

# **METRO BEAUTY ACADEMY, LLC**

**“WHERE BEAUTY BEGINS”**

**STUDENT HANDBOOK**

**AND**

**COURSE CATALOG**

**Metro Beauty Academy, LLC  
4977 Medical Center Circle, Allentown, PA 18106  
610-398-6227 FAX 610-398-6957  
[www.metrobeautyacademy.edu](http://www.metrobeautyacademy.edu)**

**UPDATED SEPTEMBER 2018**

# TABLE OF CONTENTS

ADMINISTRATION AND FACULTY .....	4	GRADUATION PROCEDURES.....	22
ACADEMY FACILITIES .....	5	GUEST SPEAKERS AND CAREER FAIRS .....	22
ACADEMY ADVISEMENT .....	5	LEAVE OF ABSENCE.....	22
ADMISSION REQUIREMENTS.....	5	LIFE SKILLS/PROFESSIONAL DEVELOPMENT.....	23
AMERICAN WITH DISABILITIES ACT (ADA) POLICY ..6		MESSAGE THERAPY OVERVIEW.....	24
CAREER CENTER AND LIBRARY .....	6	MESSAGE THERAPY CURRICULUM .....	24
CAREER OUTLOOK .....	6	MESSAGE THERAPY – INDISPENSABLE ACTIVITES.25	
COLLABORATIVE PARTNER.....	7	MEMBERSHIPS AND AFFILIATIONS .....	25
CONSUMER GRIEVANCE PROCEDURE.....	7	METHODS OF PAYMENT.....	25
COPYRIGHT INFRINGEMENT POLICY .....	8	NON-DISCRIMINATION POLICY .....	26
COSMETOLOGY/ESTHETICS/MESSAGE/TEACHER		OSHA REQUIREMENTS .....	26
CAREERS .....	8	MAKE-UP DESIGNORY (MUD) WORKSHOP.....	26
COSMETOLOGY PROGRAM OVERVIEW .....	8	PENNSYLVANIA LICENSING REQUIREMENTS.....	27
COSMETOLOGY CURRICULUM.....	9	PERSONAL BELONGINGS .....	30
COSMETOLOGY PROGRAM – INDISPENSABLE		PHYSICAL DEMANDS AND SAFETY REQUIREMENTS	
ACTIVITIES .....	9	OF THE PROFESSION .....	30
CREDIT FOR PREVIOUS TRAINING.....	10	PLACEMENT ASSISTANCE .....	32
DISCLOSURE OF STUDENT INFORMATION AND		PROBATION .....	32
PRIVACY .....	10	REFUND (WITHDRAWAL & SETTLEMENT) POLICY..32	
DRUG ABUSE AWARENESS.....	12	RULES AND REGULATIONS FOR STUDENTS .....	33
DRUG-FREE FACILITY POLICY.....	12	SATISFACTORY ACADEMIC PROGRESS POLICY.....	39
EDUCATION .....	14	SCHOOL CLOSURES.....	41
EDUCATIONAL GOALS.....	14	SCHOOL HOLIDAYS.....	41
TEACHER TRAINING PROGRAM OVERVIEW .....	15	SEXUAL AND DISCRIMINATORY HARASSMENT .....	42
TEACHER TRAINING CURRICULUM .....	15	START DATES.....	43
TEACHER TRAINING PROGRAM – INDISPENSABLE		STATE LICENSING EXAMINATION .....	43
ACTIVITIES .....	16	STUDENT DISCOUNTS.....	44
ESTHETICS PROGRAM OVERVIEW.....	17	STUDENT SERVICES .....	44
ESTHETICS CURRICULUM.....	18	STUDENT RECORD SAFEGUARING AND RETENTION	
ESTHETICS PROGRAM – INDISPENSABLE ACTIVITIES		.....	44
.....	18	TECHNOLOGY POLICY.....	44
EXTRA TUITION HOUR CHARGE .....	19	TERMINATION POLICY .....	45
FIELD TRIPS .....	19	TUITION.....	46
GRADE AND HOUR TRANSCRIPT REQUESTS .....	19	VACCINATION POLICY .....	47
GRADING SYSTEM .....	20	WITHDRAWN STUDENTS – REENTRY POLICY.....	47
GRADUATION		YEARLY OUTCOME RATES.....	47
REQUIREMENTS/CERTIFICATES/DIPLOMAS.....	20	APPENDIX (USDOE REQUIREMENTS).....	48

## **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, 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 & Esthetics Instructor
Ms. Melissa Colarusso	Admissions Advisor
Ms. Jill Brown	Admissions Advisor
Ms. Donna Guerra	Financial Aid Advisor
Ms. Laura Stauffer	Administrative Assistant
Ms. Zena Chedraoui	Administrative Assistant
Ms. Tiffany Heller	Cosmetology/Esthetics Instructor
Ms. Diana Meckes	Esthetics Instructor
Ms. Brittany Moyer	Massage Therapy Instructor
Ms. Sheila Bennett	Cosmetology Instructor
Ms. Stephanie Gubernat	Cosmetology Instructor
Ms. Rebecca Rowe	Cosmetology Instructor
Mr. Harry Sullivan	Cosmetology Instructor
Ms. Dezarae Kirk	Cosmetology/MUD Instructor
Ms. Holly Salerno	Cosmetology Instructor
Ms. Kassi Adams	Cosmetology Instructor
Ms. Leslie Huertas	Massage Therapy Instructor
Ms. Janine Nickisher	Guest Relations Manager
Ms. Kalyn Jurus	Guest Relations
Ms. Leslie Navarro	Guest Relations
Mr. Scott Gemmell	Custodian

## **ACADEMY FACILITIES**

The Metro Beauty Academy, LLC, is owned and operated by 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 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.

Licenses and certificates, as they pertain to licensure and accreditation, are on display in the Director of Education’s office for review.

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 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 450-hour Esthetics Course, the 600-hour Teacher 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. Teacher 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. MUD workshop students must be at least 18 years of age. Students having completed high school in a foreign country, their high school transcripts will be sent to Educational Credential Evaluators (ECE) for verification. 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.

## **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” of 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. 3<sup>rd</sup> Street, Harrisburg, PA 17110, and/or with NACCAS, 3015 Colvin St., Alexandria, VA 22314 USA.

## **COPYRIGHT INFRINGEMENT POLICY**

Unauthorized use or distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to civil and criminal liabilities. A summary of the penalties may be viewed at [www.copyright.gov/title17/92appf.pdf](http://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/ESTHETICS/MASSAGE/TEACHER CAREERS**

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

Hair stylist, 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/39 weeks for full time and 18 months/75 weeks for part time, 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.

Students will be instructed through a combination of lecture, practical application, and guest educators.

## **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 AND PRIVACY**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Metro Beauty Academy, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. "Educational records" are those that are: 1. Directly related to a student; and 2. Maintained by an educational agency or postsecondary institution or by a party acting for the agency or institution. It is the responsibility of Metro Beauty Academy to maintain the confidentiality of educational records.

Students have a right to review their own records, and will be provided with access to the records within 45 days of receipt of request. This right is also extended to parents of students who are dependent for IRS tax purposes. Records must be reviewed on school premises, under the supervision of academy staff. Student also have a right to amend or correct errors in their records. Requests to amend or correct records should be made with the Director of Education. The student will be advised on the outcome of the record review within 45 days of the request. A student who believes that the outcome of the request to amend or correct his or her education records was unfair or not in keeping with the provisions of FERPA may, in accordance with 34 CFR Section 99.64, file a complaint with The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Additionally, Metro Beauty Academy has the ability to release certain limited items of information about enrolled students at its discretion upon request by interested parties. These items of information, referred to collectively as "directory information" by the U.S. Department of Education, are the following:

- Name
- Addresses
- Telephone Numbers
- Date of Birth
- Parent Names
- Field of Study
- Dates of Attendance
- Expected Date of Graduation
- Certificates Received
- Previous Educational Institution

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to instruct the institution to withhold even the "directory information" listed above (with the exception of name, school and dates of attendance). A request to withhold directory information may be given, in writing, to the Director of Education. Requests should be made within 45 days of the students start of class.

No other items of student information will be released to any person or organizations outside of Metro Beauty Academy without the written consent of the student, except for certain categories of outside persons or organizations specifically exempt by federal law. These exceptions, in general, are to school officials and/or third party servicers when necessary for such person to review the record in order to fulfill their professional responsibility; to government agencies for audit, evaluation, and enforcement purposes; in response to court orders or subpoenas; and in case of emergency to protect the health and safety of a student. Details regarding these and other exemptions can be found at [https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=34:1.1.1.1.33#se34.1.99\\_131](https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=34:1.1.1.1.33#se34.1.99_131).

All other disclosures of student records require consent of the student. Such consent must be written, signed and dated, and must specify the records to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure. A form authorizing disclosure can be obtained from the Director of Education. Metro Beauty Academy will maintain with the student's education records a record for each disclosure request and each disclosure, except disclosures:

1. to the student himself or herself;
2. pursuant to the written consent of the student or the parent of a dependent student;
3. to school officials or third party servicers of the institution with a legitimate educational interest;
4. of directory information; or
5. to a party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena when the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

For further information regarding FERPA please visit the US Department of Education's website at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## **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](http://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, and the massage therapy 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, provided equipment, 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 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, 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, 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 change or upgrade tools and kit contents as necessary, without prior notice, to keep current with industry standards

and expectations.

## TEACHER TRAINING PROGRAM OVERVIEW

The Teachers' Program offers 600 hours which is approximately 5 months/19 weeks of instruction when attended on a full-time basis or 7 months/36 weeks on a part time basis. In addition to the core 500 hours required by the State Board of Cosmetology, Metro Beauty Academy provides an additional 100 hours of advanced instruction, which prepares our students for entry into the rewarding world of education. The additional hours allow our students extra time to study a wide variety of teaching techniques.

### PROGRAM TEXTBOOKS

Milady's Master Educator: Student Course Book 2<sup>nd</sup> 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.

## TEACHER TRAINING CURRICULUM

### Recommended Hours

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

Teacher 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.

Students will be instructed through a combination of lecture, practical application, and guest educators.

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.

## **TEACHER 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/14 weeks, provided the program is offered on a full-time basis and five (5) months/20 weeks on a part-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, the student is eligible to sit for the exam. In addition to the core 300 hours required by the State Board of Cosmetology, Metro Beauty Academy provides an additional 150 hours of advanced instruction, which prepares our students for entry into many avenues of the medical and spa industries.

#### **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.

Students will be instructed through a combination of lecture, practical application, and guest educators.

## **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 therapy students every 8 weeks, and to instructor students, at the end of each curriculum area.

## GRADUATION REQUIREMENTS/CERTIFICATES/DIPLOMAS

### **Cosmetology Graduation Requirements:**

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

- Successful completion of 1250 hours, as required by the Pennsylvania State Board of Cosmetology, in a licensed cosmetology program.
- Successful completion of all class activities/projects/requirements/quotas. No student will be permitted to graduate if an incomplete grade is present.
- Haircuts: 65 Color 60, Chemical Texturing: 4 Nails: 15 Wax: 10 Treatments: 10
- 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.
- 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. The Commonwealth of Pennsylvania State Board of Cosmetology will send notification to the student regarding the examination date.

### **Esthetics Graduation Requirements:**

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

- Successful completion of 300 hours, as required by the Pennsylvania State Board of Cosmetology, plus an additional 150 Metro Beauty Academy advanced clock hours, in a licensed esthetics program.
- Successful completion of all class activities/projects/requirements/quotas. No student will be permitted to graduate if an incomplete grade is present.
- Facials:
- 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.
- 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. The Commonwealth of Pennsylvania State Board of Cosmetology will send notification to the student regarding the examination date.

### **Massage Therapy Graduation Requirements:**

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

- Successful completion of 600 hours, as required by Pennsylvania Board of Massage Therapy, plus 100 advanced hours required by Metro Beauty Academy, in a licensed massage therapy program.
- Minimum required clinic services: 60
- 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.
- 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. Pearson Vue will send notification to the student regarding the examination date.

### **Teacher Program Graduation Requirements:**

The Metro Beauty Academy has established standards, which all students must fulfill, in order to

successfully complete each program. Requirements for graduation:

- Successful completion of 500 hours, as required by the Pennsylvania State Board of Cosmetology, plus 100 advanced hours required by Metro Beauty Academy, in a licensed teacher program.
- Successful completion of all class activities/projects/requirements/quotas. No student will 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.
- 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. The Commonwealth of Pennsylvania State Board of Cosmetology 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 OVERVIEW**

### **SOC 31-9011**

The Massage Therapy provides 700 clock hours of instruction over a period of approximately six (6) months/22 weeks, provided the program is offered on a full-time basis and nine (9) months/37 weeks on a part-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. In addition to the required hours, Metro Beauty Academy provides an additional 100 hours of advanced instruction, which prepares our students for entry into many avenues of the medical and spa industries.

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



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.

Students will be instructed through a combination of lecture, practical application, and guest educators.

## **MASSAGE THERAPY – 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 the Massage Therapy.

- 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.

We accept the following forms of payment: cash, check, credit card, money order or Title IV.

## **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.

## **MAKE-UP DESIGNORY (MUD) WORKSHOP**

The Make-Up Designory(MUD) Workshop provides 84 hours of instruction, 3 weeks full-time and 6 weeks part time. 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.*

### **Make-Up Designory (MUD) Workshop Curriculum 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.
- Attach proof of age, such as a copy of a current, unexpired Driver's License, State ID Card, Birth Certificate, Visa, or Passport.
- Attach proof of high school education, as stated in the Candidate Handbook
- Attach a Cosmetology School Transcript, confirming completion of the number of school hours required, as stated in the Candidate Handbook.
- Select one of the statements in the Information Consent section of the application.
- Attach a 2"x2" head and shoulder photograph.
- An official Criminal History Record Check (CHRC) from the state agency for every state in which you have resided for the past 5 years. The report(s) must be dated within 6 months of the date of your application for licensure by examination. This report can be sent to you and forwarded to the board with your application. For Pennsylvania CHRC, this can be done online at <http://epatch.state.pa.us>. For states that do not provide CHRC for employment or licensing purposes (CA & AZ), an FBI background check is acceptable. If you have a criminal record.
  - a. Attach certified court documents related to the conviction(s), and
  - b. A personal statement explaining the conviction(s) and what you have done since the conviction(s) that demonstrates that you are rehabilitated.
- Attach a completed Certificate of Completion from a cosmetology school.

### 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.
- Attach a copy of a legal form of identification, such as a driver’s license, a current passport, or a valid state identification card. The copy should be submitted on an 8 ½ x 11 sheet of paper.
- Attach the Certification of Good Moral Character form, filled out and signed by two individuals, who are not related to you, who have known you for at least six months. At least one of the references must hold a current state massage therapy license.
- An official Criminal History Record Check (CHRC) from the state agency for every state in which you have resided for the past 5 years. The report(s) must be dated within 6 months of the date of your application for licensure by examination. This report can be sent to you and forwarded to the Board with your application. For Pennsylvania CHRC, this can be done online at <http://epatch.state.pa.us>. For states that do not provide CHRC for employment or licensing purposes (CA & AZ), we will accept an FBI background check. If you have a criminal record,
  - a. Attach certified court documents related to the conviction(s), and
  - b. A personal statement explaining the conviction(s) and what you have done since the conviction(s) that demonstrates that you are rehabilitated.
- Attach a copy of the front & back of your current Adult Basic CPR certification, including the expiration date of your CPR certification. Your card must be signed and if applicable, a copy of the legend must be included. The copy should be submitted on an 8 ½ x 11 sheet of paper. Online CPR is not acceptable.
- Request each state in which you now hold or ever held (active or inactive, current or expired) a permanent massage therapy license/certification (not a temporary) to forward a “Letter of Good Standing” directly to the Board office in a sealed official state board envelope.
- The Bureau of Professional and Occupational Affairs (BPOA), in conjunction with the Department of Human Services (DHS), is providing notice to all health-related licensees and funeral directors that are considered “mandatory reporters” under section 6311 of the Child Protective Services Law (CPSL) (23 P.S. § 6311), as amended, that EFFECTIVE JANUARY 1, 2015, all persons applying for issuance of an initial license shall be required to complete 3 hours of DHS-approved training in child abuse recognition and reporting requirements as a condition of licensure. Please review the Board website for further information on approved CE providers. Once you have completed a course, the approved provider will electronically submit your name, date of attendance, etc., to the Board. Child Abuse Continuing Education Providers Information can be found here.

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.
- Attach proof of age, such as a copy of a current, unexpired Driver's License, State ID Card, Birth Certificate, Visa, or Passport.
- Attach proof of high school education, as stated in the Candidate Handbook
- Attach a Cosmetology School Transcript, confirming completion of the number of school hours required, as stated in the Candidate Handbook.
- Select one of the statements in the Information Consent section of the application.
- Attach a 2"x2" head and shoulder photograph.
- An official Criminal History Record Check (CHRC) from the state agency for every state in which you have resided for the past 5 years. The report(s) must be dated within 6 months of the date of your application for licensure by examination. This report can be sent to you and forwarded to the board with your application. For Pennsylvania CHRC, this can be done online at <http://epatch.state.pa.us>. For states that do not provide CHRC for employment or licensing purposes (CA & AZ), an FBI background check is acceptable. If you have a criminal record.
  - a. Attach certified court documents related to the conviction(s), and
  - b. A personal statement explaining the conviction(s) and what you have done since the conviction(s) that demonstrates that you are rehabilitated.
- Attach a completed Certificate of Completion from a cosmetology school.

### **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.
- Attach proof of age, such as a copy of a current, unexpired Driver's License, State ID Card, Birth Certificate, Visa, or Passport.
- Attach proof of high school education, as stated in the Candidate Handbook
- Attach a Cosmetology School Transcript, confirming completion of the number of school hours required, as stated in the Candidate Handbook.
- Select one of the statements in the Information Consent section of the application.
- Attach a 2"x2" head and shoulder photograph.

- An official Criminal History Record Check (CHRC) from the state agency for every state in which you have resided for the past 5 years. The report(s) must be dated within 6 months of the date of your application for licensure by examination. This report can be sent to you and forwarded to the board with your application. For Pennsylvania CHRC, this can be done online at <http://epatch.state.pa.us>. For states that do not provide CHRC for employment or licensing purposes (CA & AZ), an FBI background check is acceptable. If you have a criminal record.
  - a. Attach certified court documents related to the conviction(s), and
  - b. A personal statement explaining the conviction(s) and what you have done since the conviction(s) that demonstrates that you are rehabilitated.
- Attach a completed Certificate of Completion from a cosmetology school.

\*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](http://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, 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. It is the responsibility of the student to determine if there is concern about chemicals and products due to an individual health condition, and to inform their instructor as such.
- 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, 5<sup>th</sup> 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](http://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.

## **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 (WITHDRAWAL & SETTLEMENT) POLICY**

Once a student has signed the Student Enrollment Agreement, they have 3 business days to cancel the agreement. A student or legal guardian cancelling the contract within the three day period will be entitled to a refund of all monies paid less the \$45 nonrefundable application fee. Applicants canceling prior to the beginning of classes, but after the three day period, 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. Applicants to the Massage Therapy program only may request in writing to cancel their contract within 5 days of signing the enrollment agreement, and will be refunded all monies paid including application fee.

Applicants not accepted by the school shall receive a full refund of all monies paid, minus the nonrefundable application fee of \$45.00. The application fee for Massage Therapy only is refundable to application who are rejected for admission.

Official cancellation or withdrawal is understood to occur on the date that an applicant cancels the contract, the date an applicant is not accepted by the school, the date of notification of withdrawal or plan not to return from a leave of absence, the date of documented return from a leave of absence if notification is not made, or the date a student is expelled by the school. 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. The cancellation date is determined by postmark on written correspondence, or the date that information is delivered to the school in person.

Costs not included in tuition, including books, kit, and fees, are nonrefundable once incurred. The purchase of kit equipment is always final. The kit may not be returned for a refund.

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

<b>If A Student Withdraws - Percentage of Time in Program</b>	<b>Percentage of Tuition Refunded to Student</b>
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%

The school reserves the right to adjust the tuition schedule when evidence of mitigating circumstances exist.

Students dropping before the start of the second week of class will receive a full refund, less application fee, 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 instance that a student does not fulfill 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, provided equipment, 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, 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:

<b>Program</b>	<b>Total Absent/Tardy Hours Permitted Per Period</b>	<b>Maximum Amount of Tardy/Early Leave Days Allowed Per Period</b>
Full Time Cosmetology (8 week period)	25 Hours	8
Part Time Cosmetology (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 Therapy (8 week period)	23 Hours	8
Part Time Massage Therapy (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. Additionally, students who are on clinic and refuse a guest may be sent home and will not earn hours for the remainder of the day.

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, 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 outfit must be 100% black. Metro Beauty Academy shirt must be the outer garment. Students in the Teacher's Program must adhere to this policy, with the exception of the school issued shirt/jacket. Instead, student teachers must wear the school issued name tag.

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

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, moccasins, Ugg-style boots, crocs, 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, 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 filled 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, 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 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 enrollment. 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. If a student does not complete the program within 150% of the normal length of the program they will be terminated. 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.

<b>Course</b>	<b>Maximum Scheduled Hours</b>
Cosmetology	1875
Esthetics	675
Teacher	900
Massage Therapy	1050

### **Academic**

The following factors will be assessed to determine 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, 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 actual contracted hours
Esthetics	225 actual contracted hours
Teachers	300 actual contracted hours
Massage Therapy	350 actual contracted 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.

The status of financial aid probation is assigned to students who fail to meet minimum requirements for attendance and academic progress and who successfully appeal. Students are placed on probation and considered to be making satisfactory academic progress while during the probation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. At that time the student and institution will develop an academic plan for the student that, if followed, will ensure that the student is able



to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. 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 meet 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. The student may appeal for reasons such as the death of a relative, an injury or illness of the student or other allowable special circumstances. 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. A student granted a Leave of Absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

### **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](http://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 or 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. - 2:00 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:** *2018 Full time day class start dates:* January 9, March 6, May 1, June 26, August 21, October 16, December 11; *Part time evening class start dates:* February 13, May 1, July 17, October 2, December 18. **Esthetics classes:** *2018 Full time day class start dates:* February 5, June 5, October 1; *Part time evening class start dates:* March 5, August 13. **Teacher Training Program:** Rolling starts. **Make-up Designory (MUD) Workshop:** *2017 Full Time day class start dates:* TBD; *Part time evening class start dates:* TBD. **Massage Therapy classes:** *2018 Full time day class start dates:* February 5, additional dates TBD; *Part time evening class start dates:* 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, Esthetics and Teacher training, students are required to take a licensing examination as given by the Commonwealth of Pennsylvania State Board of Cosmetology. 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](http://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 Teacher 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.

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 Teacher Training

Upon completion of the remaining hours (1250 for Cosmetology, and 600 for Teacher 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 151<sup>st</sup> 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 DISCOUNTS**

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

## **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 SAFEGUARING AND RETENTION**

Student records are maintained for a minimum of seven years. Metro Beauty Academy ensures the safekeeping and confidentiality of all student records while stored electronically and physically by the school, as well as during the destruction process.

## **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 Wi-Fi. In some cases, a student's program may have a tablet or other electronic device included in their classroom kits\* or available for use in their classroom.

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

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	<u>\$100.00</u>
<b>TOTAL</b>	<b>\$19,245.00</b>

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	<u>\$100.00</u>
<b>TOTAL</b>	<b>\$7,365.00</b>

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

Tuition	\$7625.00
Textbooks	\$300.00
Application Fee	\$45.00
Processing Fee	<u>\$100.00</u>
<b>TOTAL</b>	<b>\$7,070.00</b>

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

Tuition	\$9,900.00
Student Kit (Equipment and Books)	\$1,000.00
Application Fee	\$45.00
Processing Fee	<u>\$100.00</u>
<b>TOTAL</b>	<b>\$11,045.00</b>

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	<u>\$45.00</u>
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, Esthetics, and Teachers' Program in the following timeframe: approximately 10 months/39 weeks for the Cosmetology Program; 4 months/14 weeks for the Esthetics Program; and 5 months/19 weeks for the Teachers' Program. Each cosmetology 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 the Massage Therapy. 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.

### **VACCINATION POLICY**

Metro Beauty Academy does not require proof of vaccination.

### **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 2016.

Completion:  
 Total.....80.95%

Licensure:  
 Total.....91.82%

Employment:  
Total .....68.97%

## **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](http://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 2015, 2016, 2017 are listed below:

Type of Crime	Number of Arrests 2015	Number of Arrests 2016	Number of Arrests 2017
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

## **SCHOOL CODE OF CONDUCT POLICY**

Schools participating in any of the Title IV loan programs are required by the Department of Education to develop, publish, and enforce a code of conduct. This Code of Conduct applies to all Metro Beauty Academy staff and has been developed to govern interactions between Metro Beauty Academy and lenders to ensure that these relationships are in the best interest of students.

### **Ban on Revenue Sharing Agreements**

Metro Beauty Academy, nor any of its officers, employees, or agents will enter into any revenue sharing arrangements which are defined by the Higher Education Opportunity Act of 2008, amending the Higher Education Act of 1965, as any arrangement between the institution and a

lender where, as a result of the institution recommending a lender to its students or families of such students, the lender pays a fee or provides other material benefits, including revenue or profit sharing to the institution or agent.

### **Ban on Gifts**

Financial Aid Office employees (or employees who have responsibilities with respect to education loans or financial aid) must not solicit or accept any gift from a lender, guarantor, or loan servicer. For purposes of this Code, a “gift” is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a de minimus amount. The HEOA provides some exceptions from its definition of “gift” including the following:

- Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy such as a brochure, a workshop, or training.
- Food, training, or informational materials as part of training as long as that training contributes to the professional development of those individuals attending the training.
- Favorable terms and benefits to a student employed by the institution as long as those same terms are provided to all students at the institution.
- Entrance and exit counseling as long as the institution’s staff are in control, and they do not promote the services of a specific lender.
- Philanthropic contributions from a lender, servicer, or guarantor or any contribution from a lender, servicer, or guarantor that is not made in exchange for any advantage related to education loans.
- State education grants, scholarships, or financial aid funds administered by or on behalf of a State

For purposes of this Code, a “gift” to a family member or an agent, or to any individual based on that individual’s relationship with the agent, is considered a gift if:

- The gift is given with knowledge and approval of the agent and
- The agent has reason to believe the gift was given because of the official position as an agent.

### **Ban on Contracting Agreements**

Financial Aid Office Employees (or employees who otherwise have responsibilities with respect to education loans) will not accept from any lender or its affiliates any fee, payment or other financial benefit, including the opportunity to purchase stock, as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender.

### **Ban on Directing Borrowers**

Academy and its officers, employees, or agents will not assign first time borrowers, via award packaging or other methods, to a particular lender or refuse to certify or delay certification of any loan based on the borrower’s selection of a particular lender or guaranty agency.

### **Ban on Offers or Funds for Private Loans**

The Academy and its officers, employees, or agents will not request or accept from any lender any offer of funds to be used for private education loans. This prohibition includes any offer for an opportunity pool loan to students in exchange for providing the lender with a specified number of loans, a specified loan volume on such loans, or a preferred lender arrangement for such loans.

### **Ban on Staffing Assistance**

The Academy and its officers, employees, or agents will not request or accept from any lender any assistance with call center staffing or financial aid office staffing. However, the HEOA does not prohibit institutions from requesting or accepting assistance from a lender related to the following:

- Professional development for financial aid administrators.
- Provision of educational counseling materials, financial literacy materials, or debt management materials to borrowers as long as the materials provided disclose to the borrower the identity of any lender that assisted in preparation of the materials.
- Staffing services on a short-term, nonrecurring basis to assist the school with financial-aid related functions during emergencies, including State-declared or federally-declared natural disasters, and other localized disasters and emergencies identified by the Secretary.

### **Ban on Advisory Board Compensation**

Employees of the Academy will not receive anything of value from a lender, guarantor, or group in exchange for serving on an advisory board. They may, however, be reimbursed for reasonable expenses incurred while serving in this capacity.

## **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). 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 2017-2018 is 4.45 percent. These loans must be repaid. Subsidized loans are subject to a maximum eligibility period.

### **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. Dependent undergraduates may borrow up to \$2000 per academic year. The 2017-2018 fixed interest rate of 4.45 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 7 percent for the Direct Loan year 2017-2018.

## **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.

## **VERIFICATION**

The Department of Education requires that approximately 30% of FAFSA filers undergo a process called verification. Metro Beauty Academy verifies certain information for students applying for Federal Financial Aid who have been selected by CPS for verification. Metro Beauty Academy has the authority to verify additional students as deemed necessary.

Students selected for verification will be required to verify items including but not limited to:

- Household size as defined by the Federal Department of Education
- Number in college
- Adjusted gross income as supplied by the IRS
- US taxes paid
- Certain types of untaxed income and benefits
- All other untaxed income included on the US income tax return

Metro Beauty Academy may also verify any applicant information that appears to be incorrect or contains discrepancies.

Students selected for verification will be notified by the Financial Aid office, either in person, over the phone or via mail or email. Students will be notified in the same manner if there is any effect on award eligibility as a result of verification.

Metro Beauty Academy may set deadlines in regards to verification. Failure to submit the required documents by any deadline may forfeit Federal Financial Aid eligibility.

## **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.