SAP, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Withdrawal Procedure for Student wishing to Withdraw:

Written notice in the form of a hand delivered letter, or by US Mail with a signature required; stating the reason & the date to officially withdraw is required. All students will be held accountable by the Withdrawal Refund Policy as laid out on their Contract and in this Catalog. All Return to Title IV will be done in a timely manner.

Withdrawal-Refund Policy

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school

closure.
Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has actually started classes.

3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In such cases he/she shall be entitled to a refund of all monies paid to the school.

4. A student notifies the institution of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall the last day of attendance.

6. A Student is expelled by the School.

7. A Student is officially or unofficially withdrawn (unofficial withdrawals will be determined by the institution by 14 days after last day of attendance).

8. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

9. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	**TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN**
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

10. All refunds will be calculated based on the students last date of attendance, using SCHEDULED Hours. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
11. If School is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.

12. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
13. In such an event a class is dropped by the school or canceled by the school, prior to instruction beginning, the school will refund tuition for such class.
14. In the event the school cancels a course and or a program and ceases to offer instruction after students have enrolled **and** instruction had begun, the school shall at its option: Provide a pro rata refund for all students transferring to another school; or Provide completion of the course and or program; or Participate in a Teach-Out Agreement; or provide a full refund of all monies paid.
15. A Student receiving VA Benefits will receive a 100% refund within 40 days if they withdraw on or before the 1st day of class, and the VA student is not required to provide written notice of withdrawal.
16. All extra costs such as Books, Equipment and Graduation fees, testing fees, which are not included in the tuition total are Refundable, provided they are in unused condition; within 20 days of receipt.

Collection procedures shall reflect ethical business practices

Collection Policy

In the event a student leaves owing money, a certified letter will be mailed to the last known address. After 30 days, the school has a right and may make a choice to file a small claim for the money or turn the item over to an attorney for collection. Collection procedures shall reflect ethical business practices.

Return to Title IV Policy

Federal Financial Aid (Title IV Funds) is awarded to a student under the assumption that the student will attend school for the entire period for which the aid is awarded. The term "Title IV Funds" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

If a student (parent/guardian in the case of a student under legal age) cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's Financial Aid Director/Owner in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student withdrawal can include those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or had an unapproved Leave of Absence, 2) those who were terminated from enrollment. 3) those who withdrew from the program and notified the school, 4) the school was notified by a second party due to circumstances beyond the student's control. All R2T4 calculations are based on the students last date of attendance as provided by the student's attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed more than 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.

The calculation for the percent of completion of the payment period is as follows:

Alabama School of Nail Technology & Cosmetology will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was schedule to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty-five (45) days of the earlier of 1) date the school sends the student notification of the over award 2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the

Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the students eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from the school. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180-day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the schools refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the schools Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

- Unsubsidized Direct William D. Ford Federal Loan program
- Subsidized Direct William D. Ford Federal Loan program
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required

If the school is allowed a post withdrawal disbursement, the school will advise the student or parent, in writing they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty-five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date the school determined the student withdrew.

If the schools Institutional Refund Calculation indicates the student still owes the school, the

debt to the school must be paid in full before the release of transcripts (unless your state law indicated otherwise).

The school's responsibility in regard to the Return to Title IV funds are as follows:

- To provide students with the information contained in the R2T4 Policy.
- Identifying student who have withdrawn and will be affected by the R2T4 Policy.
- Return all unearned Title IV Funds in compliance with The Department of Education requirements.

The student's responsibilities in regard to the Return to Title IV funds are as follows:

- Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the school in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- All requests to withdraw or cancel a request to withdraw must be delivered to the school's financial aid office.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary Institution). These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Alabama School of Nail Technology receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate - official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school Official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to· a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Alabama School of Nail Technology & Cosmetology in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Alabama School of Nail Technology & Cosmetology who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Alabama School of Nail Technology & Cosmetology.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Alabama School of Nail Technology & cosmetology to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

See the list below of the disclosures that postsecondary institutions may make without consent:

To other school officials, including teachers, within Alabama School of Nail Technology & Cosmetology whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J) (a)(l)(i)(B)(2) are met. (§99.31(a)(l)) the student's enrollment or transfer, subject to the requirements of §99.34.(§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35,

in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.3l(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(ll))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.3l(a)(15))

Reporting of Crimes & Annual Security Reports

Campus safety and security are important issues at the Alabama School of Nail Technology & Cosmetology. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy. The School has designated Ms. Teri Lancaster, President & Tara Tess Conway Director, as the contact persons for reporting any problems relating to on campus security issues and the reporting of crimes.

Each year the College prepares this report to comply with the Clery Act. The full text of this report can be located on the College's web site at www.asntc.edu. This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the Director or by calling (251) 246-9992. All prospective employees may also obtain a copy from the Director.

NOTICE OF NON-DISCRIMINATION & CAMPUS SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES

I. Policy

It is the policy of Alabama School of Nail Technology & Cosmetology (the "School") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted the Campus Sexual Harassment Policies & Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the School's website at www.asntc.edu or obtained in person from the Title IX Coordinator (see below).

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to

participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Teri Lancaster, Title IX Coordinator 202 Commerce Street Jackson, AL 36545 Phone: (251) 246-9992 Email: teri@asntc.edu

Tara Tess Conway, Title IX Coordinator 428 Saraland Blvd. S., Saraland, AL

36571 Email: taratess@asntc.edu

Inquiries or complaints concerning the School's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, Atlanta Office

61 Forsyth Street S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: (404) 974-9406
Facsimile: (404) 974-9471
Email: OCR.Atlanta@ed.gov

Alabama School of Nail Technology & Cosmetology desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in school.

II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the School's Title IX Coordinator or Director of Financial Aid. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an

informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

Drug and Alcohol Abuse Prevention In accordance with the Drug Free schools and Communities Act, the Alabama School of Nail Technology & Cosmetology prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol beverages by students, staff, and faculty on its property or as part of any of its activities.

Any student, staff, or faculty member who is involved with the unlawful possession, use, or distribution of illicit drugs or alcohol is subject to termination from the Alabama School of Nail Technology & Cosmetology and referral for prosecution for violations of applicable local, state, and/or federal laws.

The School's Drug Free School Policy is published as part of the School's annual security report. This Policy is disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. You may also contact the Director or Admissions Coordinator for the complete Drug and Alcohol Abuse Policy and/or a list of professional treatment centers in the local area.

Cyber Information Security Plan

Background

This Information Security Plan ("Plan") describes Alabama School of Nail Technology & Cosmetology's ("ASNTC") safeguards to protect covered data and information. These safeguards are provided to:

- Ensure the security and confidentiality of covered data and information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of covered data and information that result in substantial harm or inconvenience to any student, employee or customer.

This Information Security Plan also provides for mechanisms to:

- Identify and assess the risks that may threaten covered data and information maintained by ASNTC;
- Develop written policies and procedures to manage and control these risks;
- Implement and review the plan; and
- Adjust the plan to reflect changes in technology, the sensitivity of covered data and information and internal or external threats to information security.

"Covered data" is defined as educational records, and the personal and financial information of students, prospective students, faculty members, staff members, alumni and customers. When in doubt as to whether a piece of data or information is to be safeguarded as covered data and information, ASNTC employees/contractors will err on the side that it is covered data and information. It includes data maintained at ASNTC as well as centrally-stored data, regardless of the media on which they reside.

Employees are charged with safeguarding the integrity, accuracy, and confidentiality of covered data and information as part of the condition of employment.

ASNTC recognizes that it has both internal and external risks. These risks include, but are not limited to:

- Unauthorized access of covered data and information by someone other than the owner of the covered data and information
- Compromised system security as a result of system access by an unauthorized person
- Interception of data during transmission
- Loss of data integrity
- Physical loss of data in a disaster
- Errors introduced into the system
- Corruption of data or systems
- Unauthorized access of covered data and information by employees
- Unauthorized requests for covered data and information
- Unauthorized access through hardcopy files or reports
- Unauthorized transfer of covered data and information through third parties

ASNTC recognizes that this may not be a complete list of the risks associated with the protection of covered data and information. Because technology growth is not static, new risks are created regularly. Accordingly, ASNTC works with information technology vendors to actively monitor for identification of new risks. ASNTC believes its current safeguards are reasonable and, in light of ASNTC's current risk assessments are sufficient to provide security and confidentiality to covered data and information maintained by ASNTC. Additionally, these safeguards protect against currently anticipated threats or hazards to the integrity of such information.

As required by the Student Aid Internet Gateway (SAIG) Enrollment Agreement entered into by ASNTC, ASNTC must ensure that all Federal Student Aid (FSA) applicant information is protected from access by or disclosure to unauthorized personnel. Under various Federal and state laws and other authorities, including the Higher Education Act of 1965, as amended ("HEA"); the Family Educational Rights and Privacy Act (FERPA); the Privacy Act of 1974, as amended; the Gramm-Leach-Bliley Act; state data breach and privacy laws; and potentially other laws, ASNTC may be responsible for losses, fines and penalties (including criminal penalties) caused by data breaches.

The HEA also requires ASNTC to maintain appropriate institutional capability for the sound administration of the Title IV programs. Such capability includes satisfactory policies, safeguards, monitoring and management practices related to information security. Further, FERPA generally prohibits institutions from having policies or practices that permit the disclosure of education records or personally identifiable information contained therein without the written consent of the student, unless an exception applies. Any data breach resulting from a failure of an institution to maintain appropriate and reasonable information security policies and safeguards could also constitute a FERPA violation.

To support the expectation and the SAIG requirements described above, ASNTC is committed to follow industry standards and best practices in managing information and information systems and in securing covered data, including personally identifiable information.

Designated Security Program Officer

Teri Lancaster is the designated Security Program Officer for ASNTC. All correspondence and inquiries about ASNTC's Information Security Plan should be directed to Ms. Lancaster.

Student Privacy Provisions & Access to Cumulative Records

ASNTC respects each student's right to privacy, and acts in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides students certain rights with respect to the student access to and amendment of educational records and governs when ASNTC can disclose educational records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes ASNTC is not in compliance with the statute and governs when ASNTC can disclose directory information about students.

FERPA generally requires that ASNTC have the student's written permission to release any information from their records except as may be permitted or required under the applicable law and regulations. Please see the Notification of Rights Under FERPA published in the ASNTC Catalog & Admissions Policies Guide for more information about these exceptions.

Students seeking access to their records should submit a written request that identifies the record or records they wish to inspect to ASNTC's Financial Aid office. ASNTC will arrange for access and notify the student of the time and place where the records may be inspected. ASNTC may charge a reasonable fee for copies of student records

In accordance with FERPA, ASNTC will disclose information from the academic records of a student to authorized persons, provided ASNTC has on file written consent of the student. The form is available from ASNTC's Financial Aid office. A student must submit a written consent for each third-party request for information.

Security Provisions

The ASNTC Information Security Plan herein is designed to ensure the security, integrity, and confidentiality of covered data, including but not limited to non-public personally identifiable information, protecting it against anticipated threats, and guarding it against unauthorized access or use. Covered under the Plan are administrative, technical, and physical safeguards used in the collection, distribution, processing, protection, storage, use, transmission, handling, or disposal of covered data. The Plan covers actions by both employees of ASNTC and outside service providers.

ASNTC uses direct personal control or direct supervision to control access to and handling of all covered data when an office is open. Whether the information is stored in paper form or any electronically accessible format, covered data is maintained, stored, transmitted and otherwise handled under the direct personal control of an authorized employee of ASNTC.

Covered data is collected, processed, transmitted, distributed and ultimately disposed of with constant attention to its privacy and security. Conversations concerning covered data are held in private. Papers with covered data are mailed via US mail, or private mail carrier. When best practices permit the disposal of non-public information, it is destroyed; paper containing such information is routinely shredded or otherwise destroyed.

ASNTC employees are required to password-protect electronic files of non-public personally identifiable information when transmitting electronically.

Confidential material is kept secure. Most offices have locked windows and locked doors with restricted access. For those that do not, materials are kept in locked filing cabinets or other locked storage areas. When offices are open, confidential information is kept out of sight from visitors, and computer screens are not visible to visitors. Offices and/or computers are locked when the office will be vacant for an extended length of time.

Key access is limited to authorized ASNTC employees only, and ASNTC's Director governs the distribution of keys. ASNTC's Director further ensures the security of offices at the campus after hours.

Employee Management and Training

All ASNTC employees, including part-time and temporary employees, are given specific training by their supervisors about issues of security of sensitive and confidential material used in their respective offices. Employees are held accountable to know that although they have access to non-public information in order to perform their duties for ASNTC, they are not permitted to access it for unapproved purposes or disclose it to unauthorized persons. The Employee Handbook, which is provided to all employees, states that violation of security policies could result in termination of employment or legal action, or both.

Outside Service Providers

Third party service providers are required to maintain appropriate safeguards for nonpublic information to which they have access. Contracts with service providers, who within their contracts have access to ASNTC's non-public student, prospective student, employee and/or customer information, shall include the following provisions as appropriate:

- Explicit acknowledgment that the contract allows the contract partner access to confidential information;
- Specific definition of the confidential information being provided;
- Stipulation that the confidential information will be held in strict confidence and accessed only for the explicit business purpose of the contract;
- Guarantee from the contract partner that it will ensure compliance with the protective conditions outlined in the contract;
- Guarantee from the contract partner that it will protect the confidential information it accesses according to commercially acceptable standards and no less rigorously than it protects its own customers' confidential information;
- Provision allowing for the return or destruction of all confidential information received by the contract partner upon completion of the contract;
- Stipulation that any violation of the contract's protective conditions amounts to a material breach of contract and entitles ASNTC to immediately terminate the contract without penalty;
- Provision allowing auditing of the contract partners' compliance with the contract safeguard requirements;
- Provision ensuring that the contract's protective requirements shall survive any termination agreement.

If ASNTC has entered into an arrangement with an outside servicer provider, note that Federal regulation 34 CFR §668.25 includes a provision that ASNTC remains liable for any action by its third-party servicers.

Reassessment of Plan

This Plan is reviewed at least annually and adjusted as needed. The Director shall circulate this policy to ASNTC's advisory board and request a reassessment. The annual review includes identification and assessment of internal and external risks to the security, integrity, and confidentiality of non-public personally identifiable information, including review of outside contractors and their contracts to ensure that proper safeguards are in place.

Information Technology Systems Practices/Policies:

Access to covered data and information via ASNTC's computer information system is limited to those employees who have a business reason to know such information. Each employee is assigned a user name and password. Databases containing personal covered data and information, including, but not limited to, accounts, balances, and transactional information, are available only to ASNTC employees in appropriate departments and positions. Account and password information is only provided after receipt of documentation from the appropriate supervisor. ASNTC will take reasonable and appropriate steps consistent with current technological developments to make sure that all covered data and information is secure and to safeguard the integrity of records in storage and transmission. User and system passwords are required to comply with ASNTC's password policy described below. When commercially reasonable, encryption technology will be utilized for both storage and transmission. All covered data and information will be maintained on servers that are either behind ASNTC's firewall or stored in cloud-based data storage solutions with vendors whose data security systems comply with this Policy. All firewall software and hardware maintained by ASNTC will be kept current.

Student Information System – Genesis School Management Software: ASNTC's Security Program Officer is responsible for authorizing system access to Genesis School Management Software ("Genesis"). Each employee's new hire paperwork will indicate whether the employee is authorized to have access to Genesis and, if so, the access credentials to be provided. For example, employees in ASNTC's education office will be provided full access to the Genesis student profile database (exclusive of user administration). Access for instructors will generally be limited to student grades and attendance records and will exclude access to student personally identifiable information (including but not limited to financial aid information). Each employee's access will be determined by the Security Program Officer and the employee's supervisor in consideration of the employee's job responsibilities.

System privileges are authorized by the Security Program Officer. Staff granted access to institutional data may do so only to conduct ASNTC business. In this regard, employees must:

- Respect the confidentiality and privacy of individuals whose records they access
- Observe ethical restrictions that apply to the data to which they have access
- Abide by applicable laws or policies with respect to access, use, or disclosure of information

Employees may not:

- Disclose data to others, except as required by their job responsibilities
- Use data for their own personal gain, nor for the gain or profit of others
- Access data to satisfy their personal curiosity.

Employees and students who violate this policy are subject to the investigative and disciplinary procedures of ASNTC. ASNTC's Director handles complaints against students as well as complaints against staff and administrators.

Access to information technology systems is granted based on the employee's need to use specific data, as defined by job duties, and subject to appropriate approval. As such, this access cannot be shared, transferred or delegated. Failure to protect these resources may result in disciplinary measures being taken against the employee, up to and including termination.

Employee Information

All aspects of personnel records are confidential. Directory information for employees is public. Directory information may include some or all of the following: name, department, position title, ASNTC address, ASNTC phone and email address. Employees may request that this data be classified as confidential. All other employee related data must be vigilantly safeguarded and treated as confidential.

Passwords

Administrative information is protected through the vigilant use of user-defined passwords. Passwords must be:

- Consist of both letters and numbers
- Eight characters in length, minimum
- Individuals are expected to protect passwords from disclosure. Every individual must have a unique user login.

Communication to New Employees ASNTC's Director or the Security Program Officer is responsible for discussing this policy with each employee at the time system privileges are issued. Effective, on-going communication of this security policy along with instruction regarding office procedures is the responsibility of ASNTC's Security Program Officer.

Unauthorized Disclosure of Covered Information ASNTC's SAIG Agreement includes a provision that in the event of an unauthorized disclosure or an actual or suspected breach of applicant information or other sensitive information (such as personally identifiable information) ASNTC must immediately notify the U.S. Department of Education Federal Student Aid at CPASNTCIG@ed.gov. The Security Program Officer shall notify the President of ASNTC that an unauthorized disclosure or suspected breach of applicant information or other sensitive information has occurred. The President, working with the Security Program Officer, shall then submit the required notification to FSA as required under the SAIG Agreement.

Alabama School of Nail Technology & Cosmetology proudly offers Cosmetology. Here you will find a breakdown of the hours of instruction that is taught with the total cost. Students completing each of the disciplines offered here, participate in a full spectrum program which prepares them for employment beyond Alabama. Each course will prepare the student for the Licensing exam both written and practical. Once a student receives that License, they will be prepared for employment anywhere within the United States, as Alabama at this time has the highest standards and test each student on a National Level. All 50 States recognize this Alabama License through Reciprocity without additional classes and all but 2 do not require additional testing (HI & MD).

Graduates can look forward to having built the skills necessary to approach a job interview ready for success, not only in a Salon but today many jobs are opening in medical facilities, wellness centers, retail stores, or there are always opportunities in sales, and manufacturing within this occupation.

The only thing between a new student and success are the hours needed to complete the class.

Cosmetology- Jackson Campus**1500 Clock Hours Required/45Weeks** Students studying and practicing techniques in Cosmetology will include, haircutting, creative hair styling, coloring, modern nail technology, skin care, and chemistry, facials, and salon management. The course content exceeds the standards set forth by the Alabama Board of Cosmetology and Barbering and prepares the student to sit for the Alabama State Board Licensure test. Students acquire and in-depth development of professional cosmetology service relationships. A comprehensive presentation of the science and art of cosmetology provides students with the background necessary for enhancing communications with clients and supporting confident interaction while offering a wide variety of services, including styling, coloring, nail technology and facials. Opportunities for learning through practical skill exercises, group processes, lectures, and discussions, and hands-on techniques practice form the core of this unique program. Students will receive instruction & participate in all phases of Salon Cleaning, Sanitation, and proper procedures. This will include laundry and floor maintenance. Portions up to 50% of theory of this class at the Jackson Campus only may be offered in Distance Education.

Curriculum	Clock Hours		Theory	Practical
Shampooing	57.5	=	28.75	28.75
Scalp, Conditioners & Hair Treatments	22.5	=	11.25	11.25
Manicure	26.5	=	13.25	13.25
Hair Shaping	75	=	37.50	37.50
Hair Styling	415	=	207.5	207.5
Permanent Waving	140	=	70	70
Chemical Relaxing	22.5	=	11.25	11.25
Hair Coloring	182.5	=	91.25	91.25
Skin Care	87.5	=	43.75	43.75
Brow and Lash Care	16	=	8	8
Science & Related Services	107.5	=	53.75	53.75
Unassigned	347.5	=	173.75	173.75
	1500 Clock Hours		**750**	**750**

Cost	
Registration Fees	$130.00
Graduation Fees	$210.00
State Board Testing Fees	$211.00
Books ISBN: 9798214359892 + 9780357379103	$614.34
Kit	$3142.19
Alabama Sales Tax	$375.65
Tuition	$18,000.00
	$22,683.18

Other Cost that may be incurred:	$10.00 Transcript fee for additional copies
Withdrawal Fee	$150.00 as stated on contract
Registration fee for Transfer Students	$175.00 Transfer Students
	$175.00RegistrationFee/Re-Entry (see policy pg 31)

PAYMENT: WE ACCEPT CASH,CHECKS & CREDIT CARDS

Please Visit our Website to use our NETPRICE Calculator.

Students are scheduled and expected to attend 34 hours per week for ALL programs

Cosmetology- Saraland Campus**1500 Clock Hours Required/45Weeks** Students studying and practicing techniques in Cosmetology will include, haircutting, creative hair styling, coloring, modern nail technology, skin care, and chemistry, facials, and salon management. The course content exceeds the standards set forth by the Alabama Board of Cosmetology and Barbering and prepares the student to sit for the Alabama State Board Licensure test. Students acquire and in-depth development of professional cosmetology service relationships. A comprehensive presentation of the science and art of cosmetology provides students with the background necessary for enhancing communications with clients and supporting confident interaction while offering a wide variety of services, including styling, coloring, nail technology and facials. Opportunities for learning through practical skill exercises, group processes, lectures, and discussions, and hands-on techniques practice form the core of this unique program. Students will receive instruction & participate in all phases of Salon Cleaning, Sanitation, and proper procedures. This will include laundry and floor maintenance.

Curriculum	Clock Hours		Theory	Practical
Shampooing	57.5	=	28.75	28.75
Scalp, Conditioners & Hair Treatments	22.5	=	11.25	11.25
Manicure	26.5	=	13.25	13.25
Hair Shaping	75	=	37.50	37.50
Hair Styling	415	=	207.5	207.5
Permanent Waving	140	=	70	70
Chemical Relaxing	22.5	=	11.25	11.25
Hair Coloring	182.5	=	91.25	91.25
Skin Care	87.5	=	43.75	43.75
Brow and Lash Care	16	=	8	8
Science & Related Services	107.5	=	53.75	53.75
Unassigned	347.5	=	173.75	173.75
	1500 Clock Hours		**750**	**750**

Cost	
Registration Fees	$130.00
Graduation Fees	$210.00
State Board Testing Fees	$211.00
Books (ISBN# **9798214359892 + 9780357379103)**	$614.34
Kit	$3142.00
Alabama Sales Tax	$375.650
Tuition	$18,000.00
	$22,683..18

Other Cost that may be incurred:	$10.00 Transcript fee for additional copies
Withdrawal Fee	$150.00 as stated on contract
Registration fee for Transfer Students	$175.00 Transfer Students
	$175.00RegistrationFee/Re-Entry (see policy pg 31)

PAYMENT: WE ACCEPT CASH,CHECKS & CREDIT CARDS

Please Visit our Website to use our NETPRICE Calculator.

Students are scheduled and expected to attend 34 hours per week for ALL programs

Manicuring-Jackson Campus **750 Clock Hours Required/23 Weeks** Students studying and practicing techniques in Manicuring will include cutting, shaping and polishing the natural nails of the hands and feet. Modern nail technology, skin care, and chemistry, Gel & Acrylic applications, and salon management. The course content exceeds the standards set forth by the Alabama Board of Cosmetology and Barbering and prepares the student to sit for the Alabama State Board Licensure test. Students acquire and in-depth development of professional cosmetology service relationships. A comprehensive presentation of the science and art of cosmetology provides students with the background necessary for enhancing communications with clients and supporting confident interaction while offering a wide variety of services, including manicuring, pedicuring, nail technology and skin & nail care. Opportunities for learning through practical skill exercises, group processes, lectures, and discussions, and hands-on techniques practice form the core of this unique program. NO Portion of this program will be offered in Distance Education. Students will receive instruction & participate in all phases of Salon Cleaning, Sanitation, and proper procedures. This will include laundry and floor maintenance.

Curriculum	Clock Hours		Theory	Practical
Bacteria & Other Infections	90	=	45	45
Safety in the Salon	50	=	25	25
Sanitation	90	=	45	45
Nail and Nail Disorders	80	=	40	40
Skin and Skin Disorders	40	=	20	20
Client Consultation	40	=	20	20
Manicure	50	=	25	25
Pedicure	50	=	25	25
Nail Tips	55	=	27.5	27.5
Nail Wraps	55	=	27.5	27.5
Acrylic Nails	55	=	27.5	27.5
Nail Art	55	=	27.5	27.5
Salon Management	15	=	7.5	7.5
Marketing & Services	15	=	7.5	7.5
Unassigned	10	=	5	5
Total Hours Received:	**750**		**375**	**375**

Cost	
Registration Fees	$130.00
Graduation Fees	$210.00
State Board Testing Fees	$211.00
Books (ISBN# **978214359977 + 9780357871485**)	$504.84
Kit	$887.22
Alabama Sales Tax	$162.00
Tuition	$11,000.00
	$13,082.27

Other Cost that may be incurred:	$10.00 Transcript fee for additional copies
Withdrawal Fee	$150.00 as stated on contract
Registration fee for Transfer Students	$175.00 Transfer Students
	$175.00RegistrationFee/Re-Entry
	(see policy pg 31)

PAYMENT: WE ACCEPT CASH, CHECKS & CREDIT CARDS

Please Visit our Website to use our NETPRICE Calculator.

Students are scheduled and expected to attend 34 hours per week for ALL programs

Manicuring- Saraland Campus-**750 Clock Hours Required/23 Weeks** Students studying and practicing techniques in Manicuring will include cutting, shaping and polishing the natural nails of the hands and feet. Modern nail technology, skin care, and chemistry, Gel & Acrylic applications, and salon management. The course content exceeds the standards set forth by the Alabama Board of Cosmetology and Barbering and prepares the student to sit for the Alabama State Board Licensure test. Students acquire and in-depth development of professional cosmetology service relationships. A comprehensive presentation of the science and art of cosmetology provides students with the background necessary for enhancing communications with clients and supporting confident interaction while offering a wide variety of services, including manicuring, pedicuring, nail technology and skin & nail care. Opportunities for learning through practical skill exercises, group processes, lectures, and discussions, and hands-on techniques practice form the core of this unique program. NO Portion of this program will be offered in Distance Education. Students will receive instruction & participate in all phases of Salon Cleaning, Sanitation, and proper procedures. This will include laundry and floor maintenance.

Curriculum	Clock Hours		Theory	Practical
Bacteria & Other Infections	90	=	45	45
Safety in the Salon	50	=	25	25
Sanitation	90	=	45	45
Nail and Nail Disorders	80	=	40	40
Skin and Skin Disorders	40	=	20	20
Client Consultation	40	=	20	20
Manicure	50	=	25	25
Pedicure	50	=	25	25
Nail Tips	55	=	27.5	27.5
Nail Wraps	55	=	27.5	27.5
Acrylic Nails	55	=	27.5	27.5
Nail Art	55	=	27.5	27.5
Salon Management	15	=	7.5	7.5
Marketing & Services	15	=	7.5	7.5
Unassigned	10	=	5	5
Total Hours Received:	**750**		**375**	**375**

Cost	
Registration Fees	$130.00
Graduation Fees	$210.00
State Board Testing Fees	$211.00
Books (ISBN## **978214359977 + 9780357871485**)	$504.840
Kit	$887.22
Alabama Sales Tax	$139.21
Tuition	$11,000.00
	$13,082.27

Other Cost that may be incurred:	$10.00 Transcript fee for additional copies
Withdrawal Fee	$150.00 as stated on contract
Registration fee for Transfer Students	$175.00 Transfer Students
	$175.00RegistrationFee/Re-Entry
	(see policy pg 31)

PAYMENT: WE ACCEPT CASH, CHECKS & CREDIT CARDS

Please Visit our Website to use our NETPRICE Calculator.

Students are scheduled and expected to attend 34 hours per week for ALL programs

Esthetics-Saraland Campus- **1000 Clock Hours Required/32 Weeks** Students studying and practicing techniques in Esthetics will include hair removal, skin care,
and chemistry, facials, and salon management. The course content exceeds the standards set forth by the Alabama Board of Cosmetology and Barbering and prepares the student to sit for the Alabama State Board Licensure test. Students acquire and in-depth development of professional Esthetic service relationships. A comprehensive presentation of the science and art of Esthetics provides students with the background necessary for enhancing communications with clients and supporting confident interaction while offering a wide variety of facials, hair removal, makeup, safety procedures. Opportunities for learning through practical skill exercises, group processes, lectures, and discussions, and hands-on techniques practice form the core of this unique program. Students will receive instruction & participate in all phases of Salon Cleaning, Sanitation, and proper procedures. This will include laundry and floor maintenance. This Program is not currently offered on our Jackson Campus.

Curriculum	Clock Hours	Theory	Practical	
Bacteriology and Sanitation, Personal Hygiene, Public Health	100	=	50	50
History of Skin, Cell Tissue	100	=	50	50
Dermatology, Structure, Functions, Types, Color Elasticity, Disorders	100	=	50	50
Structure/ Function Human Systems	50	=	25	25
Skin Types, Color Nutrition	50	=	25	25
Facial Treatments, Massage, Analysis, Preparation, Manipulations	100	=	50	50
Equipment, Electrical Current Facial Treatments, Benefits, Safety	75	=	37.5	37.5
Other Facial Treatments, Purpose and Effects, Safety	75	=	37.5	37.5
Hair Removal, Depilatories, Tweezing, Waxing	37.5	=	18.75	18.75
Makeup, Supplies and Implements, Preparation, Safety Procedures	100	=	50	50
Body Wraps, Purpose and Effects, Types of Treatment, Supplies	37.5	=	18.75	18.75
Business/ Management Practices, Salon, and Client Development	62.5	=	31.25	31.25
Unassigned	112.5	=	56.25	56.25
Total Hours Received:	**1,000 Clock Hours**	**=**	**500**	**500**

Cost	
Registration Fees	$130.00
Graduation Fees	$210.00
State Board Testing Fees	$211.00
Books (ISBN# 9798214359939 + 9780357871478)	$614.34
Kit	$2439.95
Alabama Sales Tax	$305.43
Tuition	$14,000.00
	$17,910.72

Other Cost that may be incurred:
Withdrawal Fee
Registration fee for Transfer Students

$10.00 Transcript fee for additional copies
$150.00 as stated on contract
$175.00 Transfer Students
$175.00RegistrationFee/Re-Entry (see policy pg 31)

PAYMENT: WE ACCEPT CASH,CHECKS & CREDIT CARDS
Please Visit our Website to use our NETPRICE Calculator.

Students are scheduled and expected to attend 34 hours per week for ALL programs

Cosmetology Course Outline Description, JACKSON CAMPUS ONLY: The primary purpose of this cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry –level positions in cosmetology or a related career field. Up to 50% of these hours may be offered in Distance Education. Only Theory may be offered in Distance Education, and only up to 50% of Course total.

Objectives: Upon Completion of the course requirements, the determined graduate will be able to:

Project a positive attitude and a sense of personal integrity and self-confidence

Practice effective communication skills, visual pose, and proper grooming.

1. Respect the need to deliver worthy service for value received in an employer-employee relationship.
2. Perform basic manipulative skills in the areas shampooing, shaping, styling, waving, relaxing, coloring, skin care, and related services.
3. Perform the basic analytical skills to determine proper hair services and scalp and skin services for the client's overall image and needs.
4. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Format: The Clock Hour education is provided through sequential learning steps that address specific task necessary for state board preparation, graduation and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. Distance Education is used for 50% of these hours. During that time, Theory will be taught via Zoom and other online platforms using Piviot Point. Interaction with the Instructor is required to show participation during these Distance Ed Hours. The Student's qualitative academic performance for each 10% of the Distance Education Modules component will actually be tested in person by a qualified instructor. ALL Transcripts & and or other documentation listing academic attainment received will identify the distance education component. Prior to enrollment students are provided with a disclaimer that academic achievement earned via distance education may or may not be accepted for reciprocity or eligible for licensure in other states. Students are required to attend no less than one day per week for practical exercise and testing requirements.

Grading		
90 -100%	A	Excellent-Passing
80% - 89%	B	Above Average-Passing
70%- 79%	C	Average-Passing
69% - Below		Failing

Unit Contents and Hours Required by the State of Alabama

Curriculum	Clock Hours		Theory	Practical
Shampooing	57.5	=	28.75	28.75
Scalp, Conditioners & Hair Treatments	22.5	=	11.25	11.25
Manicure	26.5	=	13.25	13.25
Hair Shaping	75	=	37.5	37.5
Hair Styling	415	=	207.5	207.5
Permanent Waving	140	=	70	70
Chemical Relaxing	22.5	=	11.25	11.25
Hair Coloring	182.5	=	91.25	91.25
Skin Care	87.5	=	43.75	43.75
Brow and Lash Care	16	=	8	8
Science & Related Services	107.5	=	53.75	53.75
Unassigned	347.5	=	173.75	173.75
Total Hours Received:	**1500**	**=**	**750**	**750 NO DISTANCE EDUCATION**

Instructional Methods Used: The school has developed comprehensive curriculum for this course of study which includes requirement for study, weekly class schedules, detailed lesson plans, handouts, and project sheets, visual aids and support materials. Each course of study meets the standards established by the Alabama Board of Cosmetology and Barbering, as applicable. Educators are trained in a variety of teaching methods which are incorporated into the instruction of this course. These methods include:

Piviot Point, text & online curriculum, Interactive lecture, demonstration, practical application, question and answer, projects, testing and evaluation, audiovisual aids, assignments, field trips, Zoom online classrooms, and guest speakers. Additional Classes held in school during enrollment that all students must participate in: Violence Against Women, Drug Awareness & Prevention and the Celebration of Constitution Week.

Cosmetology Course Outline Description, Saraland CAMPUS ONLY: The primary purpose of this cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry –level positions in cosmetology or a related career field. None of this Class is offered in Distance Education.

Objectives: Upon Completion of the course requirements, the determined graduate will be able to:

Project a positive attitude and a sense of personal integrity and self-confidence

Practice effective communication skills, visual pose, and proper grooming.

5. Respect the need to deliver worthy service for value received in an employer-employee relationship.
6. Perform basic manipulative skills in the areas shampooing, shaping, styling, waving, relaxing, coloring, skin care, and related services.
7. Perform the basic analytical skills to determine proper hair services and scalp and skin services for the client's overall image and needs.
8. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Format: The Clock Hour education is provided through sequential learning steps that address specific task necessary for state board preparation, graduation and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. Distance Education is used for 50% of these hours. During that time, Theory will be taught via Zoom and other online platforms using Piviot Point. Interaction with the Instructor is required to show participation during these Distance Ed Hours. The Student's qualitative academic performance for each 10% of the Distance Education Modules component will actually be tested in person by a qualified instructor. ALL Transcripts & and or other documentation listing academic attainment received will identify the distance education component. Prior to enrollment students are provided with a disclaimer that academic achievement earned via distance education may or may not be accepted for reciprocity or eligible for licensure in other states. Students are required to attend no less than one day per week for practical exercise and testing requirements.

Grading		
90 -100%	A	Excellent-Passing
80% - 89%	B	Above Average-Passing
70%- 79%	C	Average-Passing
69% - Below		Failing

Unit Contents and Hours Required by the State of Alabama

Curriculum	Clock Hours		Theory	Practical
Shampooing	57.5	=	28.75	28.75
Scalp, Conditioners & Hair Treatments	22.5	=	11.25	11.25
Manicure	26.5	=	13.25	13.25
Hair Shaping	75	=	37.5	37.5
Hair Styling	415	=	207.5	207.5
Permanent Waving	140	=	70	70
Chemical Relaxing	22.5	=	11.25	11.25
Hair Coloring	182.5	=	91.25	91.25
Skin Care	87.5	=	43.75	43.75
Brow and Lash Care	16	=	8	8
Science & Related Services	107.5	=	53.75	53.75
Unassigned	347.5	=	173.75	173.75
Total Hours Received:	**1500**	**=**	**750**	**750 NO DISTANCE EDUCATION**

Instructional Methods Used: The school has developed comprehensive curriculum for this course of study which includes requirement for study, weekly class schedules, detailed lesson plans, handouts, and project sheets, visual aids and support materials. Each course of study meets the standards established by the Alabama Board of Cosmetology and Barbering, as applicable. Educators are trained in a variety of teaching methods which are incorporated into the instruction of this course. These methods include:

Piviot Point, text & online curriculum, Interactive lecture, demonstration, practical application, question and answer, projects, testing and evaluation, audiovisual aids, assignments, field trips, Zoom online classrooms, and guest speakers. Additional Classes held in school during enrollment that all students must participate in: Violence Against Women, Drug Awareness & Prevention and the Celebration of Constitution Week.

Manicuring Course Outline & Description Jackson Campus The primary purpose of this Manicuring course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry – level positions in cosmetology or a related career field. None of this course is offered in Distance Eduaton

Objectives: Upon Completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence
2. Practice effective communication skills, visual pose, and proper grooming
3. Respect the need to deliver worthy service for value received in an employer-employee relationship
4. Perform basic manipulative skills in the areas of Manicuring, Pedicuring and Acrylic Services
5. Perform the basic analytical skills to determine proper nail services for the client's overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Format: The Clock Hour education is provided through sequential learning steps that address specific task necessary for state board preparation, graduation and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course

Grading	90 -100%	A	Excellent-Passing
	80% - 89%	B	Above average-Passing
	70%- 79%	C	Average-Passing
	69% - Below		Failing

Unit Contents and Hours Required by the State of Alabama

Curriculum	Clock Hours		Theory	Practical
Bacteria & Other Infections	90	=	45	45
Safety in the Salon	50	=	25	25
Sanitation	90	=	45	45
Nail and Nail Disorders	80	=	40	40
Skin and Skin Disorders	40	=	20	20
Client Consultation	40	=	20	20
Manicure	50	=	25	25
Pedicure	50	=	25	25
Nail Tips	55	=	27.5	27.5
Nail Wraps	55	=	27.5	27.5
Acrylic Nails	55	=	27.5	27.5
Nail Art	55	=	27.5	27.5
Salon Management	15	=	7.5	7.5
Marketing & Services	15	=	7.5	7.5
Unassigned	10	=	5	5
Total Hours Received:	**750**		**375**	**375**

Instructional Methods Used: The school has developed comprehensive curriculum for this course of study which includes requirement for study, weekly class schedules, detailed lesson plans, handouts, and project sheets, visual aids and support materials. Each course of study meets the standards established by the Alabama Board of Cosmetology and Barbering, as applicable. Educators are trained in a variety of teaching methods which are incorporated into the instruction of this course. These methods include: Piviot Point Text & online curriculum, Interactive lecture, demonstration, practical application, question and answer, projects, testing and evaluation, audiovisual aids, assignments, field trips, and guest speakers.

Additional Classes held in school during enrollment that all students must participate in: Violence Against Women, Drug Awareness & Prevention and the Celebration of Constitution Week.

Manicuring Course Outline & Description Saraland Camups: The primary purpose of this Manicuring course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry – level positions in cosmetology or a related career field. None of this course is offered in Distance Education.

Objectives: Upon Completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence
2. Practice effective communication skills, visual pose, and proper grooming
3. Respect the need to deliver worthy service for value received in an employer-employee relationship
4. Perform basic manipulative skills in the areas of Manicuring, Pedicuring and Acrylic Services
5. Perform the basic analytical skills to determine proper nail services for the client's overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Format: The Clock Hour education is provided through sequential learning steps that address specific task necessary for state board preparation, graduation and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course

Grading	90 -100%	A	Excellent-Passing
	80% - 89%	B	Above average-Passing
	70%- 79%	C	Average-Passing
	69% - Below		Failing

Unit Contents and Hours Required by the State of Alabama

Curriculum	Clock Hours		Theory	Practical
Bacteria & Other Infections	90	=	45	45
Safety in the Salon	50	=	25	25
Sanitation	90	=	45	45
Nail and Nail Disorders	80	=	40	40
Skin and Skin Disorders	40	=	20	20
Client Consultation	40	=	20	20
Manicure	50	=	25	25
Pedicure	50	=	25	25
Nail Tips	55	=	27.5	27.5
Nail Wraps	55	=	27.5	27.5
Acrylic Nails	55	=	27.5	27.5
Nail Art	55	=	27.5	27.5
Salon Management	15	=	7.5	7.5
Marketing & Services	15	=	7.5	7.5
Unassigned	10	=	5	5
Total Hours Received:	**750**		**375**	**375**

Instructional Methods Used: The school has developed comprehensive curriculum for this course of study which includes requirement for study, weekly class schedules, detailed lesson plans, handouts, and project sheets, visual aids and support materials. Each course of study meets the standards established by the Alabama Board of Cosmetology and Barbering, as applicable. Educators are trained in a variety of teaching methods which are incorporated into the instruction of this course. These methods include: Piviot Point Text & online curriculum, Interactive lecture, demonstration, practical application, question and answer, projects, testing and evaluation, audiovisual aids, assignments, field trips, and guest speakers.

Additional Classes held in school during enrollment that all students must participate in: Violence Against Women, Drug Awareness & Prevention and the Celebration of Constitution Week.

Esthetics Course Outline Description: Saraland Campus ONLY The primary purpose of this Esthetics course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure for competency in entry- level positions in Esthetics or a related career field.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

Project a positive attitude and a sense of personal integrity and self- confidence

Practice effective communication skills, visual pose, and proper grooming.

1. Respect the need to deliver worthy service for value received in an employer- employee relationship.
2. Perform basic manipulative skills in the areas of facial, waxing, make-up, skin care and related services.
3. Perform the basic analytical skills to determine proper facial and skin services for the client's overall image and needs.
4. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in Esthetics and related fields.

Format: The Clock Hour education is provided through sequential learning steps that address specific tasks necessary for State Board preparation, graduation and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career- oriented activities. This course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation, audio visual aids, guest speaks, field trips, projects, activities, and other related learning methods are used in the course.

Grading

90%-100% A Excellent- Passing

80%-89% B Above Average- Passing

70%-79% C Average- Passing

1%-69% Failing

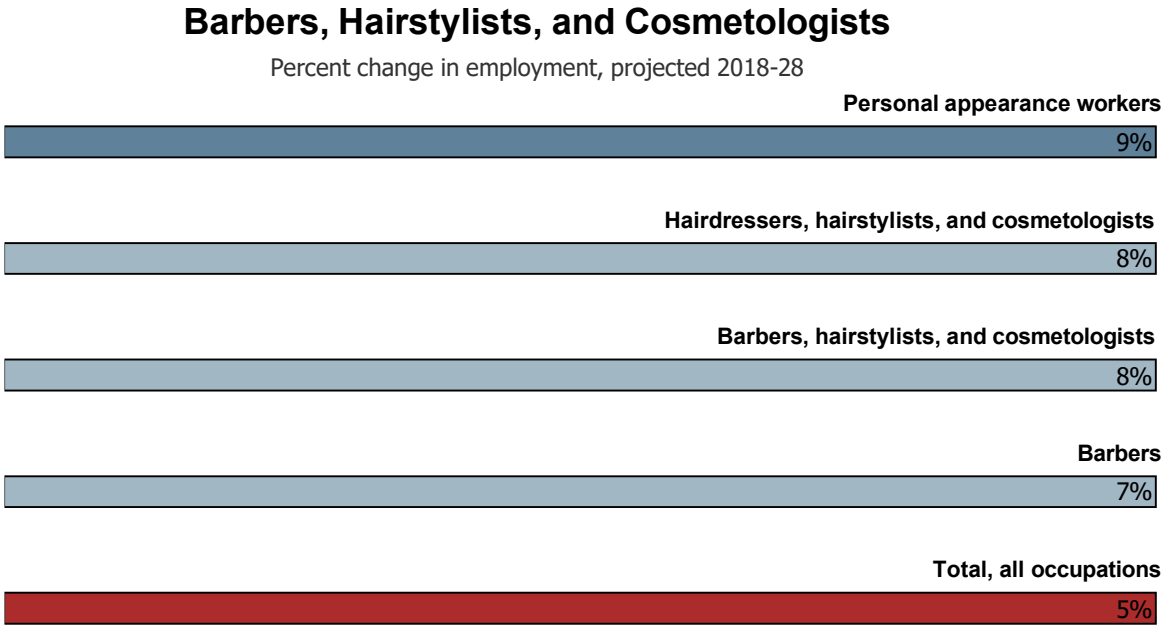
Unit Contents and Hours Required by the State of Alabama

Curriculum	Clock Hours		Theory	Practical
Bacteriology and Sanitation, Personal Hygiene, Public Health	100	=	50	50
History of Skin, Cell Tissue	100	=	50	50
Dermatology, Structure, Functions, Types, Color Elasticity, Disorders	100	=	50	50
Structure/ Function Human Systems	50	=	25	25
Skin Types, Color Nutrition	50	=	25	25
Facial Treatments, Massage, Analysis, Preparation, Manipulations	100	=	50	50
Equipment, Electrical Current Facial Treatments, Benefits, Safety	75	=	37.5	37.5
Other Facial Treatments, Purpose and Effects, Safety	75	=	37.5	37.5
Hair Removal, Depilatories, Tweezing, Waxing	37.5	=	18.75	18.75
Makeup, Supplies and Implements, Preparation, Safety Procedures	100	=	50	50
Body Wraps, Purpose and Effects, Types of Treatment, Supplies	37.5	=	18.75	18.75
Business/ Management Practices, Salon, and Client Development	62.5	=	31.25	31.25
Unassigned	112.5	=	56.25	56.25
Total Hours Received:	**1,000 Clock Hours**	**=**	**500**	**500**

Instructional Methods Used: The school has developed a comprehensive curriculum for this course of study which includes requirement for study, weekly class schedule, detailed lesson plans, handouts and projects, visual aids and support materials. Each course of study meets the standards established by the Alabama Board of Cosmetology and Barbering as applicable. Educators are trained in a variety of teaching methods which are incorporated into the instruction of this course. These methods include Pivot Point online curriculum, Interactive Lecture, Demonstration, Practical Application, Question and Answer, Projects, Testing and Evaluation. Audio visual aids, Assignments, Field trips, Guest Speakers, Online classrooms. Additional Classes held during school enrollment that all students must participate in: Violence Against Women, Drug Awareness and Celebration of Constitution Week.

Wondering if you have chosen a good field of study?

Job Outlook About this section



Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment of barbers, hairstylists, and cosmetologists is projected to grow 8 percent from 2018 to 2028, faster than the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair care services. In addition, demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

Job Prospects

Overall job opportunities are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupation for other reasons. However, workers should expect strong competition for jobs and clients at higher paying salons, of which there are relatively few and for which applicants must compete with a large pool of experienced hairstylists and cosmetologists.

Employment projections data for barbers, hairstylists, and cosmetologists, 2018-28

Occupational Title	SOC Code	Employment, 2018	Projected Employment, 2028	Change, 2018-28		Employment by Industry
				Percent	Numeric	
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						
Barbers, hairdressers, hairstylists and cosmetologists	39-5010	766,100	830,000	8	63,900	Get data
Barbers	39-5011	82,300	88,400	7	6,100	Get data
Hairdressers, hairstylists, and cosmetologists	39-5012	683,800	741,700	8	57,800	Get data

Understanding the Real Job

Knowledge

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.
Service Orientation — Actively looking for ways to help people.
Coordination — Adjusting actions in relation to others' actions.
Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
Near Vision — The ability to see details at close range (within a few feet of the observer).
Speech Clarity — The ability to speak clearly so others can understand you.
Speech Recognition — The ability to identify and understand the speech of another person.
Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Work Activities

Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
Establishing and Maintaining Interpersonal Relationships — Developing constructive

and cooperative working relationships with others, and maintaining them over time.
Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.
Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Direct Loan Quality Assurance

School Name: **Alabama School of Nail Technology & Cosmetology**
Office Responsible: Financial Aid
Area Information is Located: Financial Aid Office
Assessment to be Reviewed: Yearly on July 1

- Reporting loan records, disbursements and adjustments to disbursements correctly to the Common Origination and disbursement (COD) System

  Our Third Party Servicer, Financial Aid Services, Inc., is responsible for reporting of disbursements and adjustments to disbursements to COD. Financial Aid Services, Inc. completes monthly reconciliation using DOE's SAS Reports to compare to G5, in-house disbursement reports and school disbursement reports to ensure accurate reporting.

- Disbursing and returning loan funds in accordance with regulatory requirements

  Financial Aid Services, Inc. notifies schools of pending deposits with estimated deposit dates. ***Alabama School of Nail Technology & Cosmetology*** *watches for deposits and ensures that the funds are transferred from the Federal Funds account to the Operating Account within 3 business days as required by regulation. Any required refunds due to ineligibility are deposited into the Federal Funds Account within 3 business days and any refunds due to withdrawal/R2T4 are deposited into the Federal Funds account within 45 days from the Date of Determination.*

- Disbursing the correct loan amount to the correct student

  Alabama School of Nail Technology & Cosmetology *reviews disbursement amounts on the Anticipated Disbursement List prior to accepting them and reviews the amounts on the voucher before posting the payments to student ledgers.*

- Completing monthly reconciliation and Program Year Closeout

  Financial Aid Services, Inc. completes monthly reconciliation using SAS Reports, G5 Summary, in-house Detail Disbursement Reports and disbursement and refund records provided by the school ***Alabama School of Nail Technology & Cosmetology*** *provides detailed disbursement and refund lists to FAS, every month, by the 15th.*

  Financial Aid Services, Inc. completes Program Year Closeout after confirming the school's disbursement and refund records reconcile to FAS' in-house records and

*COD and G5 records. **Alabama School of Nail Technology & Cosmetology** provides detailed disbursement and refund lists to FAS upon their request.*

- Yearly Review of Process

  These processes will be reviewed yearly on July 1 to ensure that Quality Assurance processes are still being followed. Any changes will be noted and this document will be revised.

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Student Acknowledgement Form

This Catalog describes important information about Alabama School of Nail Technology, and I understand that I should consult a School Official regarding any questions not answered in the Catalog. I am entering into my relationship with Alabama School of Nail Technology voluntarily.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to this Catalog may occur, except Alabama School of Nail Technology communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only a School Official has the ability to adopt any revisions to the policies in this manual.

Furthermore, I acknowledge that this Catalog is neither a contract of employment nor a legal document. I have received the manual, and I understand that it is my responsibility to read and comply with the policies contained in the manual and any revision made to it.

I certify that I have read and understand the information herein, prior to enrolment. I understand the Policies above must be followed or may result in disapproval of this application or expulsion from Alabama School of Nail Technology.

_____ _____

Full Signature of Applicant Date