

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**

UPDATED FEBRUARY 2019

TABLE OF CONTENTS

<p>A MESSAGE FROM THE PRESIDENT 3</p> <p>STAFF LISTING 4</p> <p>MISSION STATEMENT 5</p> <p>ACADEMY FACILITIES 5</p> <p>STUDENT HANDBOOK 6</p> <p style="padding-left: 20px;">ACADEMY ADVISEMENT 6</p> <p style="padding-left: 20px;">ADMISSION REQUIREMENTS 6</p> <p style="padding-left: 20px;">AMERICAN WITH DISABILITIES ACT (ADA) POLICY 6</p> <p style="padding-left: 20px;">APPEARANCE/DRESS CODE POLICY 7</p> <p style="padding-left: 20px;">ATTENDANCE POLICY 7</p> <p style="padding-left: 20px;">CAREERS OPPORTUNITIES 8</p> <p style="padding-left: 20px;">COLLABORATIVE PARTNERS 9</p> <p style="padding-left: 20px;">CONDUCT 9</p> <p style="padding-left: 20px;">CONSUMER GRIEVANCE PROCEDURE 10</p> <p style="padding-left: 20px;">COPYRIGHT INFRINGEMENT POLICY 10</p> <p style="padding-left: 20px;">DEMANDS OF THE PROFESSION 10</p> <p style="padding-left: 20px;">DISCLOSURE OF STUDENT INFORMATION AND PRIVACY 11</p> <p style="padding-left: 20px;">DRUG-FREE FACILITY POLICY 13</p> <p style="padding-left: 20px;">LEAVE OF ABSENCE 13</p> <p style="padding-left: 20px;">LIBRARY RESOURCES 14</p> <p style="padding-left: 20px;">LOCKER POLICY 14</p> <p style="padding-left: 20px;">MAKE UP WORK 14</p> <p style="padding-left: 20px;">NON-DISCRIMINATION POLICY 14</p> <p style="padding-left: 20px;">OVERTIME HOUR CHARGE 15</p> <p style="padding-left: 20px;">PARKING 15</p> <p style="padding-left: 20px;">PENNSYLVANIA LICENSING EXAMINATION 15</p> <p style="padding-left: 20px;">PENNSYLVANIA LICENSING REQUIREMENTS 15</p> <p style="padding-left: 20px;">PERSONAL PROPERTY 15</p> <p style="padding-left: 20px;">PHOTOGRAPHY POLICY 16</p> <p style="padding-left: 20px;">PLACEMENT ASSISTANCE 16</p> <p style="padding-left: 20px;">PURCHASE DISCOUNTS 16</p> <p style="padding-left: 20px;">REFUND (WITHDRAWAL & SETTLEMENT) POLICY 16</p> <p style="padding-left: 20px;">SAFETY GUIDELINES 17</p> <p style="padding-left: 20px;">SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) 18</p> <p style="padding-left: 20px;">SCHOOL CLOSURES 20</p> <p style="padding-left: 20px;">SCHOOL HOLIDAYS 20</p> <p style="padding-left: 20px;">SEXUAL & DISCRIMINATORY HARASSMENT 20</p>	<p>3</p> <p>4</p> <p>5</p> <p>5</p> <p>6</p> <p>6</p> <p>6</p> <p>6</p> <p>7</p> <p>7</p> <p>8</p> <p>9</p> <p>9</p> <p>10</p> <p>10</p> <p>10</p> <p>11</p> <p>13</p> <p>13</p> <p>14</p> <p>14</p> <p>14</p> <p>14</p> <p>14</p> <p>15</p> <p>15</p> <p>15</p> <p>15</p> <p>15</p> <p>15</p> <p>15</p> <p>15</p> <p>16</p> <p>16</p> <p>16</p> <p>16</p> <p>16</p> <p>17</p> <p>18</p> <p>20</p> <p>20</p> <p>20</p>	<p>START DATES 20</p> <p>STUDENT SERVICES 21</p> <p>STUDENT RECORD SAFEGUARDING AND RETENTION 21</p> <p>TECHNOLOGY POLICY 21</p> <p>TERMINATION POLICY 22</p> <p>TRANSFER OF HOURS 23</p> <p>TRANSCRIPT REQUESTS 23</p> <p>TUITION 23</p> <p>VACCINATION POLICY 24</p> <p>YEARLY OUTCOME RATES 24</p> <p>APPENDIX A: COURSE CATALOG 26</p> <p style="padding-left: 20px;">COSMETOLOGY PROGRAM (SOC 39-5012) 26</p> <p style="padding-left: 40px;">TEXTBOOKS AND WORKBOOKS 26</p> <p style="padding-left: 40px;">SYLLABUS 27</p> <p style="padding-left: 40px;">GRADUATION REQUIREMENTS 27</p> <p style="padding-left: 20px;">ESTHETICS PROGRAM (SOC 39-5094) 28</p> <p style="padding-left: 40px;">TEXTBOOKS AND WORKBOOKS 28</p> <p style="padding-left: 40px;">SYLLABUS 28</p> <p style="padding-left: 40px;">GRADUATION REQUIREMENTS 29</p> <p style="padding-left: 20px;">MESSAGE THERAPY PROGRAM (SOC 31-9011) 30</p> <p style="padding-left: 40px;">TEXTBOOKS AND WORKBOOKS 30</p> <p style="padding-left: 40px;">SYLLABUS 30</p> <p style="padding-left: 40px;">GRADUATION REQUIREMENTS 31</p> <p style="padding-left: 20px;">TEACHERS PROGRAM 31</p> <p style="padding-left: 40px;">TEXTBOOKS AND WORKBOOKS 31</p> <p style="padding-left: 40px;">SYLLABUS 31</p> <p style="padding-left: 40px;">GRADUATION REQUIREMENTS 32</p> <p>APPENDIX B: USDOE REQUIREMENTS 33</p> <p style="padding-left: 20px;">CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE GENERAL POLICY 33</p> <p style="padding-left: 20px;">CONSUMER INFORMATION REGARDING FINANCIAL AID PROGRAMS 33</p> <p style="padding-left: 20px;">RETURN OF TITLE IV FUNDS 34</p> <p style="padding-left: 20px;">STUDENT AND FACULTY BILL OF ACADEMIC RIGHTS AND RESPONSIBILITIES 35</p> <p style="padding-left: 20px;">TITLE IV CODE OF CONDUCT POLICY 36</p> <p style="padding-left: 20px;">TITLE IV ELIGIBILITY 38</p>
--	--	--

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

STAFF LISTING

PRESIDENT/OWNER

Mr. Chad Schneider

ADMINISTRATION AND INSTRUCTORS

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/Massage Therapy Instructor
Ms. Tiffany Heller	Cosmetology/Esthetics Instructor
Ms. Clare Cacciatore	Esthetics Instructor
Ms. Brittany Moyer	Massage Therapy Instructor
Ms. Sheila Bennett	Cosmetology Instructor
Ms. Stephanie Gubernat	Cosmetology Instructor
Mr. Harry Sullivan	Cosmetology Instructor
Ms. Dezarae Kirk	Cosmetology/MUD Instructor
Ms. Holly Salerno	Cosmetology Instructor
Ms. Kassi Adams	Cosmetology Instructor
Ms. Lauren Holmes	Guest Relations Manager
Ms. Kalyn Jurus	Guest Relations
Ms. Gina Budick	Guest Relations
Mr. Scott Gemmell	Custodian

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 FACILITIES

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 institution 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 and day spa, Metro has traditional classroom spaces, retail space, and student common area.

STUDENT HANDBOOK

The policies contained within this Handbook and Course Catalog may be changed at the discretion of the school administration. Failure to abide by these rules and regulations may be cause for termination.

ACADEMY ADVISEMENT

Students may 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 applicants must complete an entrance exam with a reading evaluation and obtain a passing grade of 75% or higher. A criminal background check request will also be submitted for all Massage Therapy applicants. 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. Applicants having completed education in a foreign country, will have their proof of education sent to Educational Credential Evaluators (ECE) for verification of US high school equivalency. 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.

Students who were previously enrolled but did not complete a program at Metro Beauty Academy must first meet with an Admissions Advisor to discuss the re-enrollment process.

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 assistance or dedicated individual aides. 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 a member of administration, who will then evaluate the request and make a decision.

APPEARANCE/DRESS CODE POLICY

Students must wear their uniform as issued by Metro Beauty Academy. Clothing must be professional, clean, and free of stains and tears. Undergarments must be covered at all times. Hair must be clean and styled and cosmetics must be applied prior to arriving at school. Dress code applies to both on and offsite activities.

- Attire must be 100% Black (examples of unacceptable attire may include: “washed” look/faded, or gray)
- Pants must be professional dress pants with pockets (examples of unacceptable bottoms may include: denim, shorts, yoga pants, sweatpants, or leggings/stockings)
- Shirts must have sleeves, no visible print or pattern and must cover cleavage (examples of unacceptable shirts may include: tank tops, tube tops, spaghetti straps, midriffs or sweatshirts)
- Shoes must be closed-toe with backs (examples of unacceptable shoes may include: moccasins, Ugg-style boots, Croc style shoes, flip flops/sandals)
- Scarves, hats, bandanas or other accessories that cover the head or neck are not permitted unless worn for religious reasons.
- Name tag is considered uniform for Teacher Program Students
- Massage Therapy Program students may wear bandanas while in service with a client

Students who fail to comply with the Appearance/Dress code may be asked to leave and return in appropriate attire. Students must clock out and will not earn hours until they have returned in compliance with the policy and clock in.

ATTENDANCE POLICY

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

Program	Total Absent/Tardy Hours Permitted Per Period	Maximum Amount of Tardy/Early Leave Days Allowed Per Period
Full Time Cosmetology (8 week period)	25 Hours	8
Part Time Cosmetology (11 week period)	25 Hours	11

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

Should a student exceed the allotted hours and/or allowable days of tardiness, they may be counseled on attendance and may be required to repeat course work. Failure to improve after attendance counseling, may result in termination. Extenuating circumstances may be evaluated on an individual basis.

Make-up hours may be available upon approval.

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 may be asked to wait until the next classroom break time, as determined by each classroom instructor, to enter the class. Students who are scheduled for clinic hours who are tardy may forfeit any scheduled clients. Students who refuse a client may be sent home and will not earn hours for the remainder of the day.

Students may be provided breaks based on the number of anticipated clocked hours for that day. Students who are attending five or more hours in a day are required to clock out for a half hour lunch break.

All absences are considered unexcused and students must attend until all program hours are completed. Students exceeding the maximum time limits for completion should refer to the Overtime Hour Charge Policy. Students who are absent for 14 consecutive days may be terminated.

CAREERS OPPORTUNITIES

Metro Beauty Academy offers programs in Cosmetology, Esthetics, Massage Therapy and Teacher

Education Programs for Cosmetology and Esthetics.

Cosmetology:

Hair stylist, hair designer, hair color specialist, permanent waving and chemical relaxing specialist, skin care and facialist, makeup artist, manicurist, pedicurist, wax technician, salon or spa owner/manager.

Esthetics:

Skin care and facialist, makeup artist, medical spa attendant, wax technician, salon or spa owner/manager.

Massage Therapy:

Licensed Massage Therapist, salon or spa owner/manager.

Teacher Education Program for Cosmetology and Esthetics:

Platform artist or lecturer, school owner/manager, public or private school instructor, manufacturer's representative, sales consultant, competition stylist.

In addition, career opportunities may be found in locations such as dermatologist and/or plastic surgeon offices, chiropractic offices, health and wellness centers, hospitals, cruise ships and resorts.

COLLABORATIVE PARTNERS

Metro Beauty Academy is supported by the following partners:

- Pivot Point
- Wella International
- Davines/Art of Business
- Dermalogica
- Make-up Designory
- American Association of Cosmetology Schools (AACCS)

CONDUCT

Students are required to maintain professional conduct at all times. Loud, abusive, or profane language will not be tolerated. Gossiping, harassment (sexual or discriminatory), fighting, causing discord of any kind, or showing disrespect and/or defiance to anyone may be grounds for termination. Directions of instructors and Metro Beauty Academy staff members must be followed at all times. Failure to obey these rules and regulations may result in disciplinary action.

The use of drugs without a prescription is prohibited on school property. Students suspected of being under the influence of drugs and/or alcohol may be sent home. Further disciplinary action may be taken upon review.

Cheating or plagiarism is strictly prohibited.

Cell phones may be permitted during class time as deemed appropriate by the instructor. Personal communications and non-instructional cell phone use should be limited to breaks.

Visitors are not permitted without prior approval.

Students are not permitted behind the front desk at any time unless assigned there for learning purposes. Loitering at the front desk is prohibited.

Smoking is only permitted outdoors in the designated areas. Safely dispose of smoking items in the provided receptacles.

Gum chewing is not permitted at Metro Beauty Academy.

Firearms or items deemed to be weapons are not permitted under any circumstances at Metro Beauty Academy. Authorities may be called to the school to for any acts of violence, presence of weapons, or threatening behavior.

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 submitted in writing to the Director of Education and should outline the nature of the complaint as well as the requested action they feel would rectify the situation. All written complaints are responded to within 10 business 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, 12th Floor, Harrisburg, PA 17126-0333, the Pennsylvania State Board of Cosmetology, 2601 N. 3rd 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. Students who engage in illegal downloading or unauthorized use or distribution of copyrighted materials using the school's information system may be terminated.

DEMANDS OF THE PROFESSION

Students should use the following precautions to prevent injury to oneself, peers, guests, and staff. It is the student's responsibility to determine a concern and notify an instructor immediately.

- Follow all manufacturer and instructor directions and any additional FDA regulations and instructions when using chemicals and/or other products to prevent minor skin irritations and allergic reactions
- Wear proper footwear and practice good posture while standing, leaning, and using hand/arm movements to prevent fatigue and muscle irritation
- Follow all manufacturer and instructor directions when using industry tools and equipment to prevent injury
- Apply proper sanitary procedures when working with others to prevent the spread of disease*
- Maintain a safe learning environment by keeping floors and surrounding spaces dry and free of clutter
- Inspect electrical equipment before and after use. Notify an instructor of folds, tears, or wearing on any cords
- Remove lint from dryers before each use
- Use proper lighting and ventilation during coursework and clinic instruction

*A client may be refused to receive a service if it is believed that the client has an infectious, contagious, or communicable disease, unless the client can produce a physician's certification that the client does not have these and may receive services. Students must work with an instructor to make the determination.

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. 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>

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 an administrative staff member. 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. to school officials or third-party servicers of the institution with a legitimate educational interest;
3. of directory information; or
4. 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-FREE FACILITY POLICY

Metro Beauty Academy is committed to the safety and well-being of all students. A drug and alcohol prevention program has been developed to support a culture free from alcohol and drug use and abuse. This program also provides educational resources related to the prevention of alcohol and drug issues.

Any persons representing Metro Beauty Academy both on and off premises must adhere to the policies with in the Drug and Alcohol Prevention Program.

It is a violation of the Drug and Alcohol Prevention Program to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants. If an individual is suspected of violating the policy, he or she may be asked to submit to a search or inspection. The nature and extent of the search may be conducted as deemed necessary. Refusal to comply with the search request may result in further action. Students violating the policy may be subject to suspension or termination and authorities may be notified.

To support students Metro Beauty Academy encourages students to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem. Metro Beauty Academy also 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. Additional resources are also available in the Drug and Alcohol Program, a copy of this document can be obtained from administrative staff.

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.

LEAVE OF ABSENCE

Acceptable reasons to request a leave of absence may include medical conditions concerning you or a family member, legal excuses, or other serious circumstances as determined by the Director of Education. The leave of absence is subject to approval and requires reasonable expectation that the student will return. Supporting documentation may be required based on the nature of the request. The total amount of leave time may not exceed 180 calendar days within a twelve month period. Students will not incur 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.

Students requesting a leave of absence from the Metro Beauty Academy must meet with the administrative staff to complete the necessary paperwork. The request must be in writing and must specify the reason for interruption of the student's training.

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. 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.

Students who take an unapproved leave of absence, fail to return from an approved leave of absence, or exceeds the 180 day maximum time frame for approved leaves within a twelve month period 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.

LIBRARY RESOURCES

Students wishing to enhance their education with additional materials may do so by reviewing the resources in the library. Resources are property of Metro Beauty Academy and must be reviewed in the building during school hours.

LOCKER POLICY

Students are assigned lockers for the safekeeping of personal property, including kits. Metro Beauty Academy strongly recommends all students use the locker provided. Students should not change lockers without approval from the instructor first. Metro Beauty Academy reserves the right to inspect lockers as deemed necessary. Students may be assessed a fee if assigned locks or lockers are damaged or are not returned to Metro Beauty Academy. Students that do not clear their locker of personal property at the time of graduation or termination from Metro Beauty Academy may be assessed a fee.

MAKE UP WORK

Students who are absent, are expected to coordinate 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 may receive a zero for any assignments not completed within the given time period. If the student does not complete the make up work on the day they return from their absence, points may be deducted for each of the allotted 5 days that the make up work remains incomplete.

NON-DISCRIMINATION POLICY

Metro Beauty Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), residence, disability, marital

status, sexual orientation, military or financial status in any of its activities or operations.

OVERTIME HOUR CHARGE

All courses offered by Metro Beauty Academy have maximum time limits for completion as described in the student's "Enrollment Agreement". Students exceeding the maximum time limits for completion without documentation of extenuating circumstances may incur additional charges. Charges will be calculated at the hourly rate of the program of which the student is enrolled. In order to graduate students must satisfy overtime charges or have a payment plan approved by the business office.

PARKING

Metro Beauty Academy students should park in the designated areas. Parking in the front of the building is reserved. State parking and driving laws apply in the Metro Beauty Academy parking lot. Students not abiding by these regulations may be disciplined, ticketed or towed. Expenses or damages incurred are the responsibility of the student.

PENNSYLVANIA LICENSING EXAMINATION

Cosmetology, Esthetics and Teacher Training students are required to take an examination given by the Commonwealth of Pennsylvania State Board of Cosmetology in order to obtain professional licensure. Students are advised to refer to the board's website at www.dos.state.pa.us/cosmet or to call the Pennsylvania Board of Cosmetology Office at 717-783-7130, P.O. Box 2649, Harrisburg, PA 17105-2649 for additional information.

Massage Therapy students are required to take a licensing examination. Massage Therapy Licensing Examinations is available at these websites: <http://www.fsmtb.org> or call the Federation of State Massage Therapy Boards at 866-962-3926, 7111 W 151st Street, Suite 356, Overland Park, Kansas 66223.

PENNSYLVANIA LICENSING REQUIREMENTS

Licensing requirements can be found on the Pennsylvania Licensing System (PALS) website at www.pals.pa.gov and utilize the Application Checklist. To request a printed copy of the requirements, contact school administration.

PERSONAL PROPERTY

Metro Beauty Academy is not responsible for any lost, stolen, damaged or misplaced personal property. Upon receipt of the student kit it is considered a student's personal property. Personal property placed in Metro Beauty Academy lockers remains the responsibility of the student. Students who graduate, fail to return from an approved leave of absence, or are terminated must remove personal property from the facility within 7 business days.

PHOTOGRAPHY POLICY

Students of Metro Beauty Academy must give permission to use their photograph in all forms of advertising, public events, or social media campaigns for an unlimited amount of time. Students must release Metro Beauty Academy, of all claims made regarding the use of their photograph. A student wishing to revoke this permission should see an administrator.

PLACEMENT ASSISTANCE

The school does not guarantee employment or salary to its students upon graduation but will assist students with placement. Assistance may include identifying employment opportunities, résumé writing, hosting career fairs, portfolio building, and interview preparation.

PURCHASE DISCOUNTS

Metro Beauty Academy may offer discounts on products or services for current students. Discounts vary by product line. Professional color products will only be sold to those who have obtained their professional Cosmetology license. Metro Beauty Academy reserves the right to alter or cancel any discounts. Exclusions may apply. There are no discounts on boutique items.

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. Verbal requests for cancellation will be given an additional 5 days to provide written confirmation of the request.

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 applicants 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 non-refundable 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 closed, 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:

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

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

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. Students who have not fulfilled their monetary obligation will not be provided a transcript until the obligation has been met. Transcripts for withdrawn or terminated students will be unofficial. Metro Beauty Academy employs the assistance of agencies who reflect ethical business practices.

SAFETY GUIDELINES

Students should follow safety guidelines as instructed. The following precautions should always be taken:

1. Keep chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse with cold water.
2. Wear gloves when handling chemicals.
3. Follow manufacturer instructions when using chemicals.
4. Take proper steps if blood spills occur.

First aid kits are available in classrooms and in the dispensary. Students must notify an instructor when any safety incident occurs.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Students attending Metro Beauty Academy must maintain satisfactory academic progress in attendance and coursework. Students may obtain a copy of their SAP evaluation(s) from administration.

Attendance

In order to be considered in good standing students must maintain a 67% cumulative attendance average. Students must complete educational programs at Metro Beauty Academy within 150% of the normal length of the program or 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.

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

Academics

In order to be considered in good standing students must maintain a 75% cumulative academic average.

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

Determination of Progress

The first evaluation occurs no later than the mid-point of: the academic year or the course and/or program, whichever occurs sooner. Evaluations will be completed within seven school business

days of the evaluation point.

Students are evaluated for satisfactory academic progress as follows:

Cosmetology	450, 900 actual hours completed in a 1250 hour program
Esthetics	225 actual hours completed in a 450 hour program
Teachers	300 actual hours completed in a 600 hour program
Massage Therapy	350 actual hours completed in a 700 hour program

The academic years per program are as follows:

Cosmetology	900 actual hours, 350 actual hours
Esthetics	450 actual hours
Teachers	600 actual hours
Massage Therapy	700 actual 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 completed hours at Metro Beauty Academy.

Students who fail to meet minimum requirements for attendance and/or academic progress will be placed on probation. Students on probation are considered to be making satisfactory academic progress during the probation period. The student, with administration, will develop written academic plan of action to follow in order to attain satisfactory academic progress by the next evaluation period. At the end of the probationary period, if the student has still not met both the attendance and academic requirements, the student will be determined as NOT making satisfactory academic progress. Students will be notified of any evaluation that impacts the student's eligibility for financial aid. Students who fail to meet SAP may lose eligibility for Title IV federal financial aid.

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, 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 if applicable, Title IV federal financial aid will be reinstated.

Approved Leave of Absence or Withdrawals

If an enrollment is temporarily interrupted for an approved 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 are approved to re-enroll within six months of the official withdrawal date will return in the same satisfactory academic progress status as the time of withdrawal.

Incomplete courses, repetitions, and remedial programs

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

SCHOOL CLOSURES

Students are notified of unscheduled closures via www.wfmz.com.

SCHOOL HOLIDAYS

Metro Beauty Academy classes are not held on 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 may be observed on either Friday or Monday.

SEXUAL & DISCRIMINATORY HARASSMENT

Metro Beauty Academy does not harass of any kind including sexual and discriminatory. Please see the Annual Campus Security Report for full details.

START DATES

The following start dates have been tentatively scheduled for 2019. Start dates are subject to change.

Cosmetology:

2019 Full Time Day Class Start Dates	2019 Part Time Evening Class Start Dates
<ul style="list-style-type: none">● January 15● March 12● May 7● July 9● September 3● October 29	<ul style="list-style-type: none">● March 26● August 27● November 12

Esthetics:

2019 Full Time Day Class Start Dates	2019 Part Time Evening Class Start Dates
<ul style="list-style-type: none"> ● January 15 ● Additional dates TBD 	<ul style="list-style-type: none"> ● January 7 ● Additional dates TBD

Teachers:

Rolling start

Massage Therapy:

2019 Full Time Day Class Start Dates	2019 Part Time Evening Class Start Dates
<ul style="list-style-type: none"> ● February 18 ● Additional dates TBD 	<ul style="list-style-type: none"> ● July ● Additional dates TBD

STUDENT SERVICES

Metro Beauty Academy provides student services:

- Admissions advising
- Academic advising
- Drug/alcohol resource references
- Financial Aid advising
- Placement assistance
- Community resource references
- Counselling resource references
- State licensure advising

Metro Beauty Academy does not provide or assist in student housing.

STUDENT RECORD SAFEGUARDING AND RETENTION

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

TECHNOLOGY POLICY

Students have access to wireless internet. A tablet or electronic device may be included in the kit* for some programs. Programs where tablets or other electronic devices are not included in the program kit, may have access to school provided devices for classroom use only. The technology policy applies to any device, including personal cell phones and laptops, or other such technology. Violations of the technology policy may be subject to disciplinary action.

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.
- Damaging or disabling any Metro Beauty Academy-owned hardware components, software, computers or devices.
- Knowingly running applications that contain computer viruses or other potentially destructive applications.
- Engaging in any illegal or criminal activity.
- 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.
-

The following should be used as a guideline in cases where technical difficulties are experienced.

LAB Technical Support: Contact classroom instructor

Wi-Fi Support: Contact classroom instructor

Device Support: Contact manufacturer helpdesk

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

TRANSFER OF HOURS

Credit for previous training up to 250 hours may be given upon review of a notarized official transcript of grades and hours provided by another institution. There may be a practical and written evaluation done by an instructor on any transfer student to determine appropriate placement within the curriculum. 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 applicable fees. All other admissions requirements must be met in order for an applicant to enroll at Metro Beauty Academy.

Metro Beauty Academy 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.

TRANSCRIPT REQUESTS

Metro Beauty Academy provides one copy of an official transcript upon graduation to the appropriate state board. Additional requests for official transcripts may be subject to a \$20 fee. Official transcripts will not be released if a student is not considered financially current at the time of request.

TUITION

Tuition is payable at the Guest Relations desk during business hours. Students will be provided a receipt confirming their payment. Lack of tuition payments may result in termination.

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.

Metro Beauty Academy accepts the following forms of payment: cash, check, credit card, money order or Title IV.

Payment plans may be arranged with the Financial Aid Office.

The application fee, processing fee, and student kit are non-refundable except as outlined in the Refund (Withdrawal & Settlement) Policy.

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>

TOTAL \$19,245.00

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

Tuition	\$6,420.00
Student Kit	\$800.00
Application Fee	\$45.00
Processing Fee	<u>\$100.00</u>
TOTAL	\$7,365.00

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

Tuition	\$7,625.00
Student Kit	\$300.00
Application Fee	\$45.00
Processing Fee	<u>\$100.00</u>
TOTAL	\$8,070.00

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

Tuition	\$9,900.00
Student Kit	\$1,000.00
Application Fee	\$45.00
Processing Fee	<u>\$100.00</u>
TOTAL	\$11,045.00

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 outlined fees are based on a standard contracted enrollment agreement.

There are no scholarships available from Metro Beauty Academy to award to its students. 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 program.

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

VACCINATION POLICY

Metro Beauty Academy does not require proof of vaccination.

YEARLY OUTCOME RATES

Per the most recent NACCAS Annual Report, the following statistics indicate yearly outcome rates for Metro Beauty Academy for the calendar year of 2016.

Completion Rate	Licensure Rate	Placement Rate
80.95%	91.82	68.97%

APPENDIX A: COURSE CATALOG

All education and learning environments at Metro Beauty Academy are conducted in English, including classroom activity and clinic floor education. Students may be instructed through a combination of lecture, practical application, field trips, technology and guest educators. Each student will complete the curriculum and activities (with or without reasonable accommodations) as described in each course syllabus per Pennsylvania State Board of Cosmetology and or Massage Therapy laws, rules, and regulations. Additional resources may be recommended by instructors.

As part of the course of instruction, students may receive services performed by students, guest educators, or instructors. Students must sign the Hold Harmless Agreement prior to receiving services. Students must also complete a written consent form to participate in off campus activities including field trips. Students are not permitted to provide services without the supervision of an instructor until licensed by the Pennsylvania State Board of Cosmetology, or Pennsylvania State Board of Massage Therapy.

Students are responsible for maintaining a clean and sanitary learning environment. Each student is responsible for the proper care of school property, supplies, and equipment entrusted to his/her use. Professional products are provided by Metro Beauty Academy for student use, outside products are prohibited.

Students participate in orientation on or before the first day of class to review school policies and procedures. Metro Beauty Academy reserves the right to make changes to policies and procedures, course content, class schedules, professional supplies, tools and kit contents.

Graduates will receive a certificate diploma for each program completed. Metro Beauty Academy may assist graduates with submitting applications for the Pennsylvania State Board Exam.

COSMETOLOGY PROGRAM (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 14 months/56 weeks for part time, without absences. The maximum allowable period for full time is 59 weeks. Full time schedule per week is 32.5 hours, part time schedule per week is 22.5 hours. The maximum allowable time for part time is 84 weeks. The program begins with a minimum of 300 hours of classroom instruction prior to working with the public.

TEXTBOOKS AND WORKBOOKS

Pivot Point Salon Fundamentals: Cosmetology, 2016

101 Life Skills ISBN 978-1-940593-40-1

102 Science ISBN 978-1-940593-41-8

103 Business ISBN 978-1-940593-42-5

104 Client-Centered Design ISBN 978-1-940593-43-2

- 105/106 Sculpture/Cut ISBN 978-1-940593-44-9
- 107 Hair Design ISBN 978-1-940583-45-6
- 108 Long Hair ISBN 978-1-940593-46-3
- 109 Wigs & Hair Additions ISBN 978-1-940593-47-0
- 110 Color ISBN 978-1-940593-48-7
- 111 Perm & Relax ISBN 978-1-940593-49-4
- 112 Skin ISBN 978-1-940593-50-0
- 113 Nails ISBN 978-1-940593-51-7

Pivot Point Salon Fundamentals: Cosmetology Study Guide, 2016
ISBN 978-1-40583-52-4

Pivot Point Salon Fundamentals: Cosmetology Exam Prep Book, 2016
ISBN 978-1-940593-54-8

The approximate retail value for the above 3 book package is \$271.00

SYLLABUS

Professional practices – 50 hours

Principles and practices of infection control and safety, professional attitude, business practices, interpersonal skills and professional ethics, and Pennsylvania State Board of Cosmetology laws, rules, and regulations, pre- and post-client consultation, documentation, and analysis, required industry standards, maintaining a neat and organized learning environment by sweeping the floors, washing used towels, and stocking products, life skills and professional development

Sciences – 200 hours

Histology, trichology, chemistry, anatomy, physiology, pathologies, ecology, cosmetic dermatology, morphology and treatment of hair, skin, and nails, product pharmacology and chemistry interaction, formulation, composition, and hazards, and theory of electricity in cosmetology

Cosmetology skills—cognitive and manipulative – 1000 hours

Shampooing, hair cutting and shaping, hair styling, finger waving, permanent waving, hair color formulation and application, hair straightening, skin care, manicuring and pedicuring, temporary hair removal (except by electrolysis or laser), hair and scalp care, and care of all hair types and textures, cosmetology tools and equipment, instruments, and their related uses, scalp and facial massage

Cosmetology Curriculum Total – 1250 hours

GRADUATION REQUIREMENTS

- Completion of 1250 hours, as required by the Pennsylvania State Board of Cosmetology, in a licensed cosmetology program.
- Completion of all class activities/projects.
- Completion of all clinic requirements/quotas:

- Haircuts: 65, Color: 60, Chemical Texturing: 4, Nails: 15, Wax: 10, Treatments: 10
- Cumulative grade average of 75% or higher in all curriculum areas.
- Cumulative attendance record of 67% or higher.
- 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 a current payment plan approved by the Financial Aid Office.
- Satisfactory completion of final exams.
- Completion of a graduation interview.

ESTHETICS PROGRAM (SOC 39-5094)

The Esthetics Program provides 450 clock hours of instruction over a period of approximately 4 months/14 weeks, provided the program is offered on a full-time basis and 5 months/20 weeks on a part-time basis without absences. Full time schedule per week is 32.5 hours, part time schedule per week is 22.5 hours. The maximum allowable period for full time is 29 weeks and part time is 41 weeks. Pennsylvania State Board of Cosmetology requires 300 hours of instruction in order to sit for the Esthetician 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.

** Esthetics students will not have completed all required exam material until 450 hours. It is not recommended by Metro Beauty Academy for students to sit for the exam until they have completed the program.*

TEXTBOOKS AND WORKBOOKS

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 \$131.10

SYLLABUS

Professional Practices – 40 hours

Professional development, personal development, client care, business practices, and Pennsylvania State Board of Cosmetology laws, rules, and regulations, interpersonal skills and professional ethics, required industry standards and ecology (including monitor duties), life skills/professional development (hands-on laser training is only offered during the day class)

Sciences – 100 hours

Bacteriology, sterilization, sanitation, chemistry, anatomy, electricity, skin ecology, and

skin, pathology, infection control, anatomy, physiology, histology of the body, morphology and treatment of skin (including face and body, by hand and machine), pre- and post-client consultation, documentation, and analysis, alternate skin technology, product pharmacology and chemistry interaction, formulation, composition, and hazards, skin care equipment, tools, instruments, and their related uses

Treatments – 100 hours

Basic facials, body treatments, hand and foot treatments, massage techniques, and facials with machines

Temporary Hair Removal – 10 hours

Waxing, body and facial hair removal (except by electrolysis or laser)

Make-up – 50 hours

Day makeup, evening makeup, current trends, photography makeup, and bridal makeup, cosmetic enhancement applications

Advanced Treatment – 150 hours

Body treatments, hand and foot treatments, microdermabrasion, chemical peels, injectables*, laser and light therapy technology**

Esthetics Curriculum Total – 450 hours

**Injectables are not performed by Estheticians in the state of Pennsylvania however they are part of the Medical Spa industry. Theory only will be instructed during this section of the curriculum.*

*** Laser and Light Therapy Technology can only be performed by Estheticians in the state of Pennsylvania under a licensed physician.*

GRADUATION REQUIREMENTS

- 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.
- Completion of all class activities/projects.
- Completion of all requirements/quotas.
 - Treatments: 30, Waxing: 15, Microdermabrasion: 10, Makeup: 2
- Cumulative grade average of 75% or higher in all curriculum areas.
- Cumulative attendance record of 67% or higher.
- 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 a current payment plan approved by the Financial Aid Office.
- Satisfactory completion of final exams.
- Completion of a graduation interview.

MASSAGE THERAPY PROGRAM (SOC 31-9011)

The Massage Therapy Program provides 700 clock hours of instruction over a period of approximately 6 months/22 weeks, provided the program is offered on a full-time basis and 9 months/37 weeks on a part-time basis without absences. Full time schedule per week is 32.5 hours, part time schedule per week is 19.25 hours. The maximum allowable period for full time is 33 weeks and part time is 55 weeks. Pennsylvania State Board of Massage Therapy requires completion of a massage program of at least 600 hours of in-class, postsecondary education instruction as approved by the board. 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.

TEXTBOOKS AND WORKBOOKS

Business Mastery: Fifth Edition, Cherie Sohnen-Moe (Sohnen-Moe Associates, Inc.) 2008
ISBN 978-0-9621265-7-4, Approximate retail value \$34.95
Massage Therapy Principles and Practice: Fifth Edition, Susan Salvo (Elsevier) 2016
ISBN 978-0-323-23971-4, Approximate retail value \$80.77
Trail Guide to the Body, Andrew Biel (Books of Discovery) 2014
ISBN 978-0-9829786-5-8, Approximate retail value \$82.29
Trail Guide to the Body Workbook, Andrew Biel (Books of Discovery) 2014
ISBN 978-0-9829786-6-5, Approximate retail value \$28.29
Mosby's Pathology for Massage Therapists, Susan Salvo (Elsevier Mosby) 2014
ISBN 978-0-323-08472-7, Approximate retail value \$52.44

SYLLABUS

Anatomy & Physiology, Kinesiology & Pathology - 186 hours

Infection control, anatomy, physiology, histology of the body, diseases and disorders

Massage Therapy & Bodywork Assessment, Sanitation, Safety, Health & Hygiene - 303 hours

Client intake and assessment, ascertain any contraindications, theory of massage therapy

Professional Ethics, Business & Law - 45 hours

Professional ethics pertaining to the practice of massage therapy, Pennsylvania State Board of Massage Therapy laws, rules, and regulations.

Clinic, Massage Fundamentals, Cardiopulmonary Resuscitation - 166 hours

Swedish Massage technique, Deep Tissue and Sports techniques, spa techniques, special populations, take and pass CPR training

Massage Therapy Curriculum Total – 700 hours

GRADUATION REQUIREMENTS

- 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.
- Completion of all class activities/projects.
- Completion of all requirements/quotas.
 - Minimum required clinic services: 60
- Cumulative grade average of 75% or higher in all curriculum areas.
- Cumulative attendance record of 67% or higher.
- 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 a current payment plan approved by the Financial Aid Office.
- Satisfactory completion of final exams.
- Completion of a graduation interview.

TEACHERS PROGRAM

The Teacher Program offers 600 hours which is approximately 5 months/19 weeks of instruction when attended on a full-time basis or 7 months/27 weeks on a part time basis without absences. Full time schedule per week is 32.5 hours, part time schedule per week is 22.5 hours. The maximum allowable period for full time is 29 weeks and part time is 41 weeks. 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.

TEXTBOOKS AND WORKBOOKS

Milady's Master Educator: Student Course Book 2nd Edition
ISBN-13: 9781428321519, Approximate retail value \$142.54
Exam Review for Milady's Master Educator: Student Course Book
ISBN-13: 9781428321540, Approximate retail value \$45.49

SYLLABUS

Teaching Techniques – 400

Curriculum development, presentation principles (practical and written), classroom management, evaluation, assessment, and remediation methods (practical and written), diversity in the learning environment, methods of teaching, learning style assessment, teaching with technology

Student Teaching – 100

Classroom and clinic observation and participation, basic principles of cosmetology and esthetics

Professional Practices – 25

Pennsylvania State Board of Cosmetology laws, rules and regulations, professional development and ethics and life skills

Salon Management Theory

75

Teacher Curriculum Total – 600 hours

GRADUATION REQUIREMENTS

- 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.
- Completion of all class activities/projects.
- Cumulative grade average of 75% or higher in all curriculum areas.
- Cumulative attendance record of 67% or higher.
- 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 a current payment plan approved by the Financial Aid Office.
- Satisfactory completion of final exams.
- Completion of a graduation interview.

APPENDIX B: USDOE REQUIREMENTS

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE GENERAL POLICY

For information on Campus Security at Metro Beauty Academy please see our full Annual Security Report published on our website at www.metrobeautyacademy.edu under Annual Security Report.

CONSUMER INFORMATION REGARDING FINANCIAL AID PROGRAMS

Metro Beauty Academy participates in the following Title IV federal financial aid programs, as described at www.studentaid.ed.gov:

Pell Grants

Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. Students are not eligible to receive a Federal Pell Grant when incarcerated in a federal or state penal institution or subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or nonforcible sexual offense. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances.

Pell Grants are disbursed in two equal payments per academic year, one at the beginning of the academic year, and one at the midpoint of the academic year. Pell Grants for a short academic year may be disbursed in one payment.

Subsidized/Unsubsidized Direct Loans

Subsidized Direct Loans are need based and enable students to borrow money at a low interest rate to meet educational expenses. These loans must be repaid. First year undergraduates may borrow up to \$3500 (as of 7/1/15). Students may not borrow in excess of their financial need, based on the cost of attendance for their school. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while a student is in school at least half-time, for the first six months after leaving school (referred to as a grace period), and during a period of deferment (a postponement of loan payments). The fixed interest rate for 2018-2019 is 5.05 percent. Subsidized loans are subject to a maximum eligibility period.

Unsubsidized Direct Loans are educational loans that must be repaid. These loans are not based on need but are based on cost of attendance for the school. Independent undergraduates may borrow up to \$6000 per academic year. Dependent undergraduates may borrow up to \$2000 per academic year. The 2018-2019 fixed interest rate is 5.05 percent. Interest will accrue and can be paid while attending school, or during a period of

deferment or forbearance. If the interest is not paid during enrollment, grace period, deferment, or forbearance, it will be added to the principal amount of the loan.

Direct Loans are disbursed in two equal payments per academic year, including short academic years.

PLUS Loans:

Parent Loans for Undergraduate Students (PLUS) are education loans that must be repaid. Parents of dependent students may receive a PLUS loan if they have an approved credit check. PLUS loans may be taken in 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 7.60 percent for the Direct Loan year 2018-2019.

PLUS loans are disbursed in two equal payments per academic year, including short academic years.

Financial aid disbursements are credited directly to student accounts. All financial aid will be applied first against school charges; any excess will subsequently be paid to the student or may be refunded to reduce any loan liabilities at the student's request.

RETURN OF TITLE IV FUNDS

Students who are considered withdrawn or terminated from Metro Beauty Academy may have Title IV federal financial aid funds adjusted per federal regulations. Federal law requires that a student must earn the aid they receive. When a student ends enrollment at a school the school is required to determine the amount earned. The calculation is based on the number of scheduled hours divided by the number of hours for which the aid was disbursed. Students who have been scheduled for more than 60% of the payment period will have earned 100% of funds for that period. Students who complete 60% or less of the hours in a given payment period will have funds prorated.

Unearned Title IV federal financial aid funds will be returned to the appropriate Title IV program by Metro Beauty Academy. Charges remaining on the student ledger after return of funds are the responsibility of the student. If there are unearned Title IV federal financial aid funds that were received by the student in the form of a stipend, it is the student's responsibility to repay the funds to the Title IV federal financial aid program. 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.

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. Instructors 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 instructor 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. Instructors 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 administration should develop mechanisms and procedures for developing and maintaining records in a confidential manner of all grievances brought pursuant to this policy.

TITLE IV 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.

TITLE IV ELIGIBILITY

Students interested in receiving Title IV federal financial aid must complete the Free Application for Federal Student Aid (FAFSA). Results from the FAFSA will determine eligibility for Title IV federal financial aid. General eligibility requirements are as follows:

- Students must be enrolled at least half time.
- 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 Free Application for Federal Student Aid.
- Students are not in default of any previous federal student loans.
- Students do not owe a refund on a Pell Grant or SEOG at any school.

Enrolled students must maintain satisfactory academic progress toward the completion of their course of studies to remain eligible for Title IV federal financial aid. Please refer to the Satisfactory Academic Progress Policy.

Student eligibility may be subject to verification. Metro Beauty Academy verifies certain information for students applying for Title IV Federal Financial Aid who have been selected by Central Processing System (CPS) for verification. Metro Beauty Academy has the authority to verify additional students as deemed necessary.

Students selected for verification may 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
- Citizenship
- Prior enrollment at postsecondary institutions

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