METRO BEAUTY ACADEMY

"WHERE BEAUTY BEGINS"

STUDENT HANDBOOK

AND

COURSE CATALOG

Metro Beauty Academy
4977 Medical Center Circle, Allentown, PA 18106
610-398-6227 FAX 610-398-6957
www.metrobeautyacademy.edu

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A MESSAGE FROM THE PRESIDENT

Dear Applicant,

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

In cosmetology, esthetics, nail tech, 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 an 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 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

STAFF LISTING

PRESIDENT/OWNER

Mr. Chad Schneider

ADMINISTRATION, INSTRUCTORS, & GUEST RELATIONS

Mr. Anthony Marasa	Assistant Director
Mr. Jeffrey Corpora	Compliance
Ms. Lauren Holmes	Director or Admissions
Ms. Melissa Snoey	Admissions Advisor
Ms. Dana Nicholson	Financial Aid Advisor
Ms. Kimberly Muschlitz	Account Manager
Ms. Kassi Adams	Student Services Advisor
Ms. Sheila Bennett	Cosmetology/Teacher's Program Instructor
Ms. Hannah Kerr	Cosmetology Instructor/Esthetics
Ms. Hanna Edelman	Esthetics Instructor
Mr. Ronald Granger	Cosmetology/Teacher's Program Instructor
Ms. Gabrielle Gross	Nail Tech Instructor
Ms. Ashley Kluge	Cosmetology/Teacher's Program Instructor
Ms. Courtney Thomas	Esthetics/Teacher's Program Instructor
Ms. Natalie Wenrich	Cosmetology/Esthetics/Teacher's Program Instructor
Ms. Eileen Hale	Cosmetology Instructor
Mr. Jared Youngs	Esthetics Instructor
Ms. Jennie Azzatori	Guest Relations

MISSION STATEMENT

Metro Beauty Academy 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 is owned and operated by Mr. Chad Schneider. In this handbook, Metro Beauty Academy 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, The school is accredited by the national accreditation agency, NACCAS, The National Accrediting Commission of Career Arts & Sciences, Inc., 3015 Colvin St., Alexandria, Virginia, 22314, telephone number: 703-600-7600.

Licenses and certificates, as they pertain to licensure and accreditation, are on display in the Directors 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 Beauty Academy has traditional classroom spaces, retail space, and student lunch area and patio.

- 6 traditional classrooms
- 3 clinic hands-on classroom for Esthetics – 8 tables, 2 sinks
- Salon Floor (Cosmetology) – 50 student stations, 7 wash bowl areas, 2 pedicure & 2 manicure stations.
- Salon Floor (Nail Tech) – 9 stations
- Spa area (Esthetics) 20 tables, 5 sinks
- Student common area
- 6 administrative offices/Conference Room
- Faculty restroom/ 2-Public Restrooms (Female/Male)

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 advice 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 500-hour Teacher's Training Program (here with may be referred to as the Teacher's Program), and the 200-hour Nail Technician Program (which will herein be referred to as Nail Tech and/or Nail Tech Program), only those individuals with a valid high school diploma or its equivalent, a G.E.D. (General Equivalent Diploma). Teacher's Program candidates must hold a current Cosmetology, Esthetics, and/or Nail Technician state license, 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. The student's high school diploma will be translated into English. 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.

Metro Beauty Academy may deny admission to any applicant who, based on background, record, statements, and/or conduct during the admissions process, the school determines to not be qualified to succeed in or benefit from an academic program offered.

Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school

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.

SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

Metro Beauty Academy does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status or national origin.

If you would like to request academic adjustment or auxiliary aids, please contact the School's Section 504 Director of Compliance. You may contact the Director of Compliance at 4977 Medical Center Circle Allentown, Pennsylvania 18106-9893, phone 610-398-6227, email: jcorpora@metrobeautyacademy.com. You may request academic adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Metro Beauty Academy will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the Metro Beauty Academy's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1) Notify the School's Section 504 Director of Compliance, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case Metro Beauty Academy would accept a verbal request. You may contact the Assistant Director at 4977 Medical Center Circle Allentown, Pennsylvania 18106-9893, phone 610-398-6227, email: jcorpora@metrobeautyacademy.com. In those situations when the disability or need for accommodation or auxiliary aid is not obvious or

already known, Metro Beauty Academy may request documentation from a health care provider to establish the disability or need for a reasonable accommodation or auxiliary aid.

2) The School's Section 504 Director of Compliance will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that Metro Beauty Academy is obtaining adequate information and understanding of your individual needs.

3) The School's Section 504 Director of Compliance will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.

4) If you would like to request reconsideration of the decision regarding your request, please contact Chad Schneider, President of Metro Beauty Academy, within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the School's President by email at chadjsmetro@gmail.com, or by mail to Mr. Chad Schneider, 4977 Medical Center Circle Allentown, Pennsylvania 18106-9893, phone 610.398.6227.

DISCRIMINATION GRIEVANCE PROCEDURE

Metro Beauty Academy has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, Telephone: (215) 656-8541, Email: OCR.Philadelphia@ed.gov

Step 1: A person who believes that he/she has been discriminated against by the Metro Beauty Academy is encouraged, but is not required, to discuss the matter informally with the Section 504 Director of Compliance, 4977 Medical Center Circle Allentown, Pennsylvania 18106-9893, phone 610-398-6227, email: jcorpora@metrobeautyacademy.com. If the 504 Director of Compliance is the subject of the complaint, the grievant may, instead, contact the School's President, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the School's Section 504 Director of Compliance who will investigate the complaint. [NOTE: if the Section 504 Director of Compliance is the subject of the complaint, the complaint should be submitted to the School's President who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be

conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of the relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that Metro Beauty Academy will take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the School's President within 10 business days after receipt of the written disposition. The President or his designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

Metro Beauty Academy hereby provides assurance that it strictly prohibits any form of retaliation against persons who request a reasonable accommodation or auxiliary aid or who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the School's Section 504 Director of Compliance, 4977 Medical Center Circle Allentown, Pennsylvania 18106-9893, phone 610-398-6227, email: jcorpora@metrobeautyacademy.com.

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, torn, or gray
- Pants must be professional dress pants or black jeans.
- 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 hooded 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 students enrolled in Cosmetology, Esthetics, Nail Tech, and the Teacher's Program.

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
Full Time Esthetics (5 week period)	15 Hours	5
Full Time Nail Tech Program (5 week period)	10 Hours	5
Part Time Nail Tech Program (17 week period)	10 Hours	5
Full Time Teacher's Program (5 week period)	20 Hours	5
Part Time Teacher's Program (7 week period)	15 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 5:00 p.m. Students must be in class by 9:00 a.m. and 5:00 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, Nail Tech and Teacher's 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.

Nail Technician:
Licensed manicurists, pedicurist, and salon or spa owner/manager.

Teacher's Program for Cosmetology, Esthetics, and Nail Tech:
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
- MiLady
- Wella
- Davines
- Dermalogica
- Face Reality
- OPI
- DND
- Circadia
- Mid Atlantic Association of Career Schools (MAACS)

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 Guest Relations desk at any time. 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 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 may first contact the instructor or administrator in charge. Unresolved complaints must be submitted in writing to a Director 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.

Students may also pursue matters by contacting: The Pennsylvania Department of Education, the Pennsylvania State Board of Cosmetology, 2601 N. 3rd Street, Harrisburg, PA 17110, and/or with NACCAS, 3015 Colvin St., Alexandria, VA 22314 USA.

On September 3, 2026 NACCAS placed a finding on Metro Beauty Academy for non-compliance with* ***Standard VII, Criterion 1(c) *and the established deadline to return to compliance with the standard is September 30, 2027. ***

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

Students who engage in illegal downloading, peer-to-peer file sharing 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. Students also have a right to amend or correct errors in their records. Requests to amend or correct records should be made with the Director. 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. 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. the school provides access to student and other school records to its accrediting agency.
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-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 within 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 POLICY

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. 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 prior to the leave of absence. The request must be in writing, must specify the reason for interruption of the student's training and must be signed by the student.

Students that cannot request a leave of absence prior to the leave due to unforeseen circumstances will need to fill out the required paperwork as soon as possible and the student’s start of leave of absence will be the first date the student was unable to attend classes. Metro Beauty Academy will include documentation for the reason for this decision.

Student’s contract period will be extended by the same number of calendar days taken in the leave of absence and an addendum to the enrollment agreement will be signed by all parties.

Any student granted an approved Leave of Absence is not considered to have withdrawn and that no refund calculation is required at that time.

Any student granted an approved Leave of Absence will not be assessed any additional charges.

In the case where a student is on a documented leave of absence, the student must return on the documented date of return. Students may return early by contacting the Director. 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 exceed the 180 day maximum time frame for approved leaves within a twelve month period will be considered to be withdrawn as a student as of their last day of attendance. 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. 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), ethnic origin, residence, disability, marital status, sexual orientation, individual's "sex", 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, per the chart below. In order to graduate students must satisfy overtime charges or have a payment plan approved by the business office.

Cosmetology	$14.68 per hour
Esthetics	$18.44 per hour
Nail Technician	$24.50 per hour
Teacher's Program	$15.25 per hour

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, Nail Technicians, and Teacher's Program 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.

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 equipment and books 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 $150 nonrefundable application fee regardless of whether the student has begun instruction. 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. 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 $150.00.

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, equipment and fees, are non-refundable once incurred. The purchase of equipment and books is always final. The equipment or books 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 and instruction has begun, 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 the last day of recorded attendance. Any monies due to the applicant or student shall be refunded within thirty (30) days from the date of official or unofficial 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. The (SAP) is printed in the school catalog to ensure students receive it prior to enrollment.

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 unless extenuating circumstances exist. 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
Nail Technician	300
Teacher's Program	750

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

Grades of 75 or above are reported as passing grades.

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 (FT 14 weeks), 900 (FT 28 weeks), actual hours completed in a 1250 hour program
Esthetics	225 actual hours (FT 7 weeks/PT 10 weeks) completed in 450 hr. program
Nail Technician	100 actual hours (FT 4 weeks/PT 5 weeks) completed in 200 hr. program
Teacher's Program	250 actual hours (10 weeks) completed in a 500 hour program

Academic Year:
An academic year consists of 900 clock hours to be completed in 28 weeks.

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 the initial status of "warning." The student, with administration, will develop a written academic plan of action to follow so that students will be deemed to make satisfactory academic progress by the next evaluation period. However, after the "warning," status, students can then only be placed on probation if the institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period and the student prevails upon appeal of a negative progress determination prior to being placed on probation, and the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. Additionally, the 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. Students will be notified of any evaluation that impacts the student's eligibility for financial aid. At the end of the probationary

period, if the student does not achieve minimum standards, the student will be determined as no longer eligible for Title IV federal financial aid, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Students that are VA beneficiaries that do not meet SAP after the probation period will be terminated.

Probationary Re-evaluation Periods:

Cosmetology	900 actual hours
Esthetics	337 actual hours
Nail Technician	125 actual hours
Teacher's Program	350 actual hours

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 regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory progress at the next evaluation. 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. A leave of absence will extend the students' contract and maximum time frame by the same number of days taken in the leave of absence. Students who withdraw prior to completion of the course and are approved to re-enter in the same progress status as when they left.

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/Saturday, 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 harassment 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 2026. Start dates are subject to change.

Cosmetology

2026 Full Time Day Class Start Dates	
• January 6 • March 11 • May 12 • July 14 • September 15 • November 17	

Esthetics:

2026 Full Time Day Class Start Dates	2026 Part Time Evening Class Start Dates
• January 6 • March 11 • May 12 • July 14 • September 16 • November 17	• March 25 • August 12

Teacher's Program
Rolling start

Nail Technician:

2026 Full Time Day Class Start Dates	2026 Part Time Class Start Dates
• July 8	• Dec 2 • January 7 • April 1 • September 9

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. Students 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 facilities.
- Unauthorized recording (video/voice) of instructors, administrators, staff, students, and guests.
- 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. All replacements are the sole responsibility of the student. Additional equipment and books 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, institutional property 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.

Students who are terminated from a program

A student seeking reinstatement after **termination** caused by not meeting SAP or official interruption must first meet with the Assistant Director and/or other members of Metro Beauty Academy administration team. Upon recommendation from the Administration team, the President/Owner of Metro Beauty Academy will determine if the student is eligible to re-enroll.

If a student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified.

Students who ceased attendance while not making SAP will return to Metro Beauty Academy as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

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.

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 equipment and books 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	$18,350.00
Equipment and Books	$2,675.00
Application Fee	$150.00
Processing Fee	$100.00
TOTAL	$21,275.00

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

Tuition	$8,300.00
Equipment and Books	$1000.00
Application Fee	$150.00
Processing Fee	$100.00
TOTAL	$9,550.00

For the 500-hour Teacher's Program, the educational costs are as follows:

Tuition	$7,625.00
Equipment and Books	$300.00
Application Fee	$150.00
Processing Fee	$100.00
TOTAL	$8,175.00

For the 200-hour Nail Technician Program, the educational costs are as follows:

Tuition	$4,900.00
Equipment and Books	$700.00
Application Fee	$150.00
Processing Fee	$100.00
TOTAL	$5,850.00

Equipment and Books refers to all the tools, equipment, and textbooks necessary to complete the course. A book list is maintained in the Admissions Office. Students may purchase the Metro Beauty Academy kits for all programs in its entirety from the school, or they may be purchased independently. If purchased independently, they must meet the criteria on the program kit list.

Any student who desires to independently purchase their textbooks or kit from a vendor other than Metro Beauty Academy, has the right to do so. A student who chooses to do this should notify the school during contracting

EST Kit (MUD make up)
https://www.mudshop.com/Fundamentals-Medium-Light

EST Kit (Circadia)
https://circadia.com/products

COS Kit (MUD make up)
https://www.mudshop.com/Fundamentals-Small-Light

Nail Tech Kit
https://Amazon.com

BAFASO Nail Polish Organizer Backpack (Black) https://a.co/d/88UZmTp
Smocks
https://smockers.com/smockers/

Pivot Point Textbooks
https://www.pivot-point.com/product-category/education/

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.

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 2023.

Overall Outcome Rates 2024

Graduation Rate	Licensure Rate	Placement Rate
90.8 %	99.4 %	71.59 %

Cosmetology Outcome Rates

Graduation Rate	Licensure Rate	Placement Rate
88.5 %	98.7 %	79.2 %

Esthetics Outcome Rates

Graduation Rate	Licensure Rate	Placement Rate
94.8 %	100 %	62.9%

Teacher's Program Outcome Rates

Graduation Rate	Licensure Rate	Placement Rate
100%	100%	100%

Nail Technician Outcome Rates

Graduation Rate	Licensure Rate	Placement Rate
75%	100%	60%

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. 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.

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, equipment and books.

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)

Objective: Students will acquire knowledge and demonstrate the skills necessary to pass the state licensure requirements and pursue future employment in the field.

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.

Grading Procedures: Students will be measured through the use of rubrics and practical presentations as well as written examinations.

TEXTBOOKS AND WORKBOOKS

Pivot Point Salon Fundamentals (2nd Edition): Cosmetology, 2023
- 101c Life Skills ISBN 978-1-957642-44-4
- 102c Science ISBN 978-1-957642-45-1
- 103c Business ISBN 978-1-957642-46-8
- 104c Client-Centered Design ISBN 978-1-957642-47-5
- 105c Sculpture- Foundational Cuts ISBN 978-1-957642-48-2
- 106c Sculpture-Combination Cuts ISBN 978-1-957642-49-9
- 107c Hair Design ISBN 978-1-957642-50-5
- 108c Long Hair ISBN 978-1-957642-51-2
- 109c Wigs & Hair Additions ISBN 978-1-957642-52-9
- 110c Color ISBN 978-1-957642-53-6
- 111c Perm & Relax ISBN 978-1-957642-54-3
- 112c Skin ISBN 978-1-957642-55-0
- 113c Nails ISBN 978-1-957642-56-7

Pivot Point Salon Fundamentals (2nd Edition): Cosmetology Study Guide, 2023
ISBN 978-1-957642-58-1
Pivot Point Salon Fundamentals (2nd Edition): Cosmetology Exam Prep Book, 2023
ISBN 978-1-957642-59-8
The approximate retail value for the above book package with LAB is $345.00

SYLLABUS (250 Theory/1000 Practical)

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 hour

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: 15
- 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)

Objective: Students will acquire knowledge and demonstrate the skills necessary to pass the state licensure requirements and pursue future employment in the field.

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 21 weeks and part time is 30 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.*

Grading Procedures: Students will be measured through the use of rubrics and practical presentations as well as written examinations.

TEXTBOOKS AND WORKBOOKS

Milady: Standard Esthetics Student Textbook, 2023
ISBN 978-1-337-09502-0
Milady: Esthetics Foundations Student Textbook, 2023
ISBN 978-1337-09525-9
Approximate retail value of the above book set with LAB is $352.00

SYLLABUS (140 Theory/310 Practical)

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: 20, Waxing: 10, Exfoliation: 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.

NAIL TECHNICIAN PROGRAM (SOC 39-5092)
Objective: Students will acquire knowledge and demonstrate the skills necessary to pass the state licensure requirements and pursue future employment in the field.

The Nail Technician Program provides 200 hours of instruction over a period of approximately 13 weeks for part time, without absences. The maximum allowable time period for part time is 20 weeks. Part time schedule per week is 20 hours.
Grading Procedures: Students will be evaluated through the use of rubrics and practical presentations as well as written examinations.

TEXTBOOKS/WORKBOOKS

Pivot Point Salon Fundamentals: Nail Technician Textbook June 2020
ISBN 13: 978-0-9779961-8-6
ISBN 10: 0-9779961-8-2
Pivot Point Salon Fundamental: A Resource for Your Nail Care Career – STUDY GUIDE 2020)
ISBN 13:978-0-9779961-9-3
ISBN 10: 0-9779961-9-0
Approximate retail value of the above book set with LAB is $339.00

SYLLABUS (75 Theory/125 Practical)
Professional Practices (50 hours)

Personal Development- Healthy Mind and Body, Effective communication, Purposeful relationships. Business Basics- Job search, retailing, Salon ownership. Client Care- Before the service, during the service, after the service. Laws, Rules, and Regulations.

Sciences (75 hours)

Nail Salon Ecology – Microbiology, Infection control, Safety and First Aid.
Anatomy – The building blocks of human anatomy, Basic body systems.
Chemistry – Fundamentals of chemistry, Chemistry of nail products, Chemistry of artificial nail systems.
Nail & Skin Physiology – Nail physiology, Skin physiology

Nail Treatments (125 hours)

Natural nail treatments- Manicure essentials, manicure practical work
Artificial nail treatments – Fundamentals of artificial nails, Artificial nails treatments, Artificial nail procedures, Artificial nail equipment, Artificial nail practical work.
Specialty nail treatments – Add on services, Nail Art

Pedicuring (50)

Natural nail services – Pedicure essentials, Basic pedicure, Reflexology, Nail Art, Pedicure practical work.

GRADUATION REQUIREMENTS

- Completion of 200 hours, as required by Pennsylvania State Board of Cosmetology licensed nail technician program.
- Completion of all class activities/projects
- Completion of all requirements/quotas
    - 15 Full Set/Overlay
- 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 the Final Examinations
- Completion of a graduation interview

TEACHER'S PROGRAM

Objective: Objective: Students will acquire knowledge and demonstrate the skills necessary to pass the state licensure requirements and pursue future employment in the field.

The Teacher's Program offers 500 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 20 hours. The maximum

allowable period for full time is 29 weeks and part time is 41 weeks.

Grading Procedures: Students will be measured through the use of rubrics and practical presentations as well as written examinations.

TEXTBOOKS AND WORKBOOKS

Mindful Teaching: The Mindful Teachers Field book
ISBN: 978-1-937964-25-2, Textbook with LAB - Approximate retail value: $249

SYLLABUS (250 Theory/250 Practical)

Teaching Techniques – 300 hours

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 hours

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

Professional Practices – 25 hours

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

Salon/Spa Management Theory 75 hours

Teacher Curriculum Total – 500 hours

GRADUATION REQUIREMENTS

- Completion of 500 hours, as required by the Pennsylvania State Board of Cosmetology in a licensed Teacher's 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.

Pell Grant recipients whose disbursements will create a credit balance in the first payment period, and who have opted to purchase materials from a vendor other than Metro Beauty Academy, will be notified by the Financial Aid Office regarding the opportunity to receive advance funds.

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 $5500 (as of 7/1/25). 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, and during a period of deferment (a postponement of loan payments). The fixed interest rate for 2024-2025 is 6.39 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 $7500 per academic year. Dependent undergraduates may borrow up to $3500 per academic year. The 2024-2025 fixed interest rate is 6.39 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 9.07 percent for the Direct Loan year July 1, 2026 - June 30, 2027.

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.

GAINFUL EMPLOYMENT

Gainful Employment disclosures can be found at:
www.metrobeautyacademy.edu/gainful-employment.

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 controversial (or other) matters which have 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 conferences 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 any incentives from any lender in exchange for private education 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.

VERIFICATION

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.

APPENDIX C: VETERANS AFFAIRS REQUIREMENTS

Metro Beauty Academy participates in VA Educational Benefits as described at https://www.va.gov/education/

Metro Beauty Academy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the education institution a certificate of eligibility for entitlement to education assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs" (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Metro Beauty Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

APPENDIX D: DISCLOSURES

Prerequisites for employment can include but not be limited to:

- 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. Licensing requirements may include, but are not limited to application requirements, criminal background checks including all states worked/lived/educated in, and the state board examination.
- Regulatory oversight restrictions are set forth by the Pennsylvania State Board of Cosmetology. Restrictions for the Pennsylvania State Board of Cosmetology can be found on the Pennsylvania State Board of Cosmetology website at https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx, and view "Regulations" and PA Act 86 of 1933.
- Physical requirements of the industry include standing or sitting for extended periods of time, leaning, repetitive hand and arm movements.
- Specific employers may create their own requirements for hiring, but all employers must follow the Pennsylvania State Board of Cosmetology laws.