METRO BEAUTY ACADEMY, LLC

"WHERE BEAUTY BEGINS"

STUDENT HANDBOOK

AND

COURSE CATALOG

Metro Beauty Academy, LLC
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www.metrobeautyacademy.com

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A MESSAGE FROM THE PRESIDENT

Dear Applicant,

As president of the Metro Beauty Academy, LLC, I take pride in the accomplishments of our students and graduates.

In cosmetology, barbering, esthetics, massage, makeup and instructing the level of success is determined by the individual. However, due to the vast scope and nature of the beauty industry, there are no guidelines or limitations—you alone determine your level of personal achievement. This industry's potential is literally limitless. Whether you seek prestige and personal recognition, financial security, or any other goal, the beauty industry offers you the opportunity to succeed.

The preparation for such achievement is important. Metro Beauty Academy will prepare you to establish a career and attain your goals. With the guidance of our faculty, you can master the skills you need in less than a year.

The sooner you begin preparation, the sooner you can have the career you desire.

The entire Metro Beauty Academy, LLC, staff joins me in looking forward to your progress and achievement in all of the fields offered at Metro Beauty Academy.

Very truly yours,

Chad Schneider
President
Metro Beauty Academy, LLC

July 2016

PRESIDENT/OWNER

Mr. Chad Schneider

ADMINISTRATION AND FACULTY

Ms. Kim Hartzell	Director of Education
Ms. Kate Donchez	Director of Finance
Ms. Bethany Lowrie	Spa Director/Massage Therapy Instructor
Ms. Melissa Maldonado	Admissions Advisor
Mr. Jordan Norberto	MUD Admissions Advisor
Ms. Donna Guerra	Financial Aid Advisor
Ms. Laura Stauffer	Administrative Assistant
Ms. Paulette Bynum	Esthetics/MUD Instructor
Ms. Diana Meckes	Esthetics Instructor
Ms. Melissa Hernandez	Massage Therapy/Esthetics – Instructor
Mr. Scott Alex	Massage Therapy Instructor
Ms. Sheila Bennett	Cosmetology Instructor/Clinic Supervisor
Ms. Stephanie Gubernat	Cosmetology Instructor
Ms. Tiffany Heller	Cosmetology Instructor
Ms. Rebecca Rowe	Cosmetology Instructor
Ms. Alexis Logan	Cosmetology Instructor
Ms. Jessie Farrell	Cosmetology Instructor
Mr. Harry Doran	Cosmetology Instructor
Ms. Ariel Baab	Cosmetology Instructor
Mr. Mark Sterosky	Cosmetology Instructor
Ms. Dezarae Kirk	Cosmetology Instructor
Ms. Brittany Zuk	Career Services
Ms. Sara Handler	Guest Relations
Ms. Janine Nickisher	Guest Relations
Ms. Michelle Collazo	Guest Relations
Ms. Amber Wyckoff	Social Media Coordinator
Mr. Scott Gemmell	Custodian

ACADEMY FACILITIES

The Metro Beauty Academy, LLC, is owned and operated by Mr. Gary Menzies and Mr. Chad Schneider. In this handbook, Metro Beauty Academy, LLC, may be referred to as "Metro Beauty Academy."

The school is licensed by the Commonwealth of Pennsylvania, Department of State, Bureau of Professional and Occupational Affairs, State Board of Cosmetologists and State Board of Barber Examiners, P.O. Box 2649, Harrisburg, PA, 17105-2649, telephone number: 717-783-7130 as well as the Department of Education, State Board of Private Licensed Schools, 333 Market St, Harrisburg, PA 17101, telephone number: 717-783-6788. The school is accredited by the national accreditation agency, NACCAS, The National Accrediting Commission of Career Arts & Sciences, Inc., 3015 Colvin St., Alexandria, Virginia, 223314, telephone number: 703-600-7600.

Metro Beauty Academy is located at 4977 Medical Center Circle in Allentown, Pennsylvania. The college is located off highway I-78 and the Route 222 bypass.

Metro Beauty Academy is a community of fun-loving, creative people who want to make the most of their lives and careers in a fun and supportive environment.

Metro Beauty Academy utilizes more than 16,500 square feet of floor space specifically designed for teaching and learning. All equipment and decor has been selected to give the students a "true-to-life" picture of the industry.

The custom-built campus is comfortable and inspiring, providing a stimulating and practical environment for students and visitors alike. In addition to a full-service clinic, makeup center, and day spa, there are four theory classrooms and two multi-purpose rooms, students have access to a computer lab, a student store, a spacious student lounge, a cozy cafeteria and break area for relaxation between classes.

Mission Statement

Metro Beauty Academy, LLC aims to enhance the future of beauty and wellness through education by cultivating kind, professional, and skilled individuals who will contribute to and grow these industries while being positive influences in their communities.

ACADEMY ADVISEMENT

All students will have a scheduled advisement session with the director at the time that a problem is evident. Advising sessions may occur more often if problems continue to arise.

Should a problem arise, the student should address the situation with his/her instructor. The instructor will then make an appointment with the director. Problems concerning the student's training, academic progress, financial position, or personal problems should only be discussed with pertinent school staff.

ADMISSION REQUIREMENTS

Metro Beauty Academy admits as regular students to the 1,250-hour Cosmetology Course, the 1,250 hour Barber Course, the 450-hour Esthetics Course, the 600-hour Educator Training Course, and the 700 hour Massage Therapy Course, only those individuals with a valid high school diploma or its equivalent, a G.E.D. (General Equivalent Diploma). Massage

Therapy Students must complete the Compass Reading Placement test with a passing grade of 75% or the equivalent. A criminal background check request will also be submitted for all Massage Therapy enrollees. Educator Training candidates may be required to complete an essay, as well as provide a resume, grades and attendance records and/or professional references before being admitted to the program. All students must be at least 16 years of age. Student participating the 84-hour MUD Workshop are not required to have a high school diploma or G.E.D. Metro Beauty Academy does not recruit students already attending or admitted to another school that offers a similar program of study. Metro Beauty Academy does not admit Ability-To-Benefit students.

AMERICAN WITH DISABILITIES ACT (ADA) POLICY

Metro Beauty Academy is committed to providing opportunities for all qualified students to participate in its program, including students with disabilities who need reasonable accommodations. A qualified student is one who, with or without reasonable accommodation, meets the essential institutional, academic and technical standards requisite to admission, participation and completion of our programs. A reasonable accommodation is one that allows a student with a disability to participate in our programs without changing the essential academic requirements of our programs, creating a threat to others or placing an undue burden on the institution.

An example of a reasonable accommodation is giving students with learning disabilities additional time to take an exam. Accommodations are provided to allow a student to participate in our programs; however, Metro Beauty Academy does not provide personal assistants such as aides who help with dressing, feeding and the like. A disability is a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, walking or learning.

All requests for reasonable accommodations must be submitted to the Director. While a student may discuss a possible accommodation with any member of administration, students should be aware that they are not authorized to provide accommodations. All inquiries from students about reasonable accommodations should be directed to the Director, who will then evaluate the request and make a decision.

BARBER PROGRAM OVERVIEW

SOC 39-5011

The Barber Program provides 1,250 hours of instruction over a period of approximately 10 months, which begins with a minimum of 300 hours of in-depth training prior to servicing guests at the Metro Beauty Academy Clinic.

PROGRAM TEXTBOOKS, WORKBOOKS, AND DVDS

Milady’s Standard Professional Barbering Textbook
ISBN-13: 978-1-4354-9715-3, approximate retail value $138.95
Milady’s Standard Professional Barbering Student Workbook
ISBN-13: 978-1-4354-9713-9, approximate retail value $66.95
Milday’s Standard Professional Barbering Exam Review
ISBN-13: 978-1-4354-9712-2, approximate retail value $45.95

Each student in the barber program will complete the curriculum, which elaborates on the

following specific areas and includes Pennsylvania State Barber laws, rules and regulations:

Implements, Tools, and Equipment
Principles and practices of infection control and safety
Properties and Disorders of the Skin, Scalp, and Hair
Draping, Shampooing, Rinsing, and Conditioning
Facial Massage and Treatments
Haircutting
Hairstyling
Chemical texturizing
Changing existing hair color
Shaving
Mustache and Beard Design
Hairpieces
Electricity and Light Therapy
Chemistry and Anatomy
Life skills/professional development

BARBER CURRICULUM

Recommended hours

Professional practices – 150 hours

Sterilization, sanitation, professional attitude, business practices, and PA State barber law and rules and regulations..

Sciences – 100 hours

Physiology, bacteriology, and electricity.

Barber skills—cognitive and manipulative – 1000 hours

Shampooing, scalp massages, hair styling, hairpieces, honing and stropping, shaving and uses of the straight razor, hair waving and curling, hair straightening, hair coloring, scalp and skin disease, and care of all hair types and textures.

Basic Barber Curriculum Total - 1,250 hours over 43 weeks fulltime with a maximum of 64.5 weeks or evenings 62 weeks with a maximum of 93 weeks.

BARBER PROGRAM – INDISPENSABLE ACTIVITIES

The following list represents those activities which are absolutely necessary for all students to perform (with or without reasonable accommodation), in order to graduate from Metro Beauty Academy, and to be successful as a barber.

- Students need to have manual dexterity and arm-hand steadiness.
- Students need to have the physical stamina to be on their feet for most of their shift.
- Students need to be able to communicate efficiently and effectively with other students, instructors, and clients.

- Students need to be able to ascertain the needs and desires of a client, and translate those needs and desires into a corresponding service.
- Students need to be able to effectively analyze various skin conditions, before services are performed.
- Students need to be able to work successfully with various chemicals and fumes that may be uncomfortable and/or cause allergic reactions.
- Students need to be able to perform all types of services, regarding hair (e.g. washing, shampooing, cutting, drying, etc.)

CAREER CENTER AND LIBRARY

The bulk of academic material required for each course is covered during regular theory hours. Resources primarily consist of teaching DVDs, videos, trade magazines, and specialty books. Students wishing to enhance their education with additional materials may do so by reviewing the resources available to them. The resources are available in the career center/ library, and are available for checkout.

CAREER OUTLOOK

It is always a great time to enter the field of beauty! A nearly recession-proof industry has brought success to artistic and talented people worldwide. With global access to trends, fashion, wellness, the arts, prominent product manufacturers delivering unsurpassed educational techniques, and Metro Beauty Academy's commitment to job placement and the development of student's passion, the future is bright!

COLLABORATIVE PARTNER: PIVOT POINT INTERNATIONAL

"Thoughts—Ideas—Visions"

It all begins in the mind. Whether creating a hair design, a sculpture, a painting, or a company, it begins with a single idea. Pivot Point's vision came from the Bauhaus, the most celebrated art school of modern times. The aim of Pivot Point is to train craftspeople to elevate their skills to a higher level of artistic creativity.

By adapting the Bauhaus philosophy to the craft of cosmetology, Pivot Point provides the educational structure to develop true hair designers. Their designers analyze, envision, and plan their work. At Pivot Point, they believe in the importance of teaching a hair designer why, as well as how, something works. Knowing *how* only results in technical skills. Knowing *why* allows for the freedom to create. This freedom is achieved through their unique educational delivery system, incorporating interactive technology on the cutting edge of education.
For 50 years, Pivot Point has created successful careers for thousands of designers, designers who create in the realm of hair design and esthetics and who satisfy millions of clients in salons and spas throughout the world. Many of the principles of art, form, and color are used in both areas of study and practice. Metro Beauty Academy is proud to utilize Salon Fundamentals curriculum and to showcase the uniqueness of this curriculum to our students.

COLLABORATIVE PARTNER: MAKE-UP DESIGNORY

AN EDUCATED APPROACH TO MAKE-UP™

At Make-Up Designory (MUD), creating honest make-up products and providing quality education has been our passion for the past decade. We plan to stay loyal to that tradition. That's what makes us different from other make-up brands. We conduct rigorous testing for our MUD line of products through industry experts and up-and-coming make-up artists at our highly regarded schools in Los Angeles and New York, to ensure we meet professional standards for today and tomorrow.

MUD promises quality, long-lasting wearability, flawless application and radiantly accurate color. With our systematic lines, precision tools, how-to guides and insider tips, we've eliminated the frustrating guesswork. Just simple, smart, versatile make-up. No wonder MUD has been the expert choice of make-up professionals for the past decade and called the "Harvard" or make-up.

CONSUMER GRIEVANCE PROCEDURE

If a student, teacher, or interested party has a complaint, they should first contact the instructor or supervisor in charge. Unresolved complaints must be done in writing to Kim Hartzell, Director of Education, and should outline the allegation or nature of the complaint as well as the requested action they feel would rectify the situation. All written complaints are responded to within 10 days.

In the event that the complainant is not satisfied with the outcome, they may pursue the matter by contacting: The Pennsylvania Department of Education, State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126-0333, the Pennsylvania State Board of Cosmetology, 2601 N. 3rd Street, Harrisburg, PA 17110, the Pennsylvania State Board of Barber Examiners, P.O. Box 2649m Harrisburg, PA 17105-2649, and/or with NACCAS, 3015 Colvin St., Alexandria, VA 22314 USA.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized use or distribution of copyrighted material may subject a student to civil and criminal liabilities. A summary of the penalties may be viewed at www.copyright.gov/title17/92appf.pdf. Students who engage in illegal downloading or unauthorized use or distribution of copyrighted materials using the school's information system may be terminated.

COSMETOLOGY/BARBER/ESTHETICS/MASSAGE/EDUCATOR CAREERS

There are a variety of careers available. These may include:

Hair stylist, barber, hair designer, chromatologist, hair color specialist, permanent waving and chemical relaxing specialist, skin care and facial expert (esthetician), makeup artist, scalp specialist, manicurist, electrologist, salon or spa owner/manager, and massage therapist.

Other related careers to consider are:

Platform artist or lecturer, school owner/manager, public or private school instructor, manufacturer's representative, sales consultant, advertising and technical writer, research technician, competition stylist, field technician, state board member, resort stylist, medical spa attendant, or employment with a plastic surgeon, dermatologist, wellness centers, cruise ship or hospital.

COSMETOLOGY PROGRAM OVERVIEW

SOC 39-5012

The Cosmetology Program provides 1,250 hours of instruction over a period of approximately 10 months, which begins with a minimum of 300 hours of in-depth training prior to servicing guests at the Metro Beauty Academy Clinic.

PROGRAM TEXTBOOKS, WORKBOOKS, AND DVDS

Pivot Point Salon Fundamentals: Cosmetology Student Textbook, 2010
ISBN 978—1-934636-66-4
Pivot Point Salon Fundamentals: Cosmetology Student Study Guide, 2010
ISBN 978-1-934636-75-6
Pivot Point Salon Fundamentals: Cosmetology Exam Prep Book, 2010
ISBN 0-9742723-6-1
The approximate retail value for the above 3 book package is $184.00

Each student in the cosmetology program will complete the following curriculum: theory of cosmetology; infection control; anatomy; physiology; histology of the body; electricity; diseases and disorders; and, Pennsylvania State Cosmetology laws, rules, and regulations. To be more specific, the curriculum will elaborate on the following items:

Clinical and laboratory cosmetology (including theory, involves nails, hair and skin)
Principles and practices of infection control and safety
Recognition of diseases and the treatment of disorders of the hair, skin, and nails
Morphology and treatment of hair, skin, and nails
Interpersonal skills and professional ethics
Product pharmacology and chemistry interaction, formulation, composition, and hazards
Cosmetology machines, tools, instruments, and their related uses
Chemical texturizing
Changing existing hair color
Hair and scalp care
Fundamentals of hairstyling (including braiding and extensions)
Body, scalp, facial massage, and manipulations
Hair-cutting fundamentals
Fundamental aesthetics of body and face
Fundamentals of nail technology
Pre- and post-client consultation, documentation, and analysis
Body and facial hair removal (except by electrolysis or laser)
Cosmetology technology
Required industry standards and ecology (including monitor duties)
Life skills/professional development

COSMETOLOGY CURRICULUM

Recommended hours

Professional practices – 50 hours

Bacteriology, sterilization, sanitation, professional attitude, business practices, and PA beauty culture law.

Sciences – 200 hours

Histology, trichology, chemistry, physiology, cosmetic dermatology, and electricity.

Cosmetology skills—cognitive and manipulative – 1000 hours

Shampooing, hair shaping, hair styling/fingerwaving, permanent waving, hair coloring, hair straightening, skin care, manicuring, temporary hair removal, scalp treatment, and care of all hair types and textures.

Basic Cosmetology Curriculum Total - 1,250 hours over 43 weeks fulltime with a maximum of 64.5 weeks or evenings 62 weeks with a maximum of 93 weeks.

COSMETOLOGY PROGRAM – INDISPENSABLE ACTIVITIES

The following list represents those activities which are absolutely necessary for all students to perform (with or without reasonable accommodation), in order to graduate from Metro Beauty Academy, and to be successful as a stylist.

- Students need to be able to communicate efficiently and effectively with other students, instructors, and clients.
- Students need to be able to ascertain the needs and desires of a client, and translate those needs and desires into a corresponding service (e.g. sculpting, coloring, etc.).
- Students need to be able to correctly prepare color formulations, in order to meet expectations of their instructors and clients.
- Students need to be able to effectively analyze various skin and/or nail conditions, before services are performed.
- Students need to be able to successfully work with various chemicals and products that may produce offensive fumes and are uncomfortable.
- Students need to be able to perform all types of services, regarding hair (e.g. washing, shampooing, drying, braiding, etc.)
- Students need to be able to perform all types of nail services, including manicures and pedicures.

CREDIT FOR PREVIOUS TRAINING

A credit of a maximum of 250 hours is given for previous training if a certified transcript of grades and hours is provided by another school of cosmetology for a student wishing to transfer to Metro Beauty Academy. There will be a practical and written evaluation done by an instructor on any transfer student to determine where they will be placed within our curriculum. This is typically a one on one testing procedure unless there is more than one student transferring in. Course requirements will be adjusted accordingly after a thorough evaluation of the student’s

educational background has been completed. All records of previous education will become part of the student's permanent record file. The student will be charged the current hourly rate of tuition for each additional hour needed to complete the required hours of the program, along with any appropriate fees. All other admissions requirements must be met, in order for the student to graduate from Metro Beauty Academy.

DISCLOSURE OF STUDENT INFORMATION

No information from student educational records will be discussed without written consent from the student, or of parents/guardians of dependent minors, except to personnel within the institution, to officials of other institutions in which the student is seeking enrollment, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation functions, to persons in compliance with a judicial order, or to persons in an emergency in order to protect the health or safety of the student. All of these exceptions are permitted under the Family and Educational Rights and Privacy Act. Authorization will be needed for each request of information, per third party request. No information from student educational records is published for directory purposes.

DRUG ABUSE AWARENESS

The administration and staff of Metro Beauty Academy are concerned about the rising use of drugs in our society. For that reason, a Drug Abuse Awareness Program has been implemented at Metro Beauty Academy. If any student has a drug problem, or is aware of another student who may have a problem, the staff is available to assist, or to refer the student to the proper community agencies.

DRUG-FREE FACILITY POLICY

Purpose and Goal

Metro Beauty Academy, LLC is committed to protecting the safety, health and well being of all employees and students. Alcohol abuse and drug use pose a significant threat to the goals of Metro Beauty Academy. Therefore, a drug-free workplace program has been established that balances respect for individuals with the need to maintain an alcohol and drug-free environment.

- This organization encourages employees and students to voluntarily seek help with drug and alcohol problems.

Covered Individuals

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by the drug-free workplace policy. The policy includes, but is not limited to students.

Applicability

The drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, at company-sponsored events, and all school activities.

Prohibited Behavior

It is a violation of the drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants.

Searches

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches may be conducted of pockets, clothing, lockers, wallets, purses, briefcases, lunchboxes, desks, and work stations.

Consequences

One of the goals of the drug-free workplace program is to encourage students to voluntarily seek help with alcohol and/or drug problems. If, however, a student violates the policy, the consequences are serious. If a student violates the drug-free workplace policy, the proper legal authorities will be notified. Termination or suspension may result.

Assistance

Metro Beauty Academy, LLC recognizes that alcohol and drug abuse and addiction are treatable illnesses. It is also acknowledged that early intervention and support improve the success of rehabilitation. To support students, the drug-free workplace policy:

- Encourages students to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages students to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both students and staff have important roles to play.

Students must not report to school while their ability to perform required duties is impaired due to on or off-duty use of alcohol or other drugs.

In addition, students are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow students in seeking help.

- Report dangerous behavior to Metro Beauty Academy staff.

It is the staff's responsibility to:

- Inform students, concerning the drug-free workplace policy.
- Observe students performance.
- Investigate reports of dangerous practices.
- Clearly state consequences of policy violations.

Communication

Communicating the drug-free workplace policy to both students and staff is critical to the success of Metro Beauty Academy. To ensure all students are aware of their role in supporting the drug-free workplace program:

- All students will receive this handbook which included the written copy of the policy.
- The policy will be reviewed with new students.

*This policy was formulated from the Drug Free Workplace Act of 1988. Additional information may be found at:

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-487-2365
www.dol.gov/elaws

EDUCATION

Metro Beauty Academy's purpose is to prepare students for an extraordinary career. This goal will be accomplished by collaborating with global educational partners, Pivot Point International and Dermalogica. All education and learning environments in the Academy are conducted in English, including classroom activity and clinic floor education.

The core curriculum of the cosmetology course and the esthetics/skin care program is through Pivot Point International, makeup is through the MUD (Makeup Designory) curriculum, the Barber course is through the Milady curriculum, and the massage program is Massage Therapy Principles and Practice by Susan Salvo and Trail Guide to the Body by Andrew Biel's. All learning, each and every day, is taught through the teacher's utilization of lesson plans, advanced technology, guest speakers, field trips, and other related methods.

The school reserves the right to make changes in the course content, rules and regulations, and class schedules. If such changes occur, they will be publicized through normal channels well in advance of their implementation and will not result in additional charges to the student.

EDUCATIONAL GOALS

Metro Beauty Academy provides skilled training in many aspects of the Cosmetology and Barber arts and sciences, as well as Massage Therapy.

Metro Beauty Academy provides students with the skills necessary to meet the requirements for licensure of the Commonwealth of Pennsylvania, Board of Cosmetologists, State Board of Barber Examiners, and Board of Massage Therapy.

Metro Beauty Academy provides job-oriented training, thereby increasing the student's potential for future employment in the field of Cosmetology, Barber, Esthetics, Makeup Artistry and Massage Therapy.

Metro Beauty Academy provides student services, including admissions, counseling, testing, and employment assistance if needed. Metro Beauty Academy may upgrade tools and kit contents as necessary, without prior notice, to keep current with industry standards and expectations.

EDUCATOR TRAINING PROGRAM OVERVIEW

The Teachers' Program offers 600 hours/21 weeks of instruction when attended on a full-time basis.

PROGRAM TEXTBOOKS

Milady's Master Educator: Student Course Book 2nd Edition
ISBN-13: 9781428321519
Approximate retail value $152.75

The curriculum will elaborate on the following items:

Orientation
State laws and rules
Theory, preparation, and practice
Curriculum development
Developing and using educational aids
Presentation principles (practical and written)
Classroom management
Evaluation, assessment, and remediation methods (practical and written)
Diversity in learning (including cultural)
Methods of teaching
Professional development and ethics
Alternative learning
Lab/Clinic oversight
Life skills/professional development

The primary goal of Metro Beauty Academy's Teacher Program is to train the student in the basic principles of cosmetology instruction. Areas covered include theory, practical skills, and development required for licensure by the Pennsylvania State Board of Cosmetology.

EDUCATOR TRAINING CURRICULUM

Recommended Hours

Teaching Techniques for Subjects Related to the Cosmetology Curriculum	300
Student Teaching	200
Professional Practices	25
Salon Management Theory	75
	Total 600

Education Training Curriculum Total – 600 hours over 21 weeks for fulltime with a maximum of 31.5 weeks or evenings 30 weeks with a maximum of 45 weeks.

Skills learned include:

1. The ability to teach theory and practical cosmetology through a combination of lecture, hands-on activities, student involvement, and demonstrations.
2. The ability to write and utilize lesson plans.
3. The ability to learn techniques to monitor and to support clinic floor work
4. The ability to prepare student records.
5. The ability to understand different learning styles and to appropriately support each one.
6. The ability to teach using diverse teaching methods, including audio/visual aids, textbooks, workbooks, Power Point, and DVDs.
7. The ability to be confident and to achieve a personal and professional sense of teaching style.
8. Preparation for the Pennsylvania State Board of Cosmetology Teacher examination.

EDUCATOR TRAINING PROGRAM – INDISPENSABLE ACTIVITIES

The following list represents those activities which are absolutely necessary for all students to perform (with or without reasonable accommodation), in order to graduate from Metro Beauty Academy, and to be successful as an instructor.

- Students need to be able to communicate efficiently and effectively with other students, instructors, and clients.
- For cosmetology instructors, all the indispensable activities listed for the cosmetology program would apply; and, for esthetics instructors, all the indispensable activities listed for the esthetics program would apply. Please refer to the following list:

Cosmetology

- Students need to be able to communicate efficiently and effectively with other students, instructors, and clients.
- Students need to be able to ascertain the needs and desires of a client, and translate those needs and desires into a corresponding service (e.g. sculpting, coloring, etc.).

- Students need to be able to correctly prepare color formulations, in order to meet expectations of their instructors and clients.
- Students need to be able to effectively analyze various skin and/or nail conditions, before services are performed.
- Students need to be able to successfully work with various chemicals and products that may produce offensive fumes and are uncomfortable.
- Students need to be able to perform all types of services, regarding hair (e.g. washing, shampooing, drying, braiding, etc.)
- Students need to be able to perform all types of nail services, including manicures and pedicures.

Esthetics

- Students need to be able to communicate efficiently and effectively with other students, instructors, and clients.
- Students need to be able to meet the requirements set forth by the Pennsylvania State Board of Cosmetology, in order to successfully pass the State Board Examination.
- Students need to be able to determine the desired outcome of product utilization on skin, and mix products to achieve such a result.
- Students need to be able to correctly evaluate the skin of clients in order to determine the proper combination of products necessary to achieve a desired outcome.
- Students need to be able to massage the face; apply cosmetic preparations, tonics, antiseptics, lotions or creams to the face; remove superfluous hair by tweezers, depilatories, or waxes; and, tinting of eyelashes and eyebrows while using various tools.

ESTHETICS PROGRAM OVERVIEW
SOC 39-5094

The Esthetics Program provides 450 clock hours of instruction over a period of approximately four (4) months, provided the program is offered on a full-time basis. Please note that the PA State Board of Cosmetology requires 300 hours of instruction in order to sit for the Esthetician exam. Upon completion of the student's first 300 hours of instruction, Metro Beauty Academy will provide the student with an affidavit indicating that the student is eligible to sit for the exam.

PROGRAM TEXTBOOKS, WORKBOOKS, AND DVDS

Pivot Point Salon Fundamentals: Esthetics Student Textbook, 2012
ISBN 978-0-9742723-1-3
Pivot Point Salon Fundamentals: Esthetics Student Study Guide, 2012
ISBN 978-0-9742723-7-5
Approximate retail value of the above book set is $146.00

Each student in the esthetics program will complete the following curriculum: theory of esthetics; infection control; anatomy; physiology; histology of the body; diseases and disorders; and, Pennsylvania State Cosmetology laws, rules, and regulations. To be more specific, the curriculum will elaborate on the following items:

Clinical and laboratory esthetics, including theory that involves all skin types
Principles and practices of infection control and safety
Recognition of diseases and the treatment of disorders of the skin
Interpersonal skills and professional ethics
Clinical and laboratory practice (includes face and body)
Morphology and treatment of skin (including face and body, by hand and machine)
Product pharmacology and chemistry interaction, formulation, composition, and hazards
Skin Care machines, tools, instruments, and their related uses
Alternate skin technology
Pre- and post-client consultation, documentation, and analysis
Spa body modalities
Body, face massage, and manipulation
Body and facial hair removal (except by electrolysis or laser)
Cosmetic enhancement applications
Required industry standards and ecology (including monitor duties)
Life skills/professional development (hands-on laser training is only offered during the day class)

ESTHETICS CURRICULUM

Recommended Hours

Professional Practices – 40 hours
Professional development, personal development, client care, business practices, and PA State Law.
Sciences – 100 hours
Bacteriology, sterilization, sanitation, chemistry, anatomy, electricity, skin ecology, and skin pathology.
Treatments – 100 hours
Basic facials, body treatments, hand and foot treatments, massage techniques, and facials with machines.
Temporary Hair Removal – 10 hours
Waxing
Make-up – 50 hours
Day makeup, evening makeup, current trends, photography makeup, and bridal makeup.
Advanced Treatment – 150 hours
Chemical peels, injectables* (theory only), microdermabrasion, advanced business, and laser technology.

Esthetics Curriculum Total – 450 hours over 16 weeks for fulltime with a maximum of 24 weeks or evenings 22 weeks with a maximum of 33 weeks.

*Injectables are not performed by Estheticians in the state of Pennsylvania however they are part of the Medical Spa industry.

ESTHETICS PROGRAM – INDISPENSABLE ACTIVITIES

The following list represents those activities which are absolutely necessary for all students to perform (with or without reasonable accommodation), in order to graduate from Metro Beauty Academy, and to be successful as an esthetician.

- Students need to be able to communicate efficiently and effectively with other students, instructors, and clients.
- Students need to be able to meet the requirements set forth by the Pennsylvania State Board of Cosmetology, in order to successfully pass the State Board Examination.
- Students need to be able to determine the desired outcome of product utilization on skin, and mix products to achieve such a result.
- Students need to be able to correctly evaluate the skin of clients in order to determine the proper combination of products necessary to achieve a desired outcome.
- Students need to be able to massage the face; apply cosmetic preparations, tonics, antiseptics, lotions or creams to the face; and remove superfluous hair by tweezers, depilatories, or waxes while using various tools.

EXTRA TUITION HOUR CHARGE

All courses offered by Metro Beauty Academy have maximum time limits for completion. Details of any extra charges, if applicable, are agreed to in the student's "Enrollment Agreement". Students are given ample time to complete required hours; however, if a student cannot finish in the required amount of time, and if there are no extenuating circumstances to warrant a deadline extension, the school charges additional tuition at the hourly rate of the program for each hour of instruction, until the course is completed. Extra tuition charges are required to be paid in full prior to the student graduating the program. **A school may, at its option and without notice, suspended a student from attending class until extra tuition charges are satisfied.**

FIELD TRIPS

Field trips to local salons, spas, and resorts are offered throughout the year to encourage students' exposure to some of the top employers throughout the Lehigh Valley. Additional field trips to New York may be offered to students. In some cases (New York, etc.) there may be additional expenses to be shared with students. All students must complete a written consent form to participate in Metro Beauty Academy field trips. The only off-campus activities that will qualify for the accrual of student hours will be school-approved field trips. Students will not receive hours for other activities which are conducted off-campus. For selected field trips, if students elect to not participate, they may not be able to attend school and accrue hours during that time.

GRADE AND HOUR TRANSCRIPT REQUESTS

Students may request access to their records at any time. Metro Beauty Academy provides one copy of an official transcript upon graduation. Additional requests for transcripts will be subject to a $20 fee. Any request to release records to another individual must be authorized in writing by the student for each individual request. These requests must be signed and dated by the student. When a student requests records to be sent to another school, the request must specify the institution to which the records will be sent. When the request for records is received, it will be processed and forwarded to the proper department. Copies of student paperwork will not be released if a student is not considered financially current at the time of request.

GRADING SYSTEM

Students receive a percentage grade for both theory and practical/clinic work. Practical, theory, and clinic grades are evaluated at the completion of each scheduled evaluation segment. The evaluation shows the student's practical average, theory (written examinations), and clinic participation average. An overall average of 75% is required for satisfactory progress in all academic areas.

The following table represents grade scale equivalencies:

A—Excellent	93%–100%
B—Good	84%–92%
C—Average	75%–83%
D—Failing	Below 75%
I—Incomplete	No grade given until assignments are completed.

Report cards are distributed to cosmetology students at the end of each curriculum area; to esthetics students, at the conclusion of 300 and 450 hours; to massage students every 8 weeks, and to instructor students, at the end of each curriculum area.

GRADUATION REQUIREMENTS/CERTIFICATES/DIPLOMAS

The Metro Beauty Academy has established standards, which all students must fulfill, in order to successfully complete each program. Requirements for graduation of each program include:

- Successful completion of the minimum hour requirement required by the Pennsylvania State Boards of Cosmetology, Barber Examiners, and Massage Therapy, as well as advanced hours determined by Metro Beauty Academy.
- Successful completion of 1250 hours, as required by the state of Pennsylvania, in a licensed cosmetology program.
- Successful completion of 1250 hours, as required by the state of Pennsylvania, in a licensed barber program.
- Successful completion of 600 hours, as required by the Pennsylvania State Board of Massage Therapy, in a licensed massage therapy program, as well as 100 advanced hours required by Metro Beauty Academy.
- Successful completion of 450 hours, 300 hours as required by the state of Pennsylvania, plus an additional 150 Metro Beauty Academy advanced clock hours, in a licensed esthetics program.
- Successful completion of 500 hours, as required by the state of Pennsylvania, in a licensed teacher program plus an additional 100 hours as required by Metro Beauty Academy.
- Successful completion of all class activities/projects/clinic requirements/quotas. Students may not be permitted to graduate if an incomplete grade is present.
- Maintaining a 75% or higher cumulative grade average in all curriculum areas.
- Maintaining a 67% or higher cumulative attendance record.
- Following all rules and regulations of the Commonwealth of Pennsylvania and Metro

Beauty Academy.

- Successful completion of the program within 150% of the normal length of the program, unless extenuating circumstances exist.
- Payment of appropriate tuition and fees to the school prior to graduation, or financial plans which specify payment plans have been put in place.
- Satisfactory completion of the final examination.
- Completion of a graduation interview Metro Beauty Academy Student Services.
- Completion of exit counseling for those who have participated in Financial Aid.
- When a student has fulfilled all the requirements for graduation, Metro Beauty Academy will present a diploma and transcripts to each student. Metro Beauty Academy will assist the student in submitting an application for the State Board Examination or MBLEx. The Commonwealth of Pennsylvania State Board of Cosmetology, State Board of Barber Examiners, or the Federation of State Massage Therapy Boards will send notification to the student regarding the examination date.

GRADUATION PROCEDURES

Students who have completed the requirement stated under the Graduation Requirements section of this catalog must complete a Graduation Appointment with Career Services in order to officially graduate and obtain a license in their field. Upon completion of requirements the instructor will notify Career Services that a student is eligible to graduate. The Career Services will contact the graduating student to schedule an appointment.

At the graduation appointment, Career Services will review the student's grades, update contact information, and provide guidance on the licensure process. If all documents are in order, the student will be provided with their official transcript for submission to the state board.

GUEST SPEAKERS AND CAREER FAIRS

All students will have the opportunity to meet and to be educated by both local and national guest educators, industry experts, and various product lines. Students, who volunteer for a guest to alter their appearance in any way, bear full responsibility for the alteration. Additionally, salon, spa, and resort employers will visit Metro Beauty Academy.

LEAVE OF ABSENCE

Acceptable leave reasons include medical conditions concerning you or a family member, legal excuses, or other serious circumstances as determined by the Director of Education. Students may only be granted one leave of absence during a program, unless exigent circumstances can be documented. The total amount of leave time may not exceed 180 calendar days within a twelve month period. The leave of absence is subject to approval by the Director of Education, and requires reasonable expectation that the student will return as well as all supporting documentation concerning the necessity of the leave of absence. Students will not accrue additional charges as a result of a leave of absence. A leave of absence is not recommended in the first 8 weeks for full time students or 11 weeks for a part time student. Any student needing extended time off during this period is encouraged to withdrawal and reenroll upon availability to return.

Any student requesting a leave of absence from the Metro Beauty Academy must meet with the Director of Education to complete the necessary paperwork. The request must be in

writing and must specify the reason for interruption of the student's training. The leave of absence request must also state the student's last day of attendance, the date the student will begin his/her leave, and the date the student will resume his/her training at Metro Beauty Academy.

In the case where a student is on a documented leave of absence, the student must return on the documented date of return. Students missing 10 or more consecutive days in a curriculum may be required to repeat that curriculum upon their return. Allowable absences and crisis forms will be prorated for the period in process based on the students return date. At the point of return, the student is deemed to be making satisfactory academic progress if he/she was making satisfactory academic progress at the time the leave started. The student will be on probation or not making satisfactory academic progress at the time of return if he/she was on probation or not making satisfactory academic progress at the time the leave started. The student will finish out the probationary period from the last scheduled evaluation (allowing for the time the student was on leave) and, for those who were deemed unsatisfactory at the time the leave began, may pursue the appeal process.

Any student who fails to complete the requirements for a leave of absence or exceeds the 180 day maximum leave of absence will be considered to be withdrawn as a student. Withdrawn students participating in Title IV programs may affect the student’s loan repayment terms and the expiration of the student’s grace period.

In the event a student takes a leave of absence, Metro Beauty Academy is not responsible for a student’s belongings left behind. Please clean out your locker within seven (7) days of taking leave.

LIFE SKILLS/PROFESSIONAL DEVELOPMENT

All students receive Life Skills/ Professional Development training at Metro Beauty Academy. Based on personal and professional development goals and tools, the Life Skills curriculum will encompass the following:

1. Time management skills
2. Leadership skills
3. Enhanced creativity
4. Portfolio Development
5. Resumé Writing
6. Customer Service
7. Communications
8. Body Mechanics and Good Posture
9. Professional Ethics
10. Stress Management
11. Interviewing Tips
12. Conflict Management
13. Technology
14. Business Coaching

MASSAGE THERAPY PROGRAM OVERVIEW
SOC 31-9011

The Massage Therapy Program provides 700 clock hours of instruction over a period of approximately six (6) months, provided the program is offered on a full-time basis. Please note that the PA State Board of Massage Therapy requires completion of a massage program of at least 600 hours of in-class, postsecondary education instruction approved by the board at a

regionally accredited college or university, Pennsylvania private licensed school or its equivalent as determined by the board and a passing score on the MBLEx exam to issue a massage therapy license.

Each student in the massage therapy program will complete the following curriculum: theory of massage therapy; infection control; anatomy; physiology; histology of the body; diseases and disorders; and Pennsylvania State Massage laws, rules, and regulations. Upon successful completion of the program, graduates will receive a Diploma.

To be more specific, the curriculum will elaborate on the following items:

PROGRAM TEXTBOOKS, WORKBOOKS, AND DVDS
Business Mastery: Fourth Edition, Cherie Sohnen-Moe (Sohnen-Moe Associates, Inc.) Publication Date 2008 ISBN 978-0-9621265-7-4, approximate retail value $28.95
Massage Therapy Principles and Practice: Fifth Edition, Susan Salvo (Elsevier) Published 2016, ISBN 978-0-323-23971-4, approximate retail value $78.95
Trail Guide to the Body, Andrew Biel (Books of Discovery) Publication Date 2014, ISBN 978-0-9829786-5-8, approximate retail value $58.95
Trail Guide to the Body Workbook, Andrew Biel (Books of Discovery) Publication Date 2014, ISBN 978-0-9829786-6-5, approximate retail value $21.95
Mosby's Pathology for Massage Therapists, Susan Salvo (Elsevier Mosby) Publication Date 2014, 978-0-323-08472-7, approximate retail value $66.95

Additional reading recommendations provided by individual instructors.

MASSAGE THERAPY CURRICULUM
Program and Class Hours

A&P	90
Kinesiology	96
Massage Therapy	257
Business	22
PA Law/ethics	9
Boundaries	9
Common Conditions	30
Sports	12
Hydro	15
CPR	4
Student Clinic	156

Massage Therapy Curriculum Total – 700 hours over 24 weeks for fulltime with a maximum of 36 weeks or evenings 40 weeks with a maximum of 60 weeks.

MASSAGE THERAPY PROGRAM – INDISPENSABLE ACTIVITES

The following list represents those activities which are absolutely necessary for all students to perform (with or without reasonable accommodation), in order to graduate from Metro Massage Therapy Program.

- Students need to be able to communicate efficiently and effectively with other students, instructors, and clients.
- Students need to have a command and understanding of professional ethics pertaining to the practice of Massage Therapy.
- Students need to be able to perform a client intake and assessment before performing Massage Therapy to ascertain any contraindication for the Massage.
- Students need to be able to ascertain the needs and desires of a client, and translate those needs and desires into a corresponding service (e.g. relaxation, deep tissue, etc.).
- Students need to know and understand PA laws regarding regulation of Massage Therapy practices.
- Students must take and pass CPR Training during their enrollment period and no sooner than six (6) months prior to applying for their massage license.
- Students must attend a class on HIV/AIDS and related risks as scheduled by the instructor.

MEMBERSHIPS AND AFFILIATIONS

Metro Beauty Academy is a proud partner with Wella International, American Association of Cosmetology Schools (AACS), National Cosmetology Association (NCA), Makeup Designory (MUD), Dermalogica., American Massage Therapy Association (AMTA), and Associated Bodywork and Massage Professionals (ABMP).

METHODS OF PAYMENT

The application fee, processing fees and kit costs are payable in advance of starting classes. An application fee is for a particular class start, and may be used to delay to another start date one time. Students who delay their start an additional time will need to re-apply by paying the application fee again.

Tuition may be paid in full in advance of starting classes if desired by the student. However, payment plans for the cost of tuition are available from the business office and begin with a scheduled down payment prior to the start of classes. The remaining tuition balance is divided into monthly payments over the length of the course. Our Financial Assistance office will work with you to come up with the best plan of payment to meet your individual needs.

NON-DISCRIMINATION POLICY

Metro Beauty Academy, in its admission, instruction, and graduating policies, practices non-discrimination on the basis of race, age, creed, sex, religion, financial status, country, residence, color, or ethnic origin. This practice and requirement of non-discrimination also extends to employment by the school and the administration of students in progress and activities operated by the school.

OSHA REQUIREMENTS

In compliance with the United States Department of Labor, Occupational Safety and

Health Administration requirement, the school advises its students of the chemicals used in cosmetology training. During various classes, the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing material safety data sheets for the chemicals used is available in the administrative office. Metro Beauty Academy strives for a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

PRO I MAKE-UP ARTIST WORKSHOP

Make-Up Designory (MUD) / Beauty Essentials

SOC 39-5091

The Makeup Program provides 84 hours of instruction. This course is designed as an introduction to beauty makeup with an emphasis on the techniques required today in this multi-faceted industry. Regardless of which of these areas you intend to work in, mastery of beauty makeup is a must. In this course you will start by learning facial analysis, base matching and application, correction, contours, highlights, as well as a focus on eyes and lips. The course finishes with complete makeup applications ranging from one hundred percent corrective to natural makeup.

**There is no academic credit associated with this course.*

MUD MAKEUP BEAUTY ESSENTIALS CURRICULUM

Program and Class Hours

Makeup Theory Unit	3.5
Base Unit	10.5
Corrective Unit	7.0
Highlight and Shadow Unit	14.0
Eye Unit	21.0
Lip Unit	7.0
Beauty Makeup Unit	10.5
Natural Makeup Unit	7.0
Assessment	3.5

PROGRAM TEXTBOOKS, WORKBOOKS, AND DVDS

Beauty Make-up, *Copyright 2004, Make-up Designory*, ISBN 978-0-9749500-1-3, approximate retail value $39.95

Beauty 101 Workbook, Copyright 2010, Make-up Designory, ISBN 978-0-9819886-6-5, approximate retail value $15.00

PENNSYLVANIA LICENSING REQUIREMENTS

Cosmetology

- 1250 hours in a licensed cosmetology school or 2000 hours in an approved apprentice program.
- The hours must be earned in not less than eight months.
- Tenth grade education or the equivalent.
- Successful completion of the State Board examination.
- Qualified to perform any of the functions of a cosmetologist, esthetician, natural hair braider, or nail technician without additional licensure.

Barber

- 1250 hours in a licensed cosmetology school or 2000 hours in an approved apprentice program.
- The hours must be earned in not less than eight months
- Eighth grade education or the equivalent.
- Successful completion of the State Board Examination (theory and practical)

Massage Therapy

- Massage Therapy programs must provide at least 600 hours of in-class, post-secondary education instruction.
- Twelfth grade education or the equivalent.
- Successful completion of the NCETM, NCETMB, or MBLEx examination.

Information regarding Massage Therapy Licensing is available at these websites:
http://www.ncbtmb.org/applicants/php
http://www.fsmtb.org/licensing/html

Esthetics

- 300 hours in a licensed cosmetology school.
- The hours must be earned in not less than one month.
- Tenth grade education or the equivalent.
- Successful completion of the State Board examination.

Cosmetology Teacher

- 500 additional hours in a teacher curriculum of a licensed cosmetology school.
- Twelfth grade education or the equivalent.
- Successful completion of the State Board examination.
- In order to qualify for the examination, an individual must possess a current Pennsylvania cosmetologist license.
- Qualified to perform any of the functions of a teacher, manager, cosmetologist, esthetician, natural hair braider, or nail technician without additional licensure.

*Information was obtained from:

State Board of Cosmetology (10/11/2006)
P.O. Box 2649
Harrisburg, PA 17105-2649
Website: www.dos.state.pa.us/cosmet
Telephone number: 717-783-7130

PERSONAL BELONGINGS

Metro Beauty Academy is not responsible for any student's personal belongings. Additionally, it should be noted that once student kits are handed out, they are considered a student's personal belongings. While Metro Beauty Academy provides student lockers for use, Metro Beauty Academy is in no way responsible for lost, stolen, or misplaced items. Students who graduate, take a leave of absence, or are terminated must clean out their belongings from the lockers and/or workstations within 7 days of the student's last day of attendance.

PHYSICAL DEMANDS AND SAFETY REQUIREMENTS OF THE PROFESSION

While the beauty and massage industries can be quite rewarding, in terms of financial and psychological benefits, it could potentially pose problems that may affect some individuals more than others. The following items should be considered by students, as examples of potential problems, which could be encountered for all who are interested in exploring the world or cosmetology, barbering, or esthetics:

- Possible reactions to chemicals (perms, hair coloring, skin care, relaxers, etc.) that come in contact with the skin. These chemicals could cause minor skin irritations, allergic reactions, or other problems in various individuals. Individuals that are using dye, tint, or other chemicals, shall follow the directions of the manufacturer, and the regulations and instructions of FDA that pertain to the substance(s).*
- Constant standing throughout the day, with little movement. Problems associated with inactivity such as this may be prevented to some degree, by the use of proper foot attire, exercise, and good posture habits. Effects of this type of activity may result in back fatigue, tendonitis, muscular irritations, foot fatigue, etc
- Working with sharp instruments, such as shears, razors, etc. These tools could cause injury or bodily harm, if not used correctly.
- Dangers of hydraulic chairs, laundry machines, and other salon equipment. As with any mechanical device, injury could occur if manufacturer's directions are not followed.
- Hair problems, skin diseases, nail diseases, etc. Students are advised to follow proper sanitary procedures when working with other human clients.
- Proper manufacturer's guidelines must be followed when using chemicals and products that come in contact with human skin, nails, and/or hair.
- The proper use of electrical equipment should be maintained at all times. Electrical appliances shall be installed properly and grounded.*
- Floors that are wet, from shampoo areas, etc., are a constant source of injury to all involved. Any moisture must be removed immediately, in order to prevent accidents from occurring. Also, floors should be safe, sanitary, and orderly.*

- Removing lint from electric dryers is a necessity for the prevention of fires in the laundry area.
- Proper lighting and ventilation are necessary for successful working conditions.*
- Any instrument or appliance that comes into contact with a client shall be sanitized immediately after each use and maintained in a sanitary condition at all times.*
- A licensee (teacher or student with a license) can refuse to serve a client whom the licensee believes to have an infectious, contagious, or communicable disease, unless the client can produce a physician's certification that the client does not have an infectious, contagious, or communicable disease.*

While the massage industry can be quite rewarding, in terms of financial and psychological benefits, it could potentially pose problems that may affect some individuals more than others. The following items should be considered by students, as examples of potential problems, which could be encountered for all who are interested in exploring the world of massage therapy:

"Because massage is a hands-on profession, one involving touch, the massage practitioner should be physically and mentally fit and be free of any communicable diseases. It is the practitioner's duty to keep him/herself in top physical condition. Massage is hard work and requires the therapist to stand for extended periods, especially when performing multiple massages. The practitioner must have physical stamina and the ability to concentrate on giving a therapeutic massage" (from "Theory and Practice of Therapeutic Massage" by David Beck, 5th edition, p. 30, Milady Publishing)

*Information was obtained from:

State Board of Cosmetology (10/11/2006)
P.O. Box 2649
Harrisburg, PA 17105-2649
Website: www.dos.state.pa.us/cosmet
Telephone number: 717-783-7130

PLACEMENT ASSISTANCE

The school does not guarantee employment or salary to its students upon graduation. However, the school will assist students in placement procedures. These include: identifying employment opportunities as the school becomes aware of job openings, and advising students to take advantage of these opportunities, with lessons on seeking and obtaining employment. These lessons include résumé writing, portfolio building, completion of employment applications, and effective preparation for interviews.

PRIVACY NOTICE

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states that:

a). a written policy must be established, and

b). a statement of adopted procedures covering the privacy rights of students is to be made available to students.

The law provides that the institution will maintain the confidentiality of student educational records. This Act, with which the institution intends to comply fully, was designated to protect educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act.

Copies of these policies and procedures are maintained in their entirety by Metro Beauty Academy and are given to each student upon enrollment. Copies of the policy can be found in the business office of the school. Questions concerning the Family Educational Rights and Privacy Act should be referred to the director. No information from student educational records is published for directory purposes.

PROBATION

At each scheduled evaluation, a student who is not meeting the 67% attendance requirement and/or not meeting the 75% grade point average will be placed on warning until the next scheduled evaluation, in order to make up hours and/or grades. Those students who are on warning are considered to be making satisfactory academic progress until the next scheduled evaluation.

REFUND POLICY

Once a student has signed the Student Enrollment Agreement, they have 3 business days to cancel the agreement. "You, the buyer, have the right to cancel this contract until midnight of the third (3rd) business day after this contract is signed by the applicant and the applicant is accepted by the school. Notice of cancellation may be made orally, or in writing to the Director of the School." (As per the Student Enrollment Agreement)

Applicants not accepted by the school shall receive a full refund of all monies paid, minus the nonrefundable application fee of $45.00.

Applicants canceling prior to the beginning of classes shall receive a full refund of all monies collected, minus the nonrefundable application fee. All refunds will be made within 30 days of the cancellation date.

The cancellation date is determined by postmark on written correspondence, or the date that information is delivered to the school in person.

The purchase of kit equipment is always final. The kit may not be returned for a refund. All kits are issued at time of payment in full. Costs not included in tuition (kit, books, and all fees,) are stated in the catalog and on the enrollment agreement.

If the school cancels a program or ceases to offer instruction in a program after students have enrolled and instruction has begun, the school will, at its option, provide a pro rata refund to transfer students based on hours accepted at a receiving school, provide completion of the program, or provide a full refund. If the school permanently closes, the student shall be entitled to a pro-rata refund of tuition. If the program has not begun, the school shall at its option provide a full refund of all monies paid or provide completion of the program.

For students who enroll,begin classes, and subsequently withdraw either officially or unofficially, the following schedule of tuition adjustment is authorized based on actual hours attended:

If A Student Withdraws -	**Percentage of Tuition**

Percentage of Time in Program	Refunded to Student
Within the first 7 calendar days of the program	100%
After the first 7 calendar days but below 5%	80%
5% - 9.9% of the program	70%
10% - 14.9% of the program	60%
15% - 24.9% of the program	55%
25% - 49.9% of the program	30%
Over 50% of the program	0%

Students dropping before the start of the second week of class will receive a full refund for any program that is a minimum of 450 clock hours.

The withdrawal or termination date, for refund computation purposes, is last day of recorded attendance. Any monies due to the applicant or student shall be refunded within thirty (30) days from the date of formal withdrawal or termination. Enrollment time is defined as the time elapsed between the actual start date and the last date of physical attendance in school.

In the case of a leave of absence, the termination date will be the earlier of the documented date of return or the date the student notifies the institution that he/she will not be returning.

The school reserves the right to terminate a student who has not notified the school, and has not responded to the schools contact attempts within fourteen (14) consecutive days of his/her absence. Attendance is monitored at a minimum of every 30 days to determine unofficial withdrawals.

In the instance that a student does not fulfil their monetary obligation to the school, the account may be forwarded to a collection agency. Metro Beauty Academy employs the assistance of agencies who reflect ethical business practices.

The school reserves the right to make changes in the course content, rules and regulations, and class schedules. If such changes occur, they will be publicized through normal channels well in advance of their implementation and will not result in additional charges to the student.

RULES AND REGULATIONS FOR STUDENTS

Rules and regulations, as established by the Commonwealth of Pennsylvania State Board of Cosmetology, State Board of Barber Examiners, and State Board of Massage Therapy, must be adhered to at all times. These rules are posted on bulletin boards, in the dispensary, and in the student lounge. The school rules may be changed at the discretion of the school administration. Failure to obey these rules and regulations could be cause for termination.

Attendance

Absences and tardiness will be determined by the program in which the student is enrolled. The policy is as follows:

Program	Total Absent/Tardy Hours Permitted Per Period	Maximum Amount of Tardy/Early Leave Days Allowed Per Period

Full Time Cosmetology (8 week period)	25 Hours	8
Part Time Cosmetology (11 week period)	25 Hours	11
Full Time Barber (8 week period)	25 Hours	8
Part Time Barber (11 week period)	25 Hours	11
Full Time Esthetics (5 week period)	15 Hours	5
Part Time Esthetics (7 week period)	15 Hours	7
Full Time Massage (8 week period)	23 Hours	8
Part Time Massage (11 week period)	23 Hours	11
Full Time Teacher (5 week period)	20 Hours	5
Part Time Teacher (7 week period)	20 Hours	7

Should a student exceed the allotted hours and/or allowable days of tardiness, they will be put on attendance monitoring which will continue through the next program period. If attendance does not improve during the attendance monitoring period, a student may be suspended or terminated. While extenuating circumstances do arise, chronic tardiness in the school environment and work place is unacceptable and detrimental to the student's education and therefore will be handled on an individual basis at the school's discretion.

Make up hours must be made up Monday through Thursday from 4:00-5:30 and/or Saturday from 9:00-4:00. Students may also makeup hours by attending school/instructor supervised events. Students must makeup all missed work.

Classes start promptly at 9:00 a.m. and 5:30 p.m. Students must be in class by 9:00 a.m. and 5:30 p.m. in order to be admitted to class. To prevent classroom disruption, any student arriving after the class start time must wait until the next classroom break time, as designated by each classroom instructor, to enter the class. Students who are in clinic and are tardy would forfeit any scheduled clients they had at that time.

Students are expected to be in regular attendance, and to make up any time missed, due to tardiness or absenteeism, in order to abide by the contract signed upon enrollment, and according to the satisfactory academic progress policy. All absences are considered unexcused and time missed must be made up. Students exceeding the allotted time may be required to repeat the curriculum which may result in extra tuition costs. Students who are absent for 14 consecutive

days may be terminated.

Make Up Work

All courses offered by Metro Beauty Academy have maximum time limits for completion (see Satisfactory Academic Progress Policy on page 35 of this Student Handbook). If a student is absent, it is up to the student to work directly with the instructor and/or classmates to obtain notes and/or missed assignments. Students are given 5 school days to complete all missed assignments, and will receive a zero for any assignments not completed within the given time period. If the student does not complete the makeup work on the day they return from their absence, points will be deducted for each of the allotted 5 days that the makeup work remains incomplete.

Dress code

Metro Beauty Academy and its students are in the fashion world. The success of the beauty industry depends on a vital connection to art, music, fashion, and wellness. A professional image is critical to a student's future. Creativity is encouraged, but students must maintain the following dress code:

Cosmetology, Barber, Esthetics and Makeup students must wear a school issued Metro Beauty Academy Gear shirt/jacket with black dress pants and appropriate professional, closed-toe shoes. The cosmetology and barber outfit must be 100% black. Metro Beauty Academy shirt must be the outer garment.

Massage students must wear a school issued Metro Beauty Academy Scrub uniform and appropriate shoes.

Students in the teachers program must follow dress code requirements utilizing their own professional attire in black or gray with 10% color and must wear the school issued name tag. Clothing must be professional, clean, and free of stains and tears.
Hair must be clean and styled prior to arriving at school.
Cosmetics must be applied prior to school arrival, using trend-appropriate makeup techniques.

Unacceptable attire includes athletic shoes, open-toe shoes, hats, jeans or clothing made of denim or appear to be denim, shorts, tank tops, sleeveless tops with less than a "three finger" strap, athletic attire (including: yoga pants, sweatpants, sweat shirts, etc), any form of leggings/stockings (or give the appearance of leggings/stockings), printed t-shirts other than those with Metro Beauty Academy logo, unclean or unprofessional clothing, and jewelry that inhibits proper work techniques or is offensive to others. Articles of apparel that meet the following criteria are prohibited: have a "washed" look; are gray, or have other colors visible; are not black; and are not appropriate for proper duties and responsibilities as a cosmetologist, barber, esthetician, or massage therapist (as enforced by the instructor). Undergarments must be covered at all times. Students may not wear hats, scarves, or other accessories that cover the head or are distraction to students, staff and/or guests.

Students who fail to comply with this professional dress code may be asked to leave and return with appropriate attire. If this occurs, students must clock out, and will not accrue hours until they have returned with the appropriate apparel, and clock in.

Kits & lockers

Kits are the students' responsibility. Items that need to be replaced are the sole

responsibility of the student. Sanitary procedures must be followed in the sterilization of all kit equipment.

Students are assigned lockers for the safekeeping of personal items, including kits. Metro Beauty Academy is not responsible for lost or stolen articles, within the Academy premises, or within student lockers. Metro Beauty Academy strongly recommends all students to use the locker provided. Students should not change lockers without notifying the instructor first. Kits and lockers may be opened for inspection periodically, by the staff of Metro Beauty Academy, in an attempt to maintain the safety of all students. Students will be assessed a total of $20.00 if assigned locks or keys are damaged or are not returned to Metro Beauty Academy. Metro may change the contents of the kit, without prior notice.

Products & services

Only professional products from Metro Beauty Academy should be used. Products and services are available to the students at a student price and are a privilege. Students may earn the ability to exchange services by meeting one of the set goals on the clinic floor in exchange for a token. Product usage costs still apply to students for chemical services, which will be collected in advance, the same day the service is performed. An exchange token will allow a student to receive an exchange any day or time and will take precedence over outside guests.

Conduct

Students are required to maintain satisfactory conduct at all times. Loud, abusive, or profane language will not be tolerated. Gossiping, harassment, fighting, causing discord of any kind, or showing disrespect and/or defiance to anyone may be grounds for termination. Directions of instructors and Metro staff members must be followed at all times, even in the event of situations that may arise, which are not expressly mentioned in this handbook.

The use of drugs without a filed doctor's prescription is prohibited on school property. Students under the influence of drugs and/or alcohol will be sent home immediately. If this occurs, disciplinary action will be taken, which could result in suspension and/or termination.

Any type of cheating or plagiarism is strictly prohibited, and may result in curriculum failure, suspension, termination, or other actions deemed appropriate by school officials.

Lunches

Lunchtime will be scheduled for each class at half-hour intervals. Students may either leave the building or use the student lounge provided on the main level of the school. There should be no eating or drinking on the clinic floor, in the dispensary, or in classrooms. Students must clean up after themselves. Coffee and refreshments are services provided to students at a reasonable expense.

Tuition

Tuition is payable at the guest relations desk during business hours. All payments are credited to the student’s account. Students will be provided a register receipt confirming their payment. Lack of tuition payments may result in termination.

Cleanliness policy

Students are assigned workstations, which can be changed from time to time by the instructor. All students are responsible for keeping their workstation, chair, and surrounding floor area clean, sanitary, and free of clutter at all times. In addition, students should show consideration for instructional materials of their classmates and for school property.

Check cashing policy

Checks are accepted at Metro Beauty Academy for enrollment purposes, as well as, the purchase of products or services.

Telephone policy

All phone calls should be made before or after school hours, or at lunch. Cell phone use is not permitted during school hours, in instructional areas. Beepers, cell phones, palm devices, iPods, or any type of electronic device should not be brought into Metro Beauty Academy unless they are turned off, and kept in a locker. Personal calls for students will not be taken, or made, at the reception desk or in any office, except in an emergency.

Visitor policy

Students may not receive visitors during school hours unless approved by the Metro Beauty Academy director under special circumstances. Anyone who is not a current Metro Beauty Academy student is considered to be a visitor. Approval should be obtained prior to the day of the anticipated visit.

Reception desk policy

Students are not permitted behind the front desk at any time unless assigned there for learning purposes. In addition, congregating around the front desk is prohibited. The receptionist works intently to make appointments, and to service guests, in order to assist students in their education. Students should greet guests in a timely manner, assist them in making product purchases, and facilitate their check out.

Parking policy

Metro Beauty Academy students should park in the student lot in the back of the building. Based on need, students may be asked to park in a nearby lot or along the street. All front lot parking is reserved for customers and visitors. Spaces that are designated for visitors or handicapped individuals are not for student use, unless prior approval has been granted. Students not abiding by these regulations may be towed, at their expense, and will receive an advisory which may lead to further disciplinary action. Any, and all, expenses or damages incurred by such towing, and subsequent parking arrangements, will be the sole responsibility of the student.

Safety policy

By following safety precautions, students contribute to the health, welfare, and safety of the community. Students should always practice good hygiene and be professionally dressed. A

first aid kit is kept in classrooms and in the dispensary. Students should follow safety regulations and keep equipment properly sanitized. The following precautions should always be taken with each client:

1. Protect the guest's clothing with appropriate draping.
2. Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse with cold water.
3. Wear gloves when handling chemicals.
4. Anything containing chemically active ingredients must be used carefully to avoid injury to students or guests.
5. If blood spills occur during a procedure, proper steps must be taken for the safety of all involved.

Non-smoking policy

Metro Beauty Academy is a smoke-free facility. There are areas designated behind the school for those students who smoke. Please dispose of your smoking items properly.

Non–gum chewing policy

Gum chewing is not permitted at Metro Beauty Academy.

Weapons policy

Under no circumstances and at no times will weapons, firearms, or threatening items be permitted at Metro Beauty Academy. Acts of indecency and violence will be grounds for termination. Authorities may be called to the school to handle any acts of violence, presence of weapons, or threatening behavior.

Services

Students are not permitted to provide services outside the school until licensed by the Pennsylvania State Board of Cosmetology, Pennsylvania State Board of Barber Examiners, or Pennsylvania State Board of Massage Therapy.

Waiver and indemnification

As part of the course of instruction, students may practice by performing services on each other. Students must accept all risk of injury due to another student's negligence or lack of skill; further, students must waive any claims they may have against the Metro Beauty Academy, LLC, that may arise when one student performs services on another, and must agree to hold the Metro Beauty Academy harmless against any claims arising from the services performed by students or any other person, and on himself/herself. Such indemnification includes costs and expenses, such as reasonable legal fees incurred by the Metro Beauty Academy in enforcing the terms of this agreement.

Photography policy

Students of the Metro Beauty Academy, LLC, must give permission to use their photo in any and all forms of advertising for an unlimited amount of time. Students must release the Metro Beauty Academy, LLC, of any and all claims made regarding the use of their photo. A student wishing to revoke this permission should see Student Services.

Student Rules and Regulations

The student rules and regulations that have been published in this handbook will be enforced. Failure to obey these rules and regulations may result in suspension and/or termination. The administration and staff reserve the right to make decisions, based on the situation that has occurred.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory progress in attendance and in academic course work is a requirement for all students enrolled at Metro Beauty Academy whether participating in Title IV programs or not. It is printed in the school catalog to ensure students receive a copy prior to the first day of class. Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory academic progress in order to continue eligibility for such funds.

Copies of satisfactory academic progress evaluations can be obtained by request to the student services departments.

Attendance

All students must maintain a 67% cumulative attendance average in order to be making satisfactory academic progress and to complete the program within the maximum time frame. All educational programs at Metro Beauty Academy must be completed within 150% of the normal length of the program. Transfer hours accepted from other schools are counted as both attempted and completed for the purpose of determining when the allowable maximum time-frame has been exhausted.

Course	Maximum Scheduled Hours
Cosmetology	1875
Barber	1875
Esthetics	675
Teacher	900
Massage Therapy	1050

Academic

The following factors will be assessed to determined academic progress:
Theory assignments
Practical assignments
Laboratory assignments

An overall average of 75% is required for satisfactory progress in all academic areas.

The following table represents Metro Beauty Academy's grading scale:

Letter Grade	Description	Percent
A	Excellent	93 - 100
B	Good	84 – 92
C	Average	75 – 83
D	Failing	Below 75
I	Incomplete	No grade assigned until assignments are completed.

An incomplete grade can only be used in the last segment of training. The last segment is primarily hands on clinic work. Metro Beauty Academy has established a minimum requirement for the number of services required to be performed on clients. Failure to meet the minimum requirements can result in an "incomplete" grade. Students may complete the requirement as long as they do not exceed the maximum number of weeks allowed.

A cumulative grade point average of 75% is required for graduation from Metro Beauty Academy, and for eligibility to take the Pennsylvania State Board of Cosmetologists Examination, The State Board of Barber Examiners Examination, or one of the accepted Massage Therapy Licensing exams – the NCETM, NCETMB, or MBLEx examination – accepted by the Pennsylvania Massage Therapy Licensing Board.

Determination of Progress

Only students who maintain satisfactory academic progress are eligible for Title IV funding. Students are evaluated for satisfactory academic progress as follows:

Cosmetology	450, 900 scheduled hours
Barber	450, 900 scheduled hours
Esthetics	225 scheduled hours
Teachers	300 scheduled hours
Massage Therapy	350 scheduled hours

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. SAP evaluation periods are based on actual contracted hours at Metro Beauty Academy.

Students who fail to meet minimum requirements for attendance and academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain

satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. Students who fail to meeting SAP will be notified as to the effect on their financial aid. Reenrollment eligibility of a student who was terminated for not making satisfactory academic progress will be determined on a case by case basis.

Appeal Process

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. 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 the federal financial aid will be reinstated, if applicable.

Leave of Absence or 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. Hours elapsed during a leave of absence will extend the student's contract period 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 within six months of the original with official withdrawal date will return in the same satisfactory academic progress status as the time of withdrawal.

Incomplete courses, repetitions, and remedial programs

All incomplete courses, repetitions, and remedial programs or courses will have no effect on a student's satisfactory academic progress status.

SCHOOL CLOSURES

Students are notified of unexpected closures due to extenuating circumstances via local television stations, www.wfmz.com, our website and Facebook.

SCHOOL HOLIDAYS

Metro is not in session for the following holidays: New Year's Day, Memorial Day, 2 Day Independence Day Break, Labor Day, Thanksgiving Day, Thanksgiving Friday, 3 days off for Holiday/Winter break in December, New Year's Eve ½ day. Holidays that fall on Saturday or Sunday will be observed on either Friday or Monday as determined by administration.

SEXUAL AND DISCRIMINATORY HARASSMENT

It is the objective of Metro Beauty Academy, LLC to provide a school environment free from discrimination and conduct, commonly referred to as sexual harassment. The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. The definition, which is general in nature and may not always be clear when evaluating everyday situations is as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's evaluation and/or performance; or
- submission to or rejection of such conduct by an individual is used as a basis for evaluation, performance, or continued enrollment as a student at Metro; or
- such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment refers to inappropriate behavior in school because it is offensive, unwelcome behavior which would not occur, but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the academic environment.

If students experience perceived or real sexual/discriminatory harassment, or accusations of sexual/discriminatory harassment, they are encouraged to report it promptly to their instructor or to any member of the Metro staff. Metro Beauty Academy, LLC will investigate any student or employee, regardless of job position when such allegations are made. Based on available information, Metro Beauty Academy, LLC will take appropriate action and communicate on a need-to-know basis. Appropriate disciplinary action, up to, and including termination will be taken against any individual, if sexual harassment charges are determined to be valid. Appropriate legal authorities may be notified, depending upon the situation.

Discriminatory harassment includes any unwelcome or unwanted attention, and other verbal, visual or physical conduct or other form of offensive behavior directed toward a student because of, or on account of his or her race, color, religion, national origin, age, disability, sexual orientation, marital status or veteran status, (or such conduct or behavior that may be offensive on the basis of race, color, religion, national origin, age, disability, sexual orientation marital status or veteran status and to which a student may be exposed, directly or indirectly) when:

- submission to or rejection of such conduct by a student is used as a basis or factor in decisions affecting the evaluation, performance, or continued enrollment as a student at Metro; or
- submission to such conduct is made either explicitly or implicitly a term or condition of a student's evaluation and/or performance; or
- such conduct has the purpose of effect of unreasonably interfering with an individual's work performance; or creating an intimidating, hostile, or offensive working environment.

START DATES

A student may apply for enrollment Monday, Wednesday, Friday, 9:00 a.m.–5:00 p.m., Tuesday, Thursday 10:00 a.m. – 7:00 p.m. and on Friday or Saturday, 9:00 a.m. - 3:00 p.m.

The admissions office maintains a list of proposed start dates that is available to any individual at all times. Currently, the following start dates have been proposed:

Cosmetology classes: *2017 Full time day class start dates*: January 17, March 14, May 9, July 11, September 5, October 31; *Part time evening class start dates*: January 17, April 4, June 20, September 5, November 21. **Barber classes:** *2017 Full time day class start dates:* dates TBD. **Esthetics classes***: 2017 Full time day class start dates*: January 30, June 5, October 2; Part time evening class start dates: March 27, September 18. **Educator Training Program**: Rolling starts. **MUD Make-up Classes**: ***Beauty Essentials:*** *2017 Full Time day class start dates:* January 9, March 6, May 1, additional dates TBD; *Part time evening class start dates*: February 6, additional dates TBD ***Advanced Makeup & Bridal:*** dates TBD. **Massage Therapy classes**: *2017 Full time day class start dates*: February 27, additional dates TBD; *Part time evening class start dates*: Janaury 9, additional dates TBD.

All start dates are subject to change. A student transferring into or returning to Metro Beauty Academy will begin classes on a date that coincides with the needed level of training after reviewing transcripts and testing has been completed.

STATE LICENSING EXAMINATION

For completion of their Cosmetology, Barber, Esthetics and Educator training, students are required to take a licensing examination as given by the Commonwealth of Pennsylvania State Board of Cosmetology or State Board of Barber Examiners. Information about the exam can be obtained from Career Services. Students are also advised to refer to the board's website at www.dos.state.pa.us/cosmet or calling the Board Office at 717-783-7130 should they need additional information

Early testing is available for Cosmetology, and Educator Training students. Taking the early testing exam does not provide a temporary license, instead candidates are eligible to receive their full license upon graduation from their program. Early testing is not available for Barber students.

Because of the short number of hours in the Esthetics program, Metro does not recommend early testing for students in this program.

Candidates for early testing should see Career Services to obtain transcripts one they have reached the required hours. Hour requirements for early testing are:

- 900 hours for Cosmetology
- 400 hours for Educator Training

Upon completion of the remaining hours (1250 for Cosmetology, and 600 for Educator Training), the student will attend a Graduation Appointment with Career Services to have final transcripts submitted and the licensure processed.

For completion of their Massage Therapy training, students are required to take a licensing examination. Information regarding Massage Therapy Licensing Examinations is available at these websites:

http://www.fsmtb.org/licensing.html (Federation of State Massage Therapy Boards, 7111 W 151st Street, Suite 356, Overland Park, Kansas 66223, 1.888.70.FSMTB)

In addition, Metro Beauty Academy provides applications for the licensing examination. Students will meet with Career Services to discuss pertinent steps regarding the application process.

STUDENT AND ALUMNI DISCOUNTS

Metro Beauty Academy offers discounts on products for current students and alumni. Discounts vary by product line. Guest Relations staff provide specific pricing. Professional color products will only be sold to current students or alumni who have obtained their professional Cosmetology license.

STUDENT ACCESS TO FILES

Under the Privacy Act, all information contained in student files shall remain confidential. However, the student, or parents/guardians of dependent minors, shall be guaranteed access to information contained in his/her cumulative file by appointment, which will occur under the supervision of a staff member. Appointments must be made through the Guest Relations Department. No files may be removed from the business office. Information pertaining to a student's cumulative record will be released only upon the written instructions and/or written permission of the student. Authorization will be needed for each request of information, per third party request.

STUDENT SERVICES

Metro Beauty Academy endeavors to provide students with an exceptional education. In addition, we provide (but are not limited to) the following services for students:

- ✓ Admissions advising
- ✓ Academic Advising
- ✓ Life skills and professional development
- ✓ Career library
- ✓ Drug/alcohol references
- ✓ Student aid
- ✓ Placement assistance
- ✓ Social areas for students

If other services are required, contact the Director of Education to set up an appointment.

STUDENT RECORD RETENTION

Student records are maintained for a minimum of seven years.

TECHNOLOGY POLICY

Introduction: Metro Beauty Academy places a strong emphasis on integrating technology into your academic and social experience. Metro Beauty Academy staff and students are encouraged

to incorporate technology into their teaching, learning, and research.
Students have access to the computer lab, iPad station, and Wi-Fi. In some cases, a student's program may have iPad's included in their classroom kits*.
The purpose of this policy is to define acceptable use of Metro Beauty Academy's IT and technology resources. As a condition of using Metro Beauty Academy's systems, all users must agree to abide by the terms of the policy.
Responsible Use: Users must abide by all local, state, and federal laws and regulations, including those related to the Internet electronic communications and commerce, copyright, trademark, and intellectual property.
Students are prohibited from:

- Intentionally interfering or causing disruptions to normal, proper, and expected operations of Metro Beauty Academy.
- Damage or disable any Metro Beauty Academy-owned hardware components, software, or computers.
- Knowingly run applications that contain computer viruses or other potentially destructive applications.
- Engage in any illegal or criminal activity.

Electronic Devices Policy:
Students are prohibited from:

- Using technology as not approved by the classroom instructor i.e. must be on task during class time.
- Fraternizing with any Metro Beauty Academy staff member including but not limited to any social media or text messaging.
- Taking unauthorized photos of staff, students, or facility.
- Posting comments/photos on social media that cause discord of any kind.

Consequences: Violations of the technology policy will not be tolerated. Students who violate the policy will be subject to discipline as outlined in the student handbook.

Technical Support: Metro Beauty Academy is committed to providing students the support needed to achieve academic success. The following should be used as a guideline in cases where technical difficulties are experienced.
LAB Technical Support: Contact classroom instructor
IPad Technical Support: Contact Apple Support @ 1-800-275-2273
Computer Lab, iPad Station, or Wi-Fi Support: Contact classroom instructor

**Metro Beauty Academy is not responsible for lost, stolen, or damaged iPads that are purchased by the student in the classroom kit. All replacements are the sole responsibility of the student. Additional iPads cannot be purchased for students by Metro Beauty Academy.*

TERMINATION POLICY

Students may be terminated at the school's discretion for any of the following reasons:

1. Lack of tuition payment, either in the case of failure of cash payments, or failure to complete all necessary paperwork required to provide financing.
2. Failure to obey and to abide by the student rules and regulations, and/or failure to comply with the Satisfactory Academic Progress Policy.
3. Illegal use of drugs and/or alcohol on school property. This also includes the immediate vicinity of the school building.
4. Gossiping, fighting, causing discord of any kind, showing disrespect or defiance to anyone in authority.
5. Fourteen consecutive days of unexcused absence, unless the student can document proof of extenuating circumstances.
6. Stealing or involvement in a plan to conduct such action. When money and/or personal property have been stolen, the school will follow proper procedures in notifying appropriate authorities.
7. Any other infraction of the student handbook, or action deemed necessary by the Director or staff of Metro Beauty Academy, LLC.

In the event a student is terminated, Metro Beauty Academy is not responsible for a student's belongings left behind. Please clean out your locker immediately.

TUITION

For the 1,250-hour Cosmetology Program, the educational costs are as follows:

Tuition	$17,150.00
Student Kit	$1,975.00
Application Fee	$45.00
Processing Fee	$100.00
TOTAL	$19,245.00

For the 1,250-hour Barber Program, the educational costs are as follows:

Tuition	$14,900.00
Student Kit	$1,595.00
Application Fee	$45.00
Processing Fee	$100.00
TOTAL	$16,640.00

For the 450-hour Esthetics Program, the educational costs are as follows:

Tuition	$6,420.00
Student Kit	$800.00
Application Fee	$45.00
Processing Fee	$100.00
TOTAL	$7,365.00

For the 600-hour Teachers' Program, the educational costs are as follows:

Tuition	$7625.00
Textbooks	$300.00

Application Fee	$45.00
Processing Fee	$100.00
TOTAL	$7,070.00

For the 700-hour Massage Therapy Program, the educational costs are as follows:

Tuition	$9,900.00
Student Kit (Equipment and Books)	$1,000.00
Application Fee	$45.00
Processing Fee	$100.00
TOTAL	$11,045.00

For the 84 hour Make-Up Designory Program, the educational costs are as follows:

Tuition	$ 1,600.00
Student Kit and Materials	$ 1,200.00
Application Fee	$45.00
TOTAL	$ 2,845.00

The student kit contains all the tools, equipment, and textbooks necessary to complete the course. A list of contents for each kit is available in the admissions office.

The foregoing fees cover the Cosmetology, Barber, Esthetics, and Teachers' Program in the following timeframe: approximately 10 months/39 weeks for the Cosmetology and Barber Programs; 4 months/14 weeks for the Esthetics Program; and 5 months/19 weeks for the Teachers' Program. Each cosmetology and barber student must complete a total of 1,250 hours for their program. The Esthetics Program is 450 hours; however, students may schedule the esthetics exam after the first 300 hours. The Teachers' Program requires 600 hours. The following items are nonrefundable: the application fee, processing fee, and the cost of the student kit.

At this point in time, there are no scholarships available from Metro Beauty Academy to award to its students. However, Metro Beauty Academy does provide a $500 discount for students who have successfully completed one program and wish to enroll in a second Metro Beauty Academy program. This discount does not apply to workshops or the Massage Therapy program. Also, Metro Beauty Academy does not provide or assist in student housing. All arrangements of this nature must be pursued by the student.

The Metro Beauty Academy, LLC, reserves the right to change tuition and fees without notice.

WITHDRAWN STUDENTS – REENTRY POLICY

Students who want to reenter Metro Beauty Academy after withdrawing must first meet with and Admissions Advisor. A plan will be developed for the completion of the student's educational program, based on previous grades, and curriculum areas to be covered.

Metro Beauty Academy strives to provide the highest level of education, however we cannot guarantee that hours earned at Metro Beauty Academy will transfer to another academic facility. It is at the discretion of the enrolling facility as to whether or not to accept transfer hours.

YEARLY OUTCOME RATES

The following statistics indicate yearly outcome rates for Metro Beauty Academy for the calendar year of 2014.

Completion:
Total.....84%

Licensure:
Total.....92 %

Employment:
Total .....64 %

APPENDIX (USDOE REQUIREMENTS)

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE GENERAL POLICY

Metro Beauty Academy, LLC, is committed to providing students with a safe environment in which to learn and to keep parents and students well-informed about campus security. To that end, and in accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares a report for distribution to all students, employees, and applicants for enrollment or employment. It is the desire of Metro Beauty Academy, for a policy, such as this, to help combat violence in the workplace, and on campus.

By October 1 of each year, the school publishes and makes available the annual campus security report to all current students and employees. In addition, the report is provided upon request to all prospective students and prospective employees. Such individuals are informed of the report's availability and given the opportunity to request a copy. The complete Campus Security, Crime Awareness and Drug Free Workplace Policy is distributed after its revision, which occurs by October 1st.

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all current and prospective students, and employees.

1. Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of, or related to its educational purpose." The campus includes the facilities located at 4977 Medical Center Circle, Allentown, PA 18106. There are no buildings or properties

owned or controlled by campus student organizations which are recognized by this institution.

2. The report is available on the Metro Beauty Academy website at www.metrobeautyacademy.edu and updated annually by October.

3. No student will have access to the campus facilities, other than the parking area, at any time unless supervised by a staff member. Any off campus events which are sponsored by the school are supervised by campus employees. Thus, the school will monitor and report any criminal activity at such events to local law enforcement authorities, should they occur.

4. The campus does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus administrator. No such individual has the authority to make arrests.

5. All individuals are encouraged and requested to immediately report any known criminal offense, or other emergency, occurring on campus to the school administration office on the designated form. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The campus administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report, or upon obtaining knowledge of any criminal offense.

6. All students and employees are encouraged to be responsible for their own security and the security of others.

7. Sexual violence prevention programs are provided to students and staff at least semi-annually.

8. There are no buildings or properties owned or controlled by the school's students which are recognized by the institution. There are no off-campus housing facilities.

9. The school will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration, or local police agencies, that are considered to represent a continuing threat to students and/or employees.

10. Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and violations of liquor laws, drug abuse, and weapons possession during the calendar years 2014, 2015, 2016 are listed below:

Type of Crime	Number of Arrests 2014	Number of Arrests 2015	Number of Arrests 2016
Murder	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Weapons Possession	0	0	0

Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0

There were no crimes of murder, forcible rape, or aggravated assault, that show evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

11. In the event a sex offense occurs on campus, the accuser has the option to and should take the following steps:
    - Report the offense to the school administration.
    - Preserve any evidence, as may be necessary to prove criminal sexual assault.
    - Request assistance, if desired, from the school administration, in reporting the crime to local law enforcement agencies.
    - Report the crime to local law enforcement agencies.
    - Request a change in the academic situation, if desired.
    - Contact an appropriate agency in the community for counseling, or other services that may be needed.

12. The school does not provide living situations during enrollment. The school will change a victim's academic situation after the alleged sex offense if requested by the victim, and the change is reasonably available.

13. The only on-campus services available to victims of sex offenses are described in this report. On-campus counseling, mental health, or other student services are not available.

14. On campus disciplinary action in cases of alleged sexual assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime, and other related mitigating circumstances provided that:
    - the accuser and the accused may have others present during the campus disciplinary proceeding; and,
    - both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused.

15. Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape, or other forcible, or non-forcible sex offense may vary, depending upon the final determination, and may include expulsion.

16. Drug Abuse is prohibited at all times by students and employees on the school property or as part of any of its activities. Drug abuse is defined as:

    "The unlawful manufacture, distribution, possession or use of illicit, controlled substances, including alcohol."

17. The institution prohibits possession, use and sale of alcoholic beverages, enforces the state underage drinking laws, and state and federal drug laws. The Drug Free Awareness Program includes the providing of a copy of the "Who Cares If I Do or Don't" pamphlet, and a copy of this report. The Hotlines and Off Campus Resources are posted in the classroom. Employees receive a copy of the "Terms and Symptoms of Drug Abuse," in which all negative symptoms of drug abuse are defined. Fact Sheets and Posters about

early warnings and guidelines regarding drug abuse are posted. As a condition of employment, employees will notify the institution of any criminal, drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction.

18. On-campus drug or alcohol counseling, treatment, or rehabilitation programs are not available at Metro Beauty Academy. Off-campus services regarding Drug Abuse Information and Treatment, Crisis Intervention, Counseling, and Mental Health include:

    - Addiction Counseling: 610-366-7880
    - Brookhaven Center for Counseling & Development: 610-395-3005
    - National Domestic Violence Hotline: 800-799-SAFE (7233)
    - National Institute on Drug Abuse Hotline: 1-800-662-HELP
    - National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
    - National Clearinghouse for Alcohol and Drug Information: 1-301-468-2600
    - Network of Colleges & Universities Committed to the Elimination of Drug & Alcohol Abuse: 1-202-357-6206
    - The Center for Substance Abuse Treatment and Referral Hotline (800-662-HELP)
    - The Center for Substance Abuse Prevention Helpline (800-967-5752)

19. Penalties to be imposed on students and employees for drug abuse violations occurring in the workplace include:

    - notification of the abuse to the proper authorities;
    - a Leave of Absence from enrollment/employment during which time the individual must consider the responsibilities of his/her enrollment/employment; become free from any dependencies and prove it; and, certify that if he/she is reinstated, that he/she will no longer participate in abuse activities that affect performance;
    - expulsion or termination will be considered, based on the circumstances surrounding the violation.

20. Any action taken by Metro Beauty Academy against a violation of the drug-free workplace policy will occur immediately upon the administration obtaining such information. The school will notify the Department of Education within 30 days of an employee or student being involved in any criminal drug statute conviction, for a violation occurring in the workplace.

CONSUMER INFORMATION REGARDING FINANCIAL AID PROGRAMS

Metro Beauty Academy, LLC, participates in the following financial aid programs:

- PELL Grant
- Federal Direct Loan
- Federal PLUS Loans

APPLYING FOR AID

Pell Grants

The student completes the Free Application for Federal Student Aid and the Institutional Financial Aid Application.

Federal Subsidized Direct Loans

The student may obtain an application from his or her local bank, or complete the Free Application for Federal Student Aid.

Federal Unsubsidized Direct and PLUS Loans

Same as Direct Loan.

AWARDING OF AID

Pell Grants

A distinguishing feature of the Pell Grant Program is its control concept of "entitlement." This guarantees, that a student who demonstrates need, will receive a grant based on that need, and on the cost of education at the school they choose to attend. The Pell Grant is similar to a "gift", in the sense that it does not need to be repaid.

Subsidized Direct Loans

The Subsidized Direct Loans are need based, and enable students to borrow money from eligible lenders, at a low interest rate to meet educational expenses. Lenders may choose to whom they lend, within Direct Loan eligibility guidelines. First year undergraduates may borrow up to $3500 (as of 7/1/15) per year. However, students cannot borrow more than the cost of attendance at their school, less any other financial aid they may receive. Interest on these loans does not accrue while students are in attendance; and, students will have a grace period following graduation, before repayment begins. The fixed interest rate for 2015-2016 is 4.26 percent. These loans must be repaid.

Unsubsidized Direct Loans:

Unsubsidized Direct Loans are educational loans that must be repaid. These loans are not based on need. Independent undergraduates may borrow up to $6000 per academic year, $1500 for programs in duration for at least 1/3 of an academic year, and $2500 for programs in duration of at least 2/3 of an academic year. The fixed interest rate of 4.26 percent can be paid while attending school, during a period of deferment of forbearance, or it can be accrued and the interest added to the principle amount of the loan.

PLUS Loans:

Parent Loans for Undergraduate Students (PLUS) are education loans that must be repaid. Parents of dependent students can receive a PLUS loan. Parents of dependent students may borrow an amount that is equal to the cost of education, minus other financial aid per academic year, for a child enrolled at least half-time. The fixed interest rate is 6.84 percent for the Direct Loan.

GENERAL ELIGIBILITY

- Students must be enrolled at least half time; i.e., 12 hours per week. (except for Pell)
- Students must be a US citizen, or an eligible non-citizen.
- Students must be able to show need. Need is the difference between the cost of education and the amount which students and/or their family can afford to pay. Need is determined by the information that is supplied on the Application for Student Aid.
- Students are making satisfactory academic progress toward the completion of their course of studies. Please refer to the Satisfactory Academic Progress Policy.
- Students are not in default of an NSLDS, Direct Loan, or a PLUS/SLS Loan.
- Students do not owe a refund on a Pell Grant or SEOG at any school.

FREQUENCY OF PAYMENTS

Pell Grants

The Pell Grant will be disbursed in two equal payments per academic year. The first half will be disbursed at the beginning of the academic year. The second half will be disbursed at the midpoint of the academic year.

Federal Loans

In most cases, half of the funds will be disbursed near the beginning of the academic year, and the other half of the funds will be disbursed, at approximately the midpoint of the academic year.

NOTE

Pell Grants and Federal Loan disbursements will be credited directly to the student's account. The student and his/her account will then be receipted accordingly. All financial aid will be applied first against school charges; any excess will subsequently be paid to the student, or refunded to the bank, to reduce any loan liabilities.

STUDENT WITHDRAWAL POLICY AND RETURN OF TITLE IV FUNDS

A student will be considered as withdrawn when one of the following occurs:

1. The student notifies Student Services of his/her intent to withdraw.
2. A formal termination (unofficial withdrawal) of the student shall occur no more than 14 consecutive calendar days from the last day of physical attendance if a student has failed to contact the school.

Students who receive Title IV aid (Federal Pell, Federal Subsidized and/or Federal Unsubsidized Direct loans and PLUS loans) and withdraw from school are subject to the return of Title IV aid, according to specified regulations. Federal law requires that a student must earn the aid they receive. When a student withdraws from school, the school is required to determine the amount earned, using the Return of Title IV regulations. This calculation is based on the number of scheduled hours, divided by the number of hours for which the aid was disbursed.

The Department of Education also has instituted the "14 day rule". This rule states that the date of the institution's determination that a student withdrew would be no later than a 14 days after the student's last date of academic attendance meaning that termination will occur after the student has not been in attendance for 14 days. If the student does not notify the school that he/she is withdrawing, formal termination shall be determined by the institution. Ie. Academic advising, class attendance, examinations, tutorials, and other academically related activities.

If the student completes more than 60% of the hours in the payment period, it is determined that 100% of the Title IV funds the student has received, have been earned, and the school will determine if the student is eligible for a post-withdrawal disbursement. If a student completes 60% or less, of the hours in a given payment period, the earned and unearned portion will be calculated.

- The unearned portion of the institutional charges will be returned by the institution to the appropriate Title IV program. The institution will bill the student for the amount of institutional charges that were returned in excess of the institution's refund policy.
- The unearned portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. The student will receive an overpayment letter, and will be given 45 days to make the repayment. The student will be eligible for further Title IV aid during the 45-day period, but will become ineligible after the 45-day period has passed. The student will remain ineligible until the funds are repaid, or satisfactory payment arrangements have been made with the Department of Education.

Refunds

Refunds will be issued in accordance with the School's Institutional Refund Policy, as stated on the school's enrollment agreement for financial aid recipients who do not receive Title IV aid.

The school will return Title IV funds to the following Title IV programs from which the

student received aid during the payment period as applicable, up to the net amount disbursed from each source. Federal Aid returned must be allocated in the following order:

- Unsubsidized Federal Direct loans.
- Subsidized Federal Direct loans.
- Federal PLUS (parent) loans
- Federal Pell Grants.
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Other Federal Loan and/or Grant Assistance.

STUDENT AND FACULTY BILL OF ACADEMIC RIGHTS AND RESPONSIBILITIES

Scope of Policy & Rationale:

As an academic institution, Metro Beauty Academy exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The school and the faculty have a responsibility to provide students with opportunities and protections that promote the learning process in all its aspects. Students similarly should exercise their freedom with responsibility.

Metro Beauty Academy therefore reaffirms its commitment to academic freedom, and adopts the following statement of academic freedom principles applicable to faculty and students:

Policy Statement

1. Faculty are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial (or other) matter which has no relation to their subject. The faculty member is responsible, however, for maintaining academic standards in the presentation of course materials.

2. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for the truth.

3. Faculty members in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

4. Students should be free to take reasoned exception to the information or views offered in any course of study and to reserve judgment about matters of opinion, but students are responsible for learning the content of the course of study in which they are enrolled. The validity of

academic ideas, theories, arguments and views should be measured against the relevant academic standards.

5. Students should have protection through orderly grievance procedures against prejudiced or capricious evaluations that are not intellectually relevant to the subject matter under consideration. At the same time, students are responsible for complying with the standards of academic performance established for each course in which they are enrolled.

Recordkeeping and Reporting

The officers should develop mechanisms and procedures for developing and maintaining records in a confidential manner of all grievances brought pursuant to this policy. In addition, the officers shall provide a report on all grievances pursuant to this policy each semester to the chairs of the Student Affairs and the Academic Affairs Committees of the Board of Trustees, and establish a mechanism for annual reviews of this policy and its effectiveness by appropriate university officials and the board.