


Debutantes

School of Cosmetology and Nail Technology , LLC

Course Information Catalog



Cosmetology, Nail Technology,
Esthetics, & Cosmetology Instructor

2019

12/01/2018

145 N. Third Street, DeKalb, IL 60115

www.debschool.com

815.758.4045

TABLE OF CONTENTS

Section I: About us	Pages 3-6
Debutantes School mission	3
Why choose Debutantes School	3
Our Story	4
Debutantes School staff / faculty.....	4
School holidays / Closures	5
Admission requirements	5
Transfer students	5
Re-Entry students.....	6
Section II: Program Information	Pages 6-16
Program information Cosmetology	6-8
Program information Cosmetology Instructor.....	9-11
Program information Esthetics	11-13
Program information Nail Technology.....	13-15
Enrollment agreement.....	15
Graduation requirements	16
Scholarship information.....	16
School's Course Completion/Annual Report Information 2017	16
Section III: Financial Aid Policy	Pages 17-23
Verification.....	20
Diploma mills.....	20-21
Professional Judgement.....	22
Return to Title IV	22-23
Section IV: School Polices/Student Handbook	Pages 24-40
Attendance, Late, Early departure, Doctor's Note policies	24
Approved absence, Mandatory days, Make-up time policies and Time clock.....	25
Course/Class completion requirements	26
Breaks, Make-up tests, Student services	26-27
Dress code, Cell phone policy, Lockers, Personal belongings	27-29
Satisfactory Academic Policy	30-32
Evaluation periods, Attendance progress evaluations, Maximum time frame	30-31
Academic progress evaluations, Warning, Probation.....	31
Appeal procedure, Non-Credit/Remedial courses, Transfer hours, Graduation requirements	32
Professionalism, State regulations, Sanitation, Tests, Employment assistance	33
Harassment policy.....	33-36
Statement of non-discrimination.....	36
Equal opportunity	36-37
Campus security, Transfer students, Academic honesty	37
Additional policies, Access to student Records.....	38
Complaints against the school, Other key information	39
Internal grievance policy, Disciplinary actions.....	39-40
Section V: Drug Free Schools/Drug Free Workplace Annual Disclosure	41

Debutantes School Mission

As a family enterprise, we strive to foster a learning environment which best prepares our students to attain their professional license from the state of Illinois as well as employment in their field of study

Why Choose Debutantes School?

Debutantes School of Cosmetology and Nail Technology is located in the heart of downtown DeKalb, home of Northern Illinois University.

Our 17,000-square foot historic building is in the midst of eclectic shops and restaurants. Our facility was first used as a theatre termed "The Theatre of Tomorrow" which opened in 1949. Opening the doors of Debutantes School meant completely renovating the facility to foster and create a unique and effective work environment for student success. This includes updated classrooms, hands on work spaces, state of the art equipment, & the newest tools in the industry for an ultimate learning experience.



Learning...Growing...Becoming...

We are highly focused on individual student success. This includes a commitment to a 15 to 1 student to teacher ratio complete with individualized student plans.

Debutantes School has partnered with industry leading suppliers to ensure access to the latest styles, techniques, and trends.

We are dedicated to our student's long-term career success through the teaching of business principles, strategies, and ethics.

Debutantes School attracts, motivates, and retains the highest quality instructional staff in the industry.

Our Story

Debutantes may be an unusual name for a school of cosmetology, esthetics and nail technology, but it has meaning for us. We are a family business – Tom (father), Jaime, Sarah and Becky (daughters). Missing in this family is a wife and mother. Deb is her name and the name we wanted to make sure was a very real part of our business. Debutantes was our choice of a name to honor her.

In December of 2006 at the way too young age of 51, Deb lost her life to cancer. She had become a wife at age 19, a mother at age 20 and invested her life in those she loved. For 31 years we were fortunate to be the ones she loved most. We loved her back as best we knew how.

She left a legacy of building into the lives of others for her husband and daughters to follow. So, in the fall of 2008 when we opened our doors, it made sense that Debutantes would be the name above those doors. We knew, however, that a name was only an honor when the name stood for something honorable. We knew we needed to create a school that would live up to the name.

We may not always succeed (she didn't either), but we are working hard to build into the lives of our students so that they have opportunities to use their gifts and be successful in the process. When Deb was a very young mom, living in Vermont and looking for a way to help her family's finances, she used her God-given artistic abilities, coupled it with her desire to create, and taught herself how to make dough ornaments. She then launched her own successful business "Rollin in Dough". She worked incredibly hard but she was never more alive than when she used her talents and abilities to provide something of value for others.

The school that now carries her name lives so that others can apply their own gifts, work hard, serve others, and experience the joy of being successful doing what they were created to do. We are committed to that mission and look forward to working together to help others achieve their dreams.

Debutantes School Staff/Faculty

Owners: Tom Rogers, Jaime Rogers, Becky Rogers

School Managing Director: Becky Rogers

Director of Marketing: Sarah Rogers

Admissions: Sarah Rogers

Financial Aid: Gabriela Zepeda

Cosmetology Instructional Staff: Gabriela Zepeda, Jeannine Cobb, Emily Hopkins, Joe LaMancuso, Shannon Toms, Jametha Owens

Esthetics Instructional Staff: Scarlett Adkins, Sherry Dixon

Nail Technology Instructional Staff: Jaime Rogers

School Holidays / Closures

Debutantes School of Cosmetology and Nail Technology is closed on Sundays and Mondays. We will have full school closures on the below dates. There will be no staff, students, or clients in our facilities during school closures. Debutantes School of Cosmetology and Nail Technology reserves the right to cancel classes for weather and emergency related items. School closures do not count as scheduled hours.

Spring Break: April 19 – April 22, 2019

Summer Break: June 30 – July 8, 2019

Fall Break: November 28 – December 2, 2019

Winter Break: December 22–January 1 2019

Admission Requirements

In order to be considered for enrollment at Debutantes School of Cosmetology and Nail Technology, the following items must be successfully completed;

- 1.) Have successfully (a) completed high school or its equivalent as evidenced by any of the following; a copy of diploma, a copy of GED certificate, or a copy of a transcript showing high school completion, or (b) be enrolled through a high school which has contracted its Vocational Program through Debutantes School of Cosmetology and Nail Technology, LLC or
- 2.) Schedule and successfully complete an Admissions Tour at our campus.
- 3.) Schedule and successfully complete a Financial Advisement Meeting
- 4.) Submit a completed Admissions Questionnaire prior to enrollment
- 5.) Complete an Enrollment Agreement prior to the scheduled class start date
- 6.) Pay the required Application/Registration fee not to exceed \$100
- 7.) If enrolling in the Cosmetology Instructor Education Program, applicant must provide their state issued Cosmetology license

Transfer Students

Debutantes School may credit transferable hours. If a transfer student desires to have transfer hours counted, they must go through a formal skill evaluation (practical and written) to determine their skill level. Skill evaluations are scheduled in accordance to educator availability. Please call in advance for an appointment and to ensure that the proper paperwork is completed prior to the skill evaluation. Transfer hours may not be entirely credited if the skill level does not meet our requirements; if the student scores below 80% on the written test; or if we feel the student may need additional classroom time. Transfer students must provide transcripts with their grades and hours at the time of the skill evaluation. Tuition for transfer students will be calculated per hour based on number of hours needed to complete the program. Class/lab fees will be prorated based on the number of hours needed. If a kit is required, the student must pay for it on the first day of school. If only a partial kit is necessary, it can be purchased separately. Debutantes School of Cosmetology & Nail Technology does not recruit students already attending or admitted to another school offering a similar program of study. Transfer students must meet all other Admission Requirements stated above.

Re-Entry Students

Students who have dropped out of school or who have been terminated from their program may apply for re-entry. The student must have satisfied all prior financial obligations to the school. The student should write a letter of intent to the school explaining why they wish to continue their education. Terminated students must also explain how they have or plan to correct the circumstances which lead to their termination. If approved, the student must then complete the entire application process and pay all the fees. All re-entry students must complete a written evaluation to determine the amount of clock-hours that will be transferred to the new enrollment agreement. If the student had been out of school for more than six months, or had previously begun the practical portion of their education, they must complete a skill evaluation in addition to a written evaluation. The fee for the skill evaluation is \$100 and the student must provide a model and supplies for evaluation.

Program Information Cosmetology

At Debutantes School of Cosmetology and Nail Technology, LLC you will learn all of the skills required to become a licensed Cosmetologist, or according to the Standard Occupational Classification Codes (SOC) a hairdresser, hairstylist, or cosmetologist, code number 39-5012.00.

DESCRIPTION: The Cosmetology Course at Debutantes School of Cosmetology and Nail Technology, LLC is designed to prepare and train students in the field of Cosmetology under the guidelines and standards of the Illinois Department of Financial and Professional Regulations.

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

- 1.) Project a positive attitude and sense of personal integrity and self confidence
- 2.) Project professionalism, visual poise and proper grooming
- 3.) Communicate effectively and interact appropriately with colleagues, supervisors and clients
- 4.) Respect the need to deliver worthy service for value received in an employment environment
- 5.) Perform the basic manipulative skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care
- 6.) Perform the basic analytical skills to advise clients in the total look concept
- 7.) Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures

To ensure continued career success, our students will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

CURRICULUM BREAKDOWN: The following is a breakdown of the 1500-hour curriculum for our Cosmetology Program

Basic Training – Curriculum includes no less than 150 hours of classroom instruction in general theory and practical application. Completion of this training is required prior to practicing on the public

Practical Chemical Application/Hair Treatment – Curriculum includes no less than 500 hours of a combination of classroom instruction and hands on experience

Hair Styling/Hair Dressing – Curriculum includes no less than 475 hours of a combination of classroom instruction and hands on experience

Shop Management, Sanitation and Interpersonal Relations – Curriculum includes no less than 200 hours of classroom instruction

Esthetics – Curriculum includes no less than 85 hours of instruction

Nail Technology - Curriculum includes no less than 55 hours of instruction

Electives – Curriculum includes no less than 35 hours

Internship program – May be substituted for 150 hours of the 1500 hours. Students must qualify by meeting minimum standards and criteria in order to participate in the Internship Program at Debutantes School of Cosmetology and Nail Technology, LLC

REFERENCES: Debutantes School of Cosmetology and Nail Technology, LLC partners with Pivot Point Salon Fundamentals in order to provide a number of reference materials for our students. All Cosmetology students are provided with Pivot Point Salon Fundamentals Textbook and Smart Notes Workbook as well as a key-code for learnaboutbeauty.com, which allows students access to videos, presentations, and a comprehensive overview of the Cosmetology program. In addition to the provided materials, Debutantes School offers a comprehensive library of references, periodicals, books, texts, audio/video tapes and web- based materials that are available to support the program of study and supplement the program of study.

TEACHING AND LEARNING METHODS: The Cosmetology 1500 clock hour education at Debutantes School of Cosmetology and Nail Technology, LLC is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: Please refer to our Satisfactory Academic Progress Policy on Pages: 30-32

2019- Cosmetology Scheduling and Tuition Information

** All scheduling, start dates, pricing, and fees are subject to change without notice until enrollment agreement is signed by both parties*

Costs:

Registration Fee- \$100

Tuition Price: \$18,000 (\$12.00/clock-hour)

*Debutantes School reserves the right to increase our tuition fee by \$500 for each Cosmetology class start date. The fee is waived if transferring from a school that has permanently closed.

Kit Price: \$1,500

Other Costs: Students that do not meet their course completion date agreed upon at enrollment will be subject to an "Overage Charge" of \$10.00 per clock-hour

Hours:

Tuesday-Friday: 9am-230pm and Every Other Saturday: 8am-4pm -or- Tuesday and Thursday: 5pm-9pm and Saturdays: 8am-4pm.

Cosmetology Start Dates:

January 30th 2019

March 27th 2019

June 25th 2019

September 18th 2019

January 29, 2019*

August 27, 2019*

*Part-Time Only (Tuesdays/Thursdays 5pm-9pm and Saturdays 8am-4pm)

Cosmetology Payments

Financial Aid is available to those who qualify. All students applying for Federal Financial Aid are required to file a Free Application for Federal Student Aid (FAFSA). Log on to www.fafsa.ed.gov to submit your application. Our Federal School Code is 042299. Financial aid awards are contingent upon student completion and return of necessary paperwork in timely manner.

If you have already filed a FAFSA for the current award year, please do not submit a duplicate application, as it will be rejected by the Department of Education. Log on to www.fafsa.ed.gov and add our school code (042299) to your existing application.

Debutantes School of Cosmetology and Nail Technology, LLC accepts payments in the forms of Cash, Personal Checks, Certified Checks, Money Orders, Visa, MasterCard, Discover and American Express.

Program Information Cosmetology Instructor

Debutantes School of Cosmetology and Nail Technology, LLC will prepare you to become a licensed Illinois Certified Cosmetology Instructor. To qualify for this program, you must have your Illinois Cosmetology License as well as two years of practical experience at an Illinois Registered Salon

DESCRIPTION: The 500-hour Cosmetology Instructor Course at Debutantes School of Cosmetology and Nail Technology, LLC is designed to prepare and train students in the field of Cosmetology Instruction under the guidelines and standards of the Illinois Department of Financial and Professional Regulations.

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

- 1.) Prepare, maintain, and organize daily lesson plans including written and practical examinations in accordance with course syllabi and Illinois State Regulations
- 2.) Provide an educational environment which encourages students to meet and exceed educational and professional standards
- 3.) Provide positive relationships with students by understanding and addressing individual learning styles, motivation, needs and concerns
- 4.) Recognize and reinforce student accomplishments
- 5.) Act with integrity, honesty, and knowledge that promote the culture and values of the Cosmetology Industry
- 6.) Remain calm, maintain perspective and respond in a professional manner when faced with tough situations
- 7.) Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures

To ensure continued career success, our students will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

CURRICULUM BREAKDOWN: The 500-hour program is broken down as follows:

20 hours of Educational Psychology

20 hours of Teaching Methods (Theory)

150 hours of Application of Teaching Methods

50 hours of Business Methods

260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher will be expected to present theoretical and practical demonstrations to students in the basic curriculum

REFERENCES: Debutantes School of Cosmetology and Nail Technology partners with Pivot Point Salon Fundamentals and Milady's in order to provide a number of reference materials for our students. All Cosmetology Instructor students are provided with Pivot Point Salon Fundamentals Textbook and Smart Notes Workbook for Cosmetology Students as well as a LAB (Learning about Beauty) code with access to the Master Educator's Textbook and Curriculum Materials. In addition to the provided materials, Debutantes School offers a comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials that are available to support the program of study and supplement the program of study.

TEACHING AND LEARNING METHODS: The Cosmetology Instructor 500 clock hour education at Debutantes School of Cosmetology and Nail Technology, LLC is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: Please refer to our Satisfactory Academic Progress Policy on Pages: 30-32

2019- Cosmetology Instructor Scheduling and Tuition Information

** All scheduling, start dates, pricing, and fees are subject to change without notice until enrollment agreement is signed by both parties*

Cosmetology Instructor Program

Costs:

Registration Fee- \$100

Tuition Price: \$2,500 for 500-hour course (must have two years' practical experience in a registered salon)

Kit Fees: \$350

Other Costs: Students that do not meet their course completion date agreed upon at enrollment will be subject to an "Overage Charge" of \$10.00 per clock-hour

Hours:

Hours can be chosen from the following time-slots; Tuesdays from 9am-1pm, 230-730pm, and 5pm-9pm. Wednesdays from 9am-1pm, 1pm-5pm (only available June-August), and 230-730pm (only available September-May). Thursdays from 9am-1pm, 230-730pm, and 5pm-9pm. Friday from 9am-1pm and 1pm-5pm. Saturdays from 8am-12pm and 12pm-4pm. All Students Instructors must do a minimum of 8 Saturday hours per month and average a minimum of 14 hours per week. Student Instructors cannot exceed 32 hours per week.

Cosmetology Instructor Program Start Dates:

Based on Availability

Cosmetology Instructor Program Payments

Advanced Payment Reward: Student to receive 15% cash discount as well as a \$350 credit towards book costs for paying tuition 14 days prior to first day of class. Total amount owed will be \$2125.00

Monthly Payments: While attending school, Student Instructors must pay \$100 per month if completing 14-22 hours/week, \$125 per month if completing 23-30 hours/week, or \$150 per month if completing 31-36 hours/week. Starting one full month after graduation students will be given 12 months to pay off their remaining balance in equal monthly payments

Debutantes School of Cosmetology and Nail Technology, LLC accepts payments in the forms of Cash, Personal Checks, Certified Checks, Money Orders, Visa, MasterCard, Discover and American Express.

Program Information Esthetics

At Debutantes School of Cosmetology and Nail Technology, LLC you will learn all of the skills required to become a licensed Esthetician. Or according to the Standard Occupational Classification Codes (SOC) a skincare specialist, code number 39-5094.00.

DESCRIPTION: The Esthetics Course at Debutantes School of Cosmetology and Nail Technology, LLC is designed to prepare and train students in the field of Esthetics under the guidelines and standards of the Illinois Department of Financial and Professional Regulations.

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

- 1.) Project a positive attitude and sense of personal integrity and self confidence
- 2.) Project professionalism, visual poise and proper grooming
- 3.) Communicate effectively and interact appropriately colleagues, supervisors and clients
- 4.) Respect the need to deliver worthy service for value received in an employment environment
- 5.) Perform the basic manipulative skills in the areas of hair removal, facial services, body treatments, microdermabrasion, chemical services, and make-up application
- 6.) Perform the basic analytical skills to advise clients in the total look concept
- 7.) Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related fields.

CURRICULUM BREAKDOWN: The following is a breakdown of our 750-hour curriculum:

Basic Training – 75 hours of classroom instruction in general theory and practical application. Completion of this training is required prior to practicing on the public

Scientific Concepts – 150 hours of classroom instruction

Practices and Procedures – 500 hours of instruction, a combination of classroom instruction and clinical application,

Business Practices – 25 hours of classroom instruction

REFERENCES: Debutantes School of Cosmetology and Nail Technology, LLC partners with Pivot Point Salon Fundamentals in order to provide a number of reference materials for our students. All Esthetics students are provided with Pivot Point Salon Fundamentals Textbook and Smart Notes Workbook. In addition to the provided materials, Debutantes School offers a comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials that are available to support the program of study and supplement the program of study.

TEACHING AND LEARNING METHODS: The Esthetics 750 clock hour education at Debutantes School of Cosmetology and Nail Technology, LLC is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: Please refer to our Satisfactory Academic Progress Policy on Pages: 30-32

2019- Esthetics Scheduling and Tuition Information

** All scheduling, start dates, pricing, and fees are subject to change without notice until enrollment agreement is signed by both parties*

Costs:

Registration Fee- \$100

Tuition Price: \$9,500*

*Debutantes School reserves the right to increase our tuition fee by \$1000 for each Esthetics class started

Kit Fee: \$800

Other Costs: Students that do not meet their course completion date agreed upon at enrollment will be subject to an "Overage Charge" of \$10.00 per clock-hour.

Esthetics Full-Time Start Dates: February 27, 2019 September 11, 2019

Hours

0-250 Scheduled Clock Hours: Wednesday-Friday 10am-230pm and every other Saturday 9am-230pm

250 Scheduled Clock Hours -Complete: Tuesday-Friday 9am-230pm and every other Saturday 8am-230pm

Esthetics Part-Time Start Dates: Spring 2019

Hours

Tuesdays and Thursdays 5pm-9pm and every other Saturday 8am-430pm

Esthetics Payments

Financial Aid is available to those who qualify. All students applying for Federal Financial Aid are required to file a Free Application for Federal Student Aid (FAFSA). Log on to www.fafsa.ed.gov to submit your application. Our Federal School Code is 042299. Financial aid awards are contingent upon student completion and return of necessary paperwork in timely manner.

If you have already filed a FAFSA for the current award year, please do not submit a duplicate application, as it will be rejected by the Department of Education. Log on to www.fafsa.ed.gov and add our school code (042299) to your existing application.

Debutantes School of Cosmetology and Nail Technology, LLC accepts payments in the forms of Cash, Personal Checks, Certified Checks, Money Orders, Visa, MasterCard, Discover, and American Express.

Program Information Nail Technology

Debutantes School of Cosmetology and Nail Technology, LLC will prepare you to become an Illinois Certified Nail Technician. Or according to the Standard Occupational Classification Codes (SOC) a manicurist/pedicurist, code number 39-5092.00.

DESCRIPTION: The Nail Technology Course at Debutantes School of Cosmetology and Nail Technology, LLC is designed to prepare and train students in the field of Nail Technology under the guidelines and standards of the Illinois Department of Financial and Professional Regulations.

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

- 1.) Project a positive attitude and sense of personal integrity and self confidence
- 2.) Project professionalism, visual poise and proper grooming
- 3.) Communicate effectively and interact appropriately colleagues, supervisors and clients
- 4.) Respect the need to deliver worthy service for value received in an employment environment
- 5.) Perform the basic manipulative skills in the areas of fabric procedures, sculpting procedures, light cured gels, manicures, pedicures, and nail art and design
- 6.) Perform the basic analytical skills to advise clients in the total look concept
- 7.) Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail technology and related fields.

CURRICULUM BREAKDOWN: The 350-hour program is broken down as follows:

Basic Training – 50 hours of classroom instruction in general theory practical application: Completion of this training is required prior to practicing on the public

Nail Technology Related concepts – 15 hours of classroom instruction

Practices and Procedures – 255 hours of a combination of classroom instruction and clinical practical application

Business Practices – 30 hours of classroom instruction

REFERENCES: Debutantes School of Cosmetology and Nail Technology, LLC partners with Pivot Point Salon Fundamentals in order to provide a number of reference materials for our students. All Nail Technology students are provided with Pivot Point Salon Fundamentals Textbook and Smart Notes Workbook. In addition to the provided materials, Debutantes School offers a comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials that are available to support the program of study and supplement the program of study.

TEACHING AND LEARNING METHODS: The Nail Technology 350 clock hour education at Debutantes School of Cosmetology and Nail Technology, LLC is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: Please refer to our Satisfactory Academic Progress Policy on Pages: 30-32

2017- Nail Technology Scheduling and Tuition Information

** All scheduling, start dates, pricing, and fees are subject to change without notice until enrollment agreement is signed by both parties*

Costs:

Registration Fee- \$100

Tuition + Kit Price: \$4,450

**Debutantes School reserves the right to increase our tuition fee by \$300 for each Nail Technology class started*

Other Costs: Students that do not meet their course completion date agreed upon at enrollment will be subject to an "Overage Charge" of \$10.00 per clock-hour

Hours:

Tuesdays 9am-3pm, Wednesdays 9am-3pm, Saturdays 8am-4pm

Nail Technology Start Dates: January 30th 2019, Other Dates TBD

Nail Technology Payments

We are highly committed to offering the best education at the best price for our students. In order to make the cost of Nail Technology Training more affordable for our students, we have created a no interest monthly payment plan that allows you to pay for your schooling over time instead of up-front. We

encourage you to set-up an appointment to discuss this financial assistance program in more detail. Federal Title IV Funding is not available for our Nail Technology Program

Debutantes School of Cosmetology and Nail Technology, LLC accepts payments in the forms of Cash, Personal Checks, Certified Checks, Money Orders, Visa, MasterCard, Discover and American Express.

Enrollment Agreements

All students are required to pay a \$100 registration fee at the time their enrollment agreement is executed.

Once an Enrollment Agreement is completed by both parties, the student has the right to cancel their Enrollment Agreement until midnight of the fifth business day after the execution of the agreement. Cancellation must be in writing. When written notice of cancellation is given to the managing employee of the school within five days of signing the enrollment agreement, all charges, including the cost of books and materials, will be refunded. If notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all the monies paid to date within 10 days of cancellation

When written notice of cancellation is given to the managing employee of the school after five days of signing the enrollment agreement, but before the completion of the student's first day of attendance; the school will retain the application and registration fees, plus the cost of all books and materials received by the student. The cost of books, for purposes of refunds, is the cost of books charged to the student, not the cost of books to the school

If written notice of cancellation is given to the managing employee of the School after the completion of the student's first day of attendance the following schedule of tuition adjustments shall be followed to meet minimum standards for refunds according to the Illinois Department of Financial and Professional Regulations (IDFPR):

Percentage of Scheduled Course Completion to Total Course Length	Amount of Total Tuition Owed to the School
.01% - 4.9%	10%
5.0% - 9.9%	30%
10.0% - 14.9%	40%
15.0% - 24.9%	45%
25.0% - 49.9%	70%
50.0% AND OVER	100%

All refunds owed to student will be paid by the school within 30 days after written notice to the school of termination of their enrollment agreement. Any cost of tuition owed to the school must be paid to the school within 30 days after written notice to the school of termination of their enrollment agreement. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of the notification. Written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.

The above refund schedule applies to all terminations of this enrollment agreement for any reason, by either party, including student decision, course or program cancellation, or school closure.

Graduation Requirements

Students must successfully complete all units of study, complete the number of hours required by the Illinois Department of Financial and Professional Regulations pass the written and practical final with an 85% average or better, complete all required exit paperwork and exit interview, and be current on all financial obligations owed to the school. An official transcript is awarded upon successful completion of all graduation requirements.

Scholarship Information

Debutantes School of Cosmetology and Nail Technology, LLC encourages all interested students to visit beautyschools.org for available industry scholarships. Debutantes School of Cosmetology and Nail Technology, LLC does not currently offer Scholarships for new students entering into our Programs. Debutantes School of Cosmetology and Nail Technology, LLC does offer Scholarships for students that have successfully graduated from one of Programs and is interested in participating in an alternate Program offered at Debutantes School.

School's Course Completion/Annual Report Information 2017

Graduation/Completion %- **77%**

Placement %- **71%**

Licensure %- **84%**

Please visit www.debschool.com to view the remaining
Course Catalog Information

Financial Aid Policy

Debutantes School of Cosmetology and Nail Technology, LLC (Federal school code 042299) is an approved institution in disbursement of Title IV funds for our cosmetology program. A financial aid advisor is available to assist students in applying for financial aid to meet the costs of their training program. To be eligible for student aid, a student must meet certain requirements, he/she must:

- ☐ Be a US citizen or eligible non-citizen.
- ☐ Be registered with Selective Service (if required).
- ☐ Attend a college that participates in the following program: Federal Pell Grants, Federal Subsidized and Unsubsidized Stafford Loans.
- ☐ Be working towards a degree or certificate.
- ☐ Have completed high school or its equivalent.
- ☐ Be making satisfactory academic progress.
- ☐ Not owe a refund on a federal grant or be in default on a federal educational loan.
- ☐ Have "financial need" as determined by the US Department of Education.

It is very important that all students understand the policies and procedures of financial aid at Debutantes School. The administration of financial aid is extremely complex because of all the federal, state, and local agencies that provide and regulate these resources. As a consumer of educational services and programs, you should fully understand the financial assistance to which you are entitled as a student of Debutantes School. The forms you are asked to complete are absolutely necessary. All forms should be completed accurately and honestly. Information given is held in strict confidence. If you have questions or need any information not found in this publication, please call or visit the Financial Aid Office at Debutantes School, (815)758-4045.

Eligibility of Financial Aid

During the academic year in which you receive aid, your eligibility is governed by whether you are part-time or full-time. If you are not a full-time student, you will not be eligible for the maximum awards for financial aid. You must be enrolled "at least half-time" in order to be considered for any financial aid.

Types of Financial Aid

Debutantes School offers two basic categories of financial aid: grants and loans.

- ☐ Grants are awards based on financial need and do not require repayment.
- ☐ Loans are monetary awards that must be repaid after the student ceases to be enrolled at Debutantes School. There are three different loans offered: Direct Subsidized, Direct Unsubsidized, and Parent PLUS loans.

Student Rights and Responsibilities

You have a right to know:

- ❑ What Financial aid programs are available at Debutantes School.
- ❑ You have the right to privacy; all records and information submitted with your application for financial aid are confidential.
- ❑ The deadlines for submitting applications for the programs available.
- ❑ How your financial need was determined. This includes costs for tuition, housing, transportation, books & supplies, & misc. expenses.
- How Debutantes School's refund and repayment policies work.
- ❑ How the Financial Aid Office determines whether you are making satisfactory academic progress and what happens if you are not in compliance.

Student Responsibilities

- ❑ Complete all applications accurately and submit them on time to Debutantes School.
- ❑ Provide correct information. Reporting incorrect information on financial aid application forms is a violation of the law and may be considered a criminal offense, which could result in indictment under the US Criminal Code.
- ❑ Return all documentation, verification, and/or corrections requested by Debutantes School within the given time frame
- ❑ Be responsible for reading and understanding all forms that you sign and for record keeping of all financial aid correspondence.
- ❑ Make satisfactory academic progress in your program.
- ❑ Notify the Financial Aid & Business Offices of any change in name, address, or phone number.

Financial Aid Procedures Summary

1. File a FAFSA (Free Application for Federal Student Aid), each school year to determine eligibility.
2. Review the Student Aid Report and report any corrections to provide accurate information to the federal government.
3. Provide documentation as requested by the Financial Aid Officer. Without all required paperwork, NO awards will be processed.
4. Return a signed award letter accepting the financial aid awards.
5. Complete Entrance Counseling and a Master Promissory Note on www.StudentLoans.gov website.
6. Maintain satisfactory academic progress (at least a 75% GPA as defined by their program and 67% attendance).

After all the required paperwork is in the student file and satisfactory academic progress (SAP) is documented by the program coordinator, Pell and Loan disbursements will be ordered by the Financial Aid Officer. Once the Pell and Loan funds are deposited into the financial aid account it may take the bookkeeper 2-3 business days to update the student's financial payment plan. All financial aid, regardless of source, is applied to the student's account balance. A student's current academic charges must be paid in full before any money is refunded to the student.



HOW TO APPLY FOR FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) must be completed to receive financial aid. Complete the FAFSA utilizing the previous year's Income Tax Form for yourself, and/or your parents if you are a dependent student. After submitting a FAFSA, you will receive the Student Aid Report (SAR) and the school you chose on your FAFSA will receive an Institutional Student Information Record (ISIR) that will include your estimated family contribution (EFC). The EFC will determine the amount of Pell Grant award you will receive.

<http://www.studentloans.gov>

<http://www.fafsa.ed.gov>

PELL GRANT

The Pell grant is funded through the U.S. Department of Education and being a grant, does not need to be repaid. Eligibility is based on the family's financial situation. The Pell Grant maximum award amount is \$5,920 for a full-time student in the 2017-2018 award year.

Selective Service Registration

Any male student who should be registered with Selective Service and fails to register is ineligible for student assistance provided through programs established under Title IV of the Higher Education Act.

Dependent or Independent

The Reauthorization of the Higher Education Act requires implementation of a new definition of independent student. For 2017-2018, you are automatically considered an independent student if you:

- Are at least 24 years of age by 10/31 of the award year,
- Have legal dependents other than a spouse,
- Are an orphan or ward of the court,
- Are a married student,
- Are a veteran of the U.S. Armed Forces,
- Are active military (not training only),
- Are a graduate or professional student,
- Are an emancipated minor, or
- Are homeless or at risk of it.

Cost of Attendance

The cost of attendance (COA) is calculated by the amount of tuition, books & supplies, room & board, and miscellaneous expenses. The miscellaneous expenses include transportation, and personal costs that are determined by the financial aid office.

Expected Family Contributions

How are the expected family contributions (EFC) calculated? For a student who is dependent upon parents, these resources would include the parent's contribution and the student's contribution. For the independent student, the resources would include only the student's contribution, and spouse's, if any. The EFC is calculated by the federal government using a formula including income, number of dependents, and various other factors.

The Financial Aid Advisor will provide an award letter, including all financial aid a student is eligible for and will send this to the student to be signed, dated, and returned to the financial aid office. No financial aid award will be disbursed before the award letter is signed and returned to the Financial Aid Office.

Verification

In order to receive financial aid administered through Debutantes School, a student may be required to furnish documentation for verification of information provided on the financial aid application as required by the U.S. Department of Education. Any student unable to provide this information will not receive financial aid.

Students may be required to furnish items such as copies of non-taxable income, interest income, proof of assets, and veteran's benefits. These items may be needed to substantiate information reported on the FAFSA. Students must provide the Financial Aid Office with documentation for the verification request prior to completion of any financial aid award letter and the disbursement of any Title IV monies.

In some instances, the verification procedure discloses information that will change the award to be received by the applicant. At that time, the discrepancy will be discussed and the proper steps will be taken to correct the error(s). If applicable, the financial aid office may need to resubmit the FAFSA for corrections. The students must take the responsibility to insure the financial aid has all the appropriate information.

Required Verification Items

- ☐ Household size (number of persons in the household).
- ☐ Number enrolled in post-secondary education (number of household members attending a post-secondary institution at least half-time [12 clock hours per week]).
- ☐ Adjusted gross income for the base year or income earned from work if AGI has not been calculated.
- ☐ Certain untaxed income and benefits for the base year such as:
 - Social Security benefits, if certain conditions apply
 - Child Support, if certain conditions apply
 - Untaxed payments to IRA and/or Keogh plans
 - Foreign income exclusion
 - Interest on tax-free bonds

The Financial Aid Officer will determine what documentation is necessary for each of the required verification items. All items need to be submitted to the Financial Aid office by the end of the award year applied for (June 30th).

Diploma Mills

Debutantes School of Cosmetology and Nail Technology's offices may require an official copy of a student's high school diploma for proof of receipt and validity. If there is any question about whether the school is considered to be a diploma mill school, the diploma in question will be reviewed and then be determined whether the diploma meets requirements or not. The school will use a list of accredited state agencies in order to determine validity. If a diploma is deemed to be received from a diploma mill, it will not meet the requirements for financial assistance and the student will be required to complete and provide a copy of the GED prior to any financial assistance eligibility being awarded.

The Higher Education Opportunity Act defines a diploma mill as follows: (A) Offers, for a fee, degrees, diplomas, or certificates, that may be used to represent to the general public that the individual possessing such a degree, diploma, or certificate has completed a program of postsecondary education or training; and requires such individual to complete little or no education or coursework to obtain such degree, diploma, or certificate; and (B) Lacks accreditation by an accrediting agency or association that is recognized as an accrediting agency or association of institutions of higher education by a Federal agency, State government, or other organization or association that recognizes accrediting agencies or associations.

Loan Requirements

Entrance and Exit Counseling - Students receiving financial aid while enrolled as an adult on either a full or part-time basis must participate in an entrance counseling session and complete and sign all necessary documents before receiving disbursement(s). If a student decides to receive Direct Loans, they must complete a Master Promissory Note. The student must also complete an exit session prior to graduation or termination of enrollment. The website for these sessions is <http://www.studentloans.gov>, which can be logged into using your PIN.

Master Promissory Note – A MPN is the legal document used to link a borrower to one or more Direct Loans. By signing a MPN the borrower is agreeing to repay all loans made under that MPN. Debutantes School requests e-MPN's (electronic MPN) through the student loans website by selecting Debutantes School to be notified.

Types of Loans

Direct Subsidized Student Loan - Must be repaid. Loan limits vary according to enrollment status. The interest will not accrue during in-school period or during a 6-month grace period.

- ☐ Maximum - \$3,500 if enrolled full time for the academic year. *Amounts may vary and are subject to change

Direct Unsubsidized Student Loan - Must be repaid. Loan limits vary according to enrollment status. Interest will accrue during in-school period.

- ☐ Maximum - \$9,500 if enrolled full time for the academic year. *Amounts may vary and are subject to change

Both the Direct subsidized and unsubsidized loan begins repayment 6 months after graduation or withdrawal from a program. Interest rates currently have a fixed 3.76% rate. There is a simple Repayment Estimator Calculator on the Federal Student Aid website.

Parent Loans for Dependent Students (PLUS) - Parents of dependent undergraduate students may obtain guaranteed loans. The maximum amount of PLUS loan a student's parent may request is the total COA minus all of students' received financial assistance. Interest rates for a new borrower are variable with a 6.84% rate. Interested applicants should contact the Financial Aid Office for more details.

Reinstatement of Financial Aid Eligibility

If a student who has been denied payment of financial aid during a payment period brings his/her grades and/or attendance up to an acceptable level, financial aid will be reinstated. See the Financial Aid Officer for more information.

Professional Judgment Statute

On the basis of adequate documentation, the Financial Aid Office has the right to make adjustments on a case-by-case basis to the cost of attendance or the values of the data items required to calculate the expected student or parent contribution (or both) to allow for treatment of an individual eligible applicant with special circumstances. Exercising a professional judgment is at the discretion of the school, Debutantes School will only exercise the practice of Professional Judgment on a case-by-case basis once requested by the student or parent. A request for a Professional Judgment must be submitted in writing to the school by the student/parent before any actions can be taken. For a Professional Judgment to be processed, the school may request several documents to base its' decision by. Once all the proper documents have been received by the school, the Financial Aid Office will make the decision to execute or deny the right to use the Judgment with the help of the Main Office and Managing Director. A Professional Judgment must be reapplied for with every new award year, a "cross-over" cannot happen.

Professional Judgment may affect the following:

- ☐ Cost of Attendance adjustments,
- ☐ Adjusting data elements of the EFC calculations, NOT the actual EFC formula, or
- ☐ Dependency overrides from Dependent to Independent status.

What Professional Judgment cannot do:

- ☐ Affect multiple Students,
- ☐ Change the actual EFC,
- ☐ Waive student eligibility requirements,
- ☐ Dependency overrides from Independent to Dependent status,
- ☐ Make a student Independent based on self-sufficiency, or
- ☐ Circumvent the regulations or the law.

Transfer students must apply for a Professional Judgment with Debutantes School, the judgement decision from the student's previous school will not be accepted.

Over awards

An over award occurs when the Title IV aid the student has been awarded exceeds either need or COA. In the case where award amount is in excess, the amount of Unsubsidized Title IV aid the student has been awarded can be used to replace the EFC and thereby eliminate the overaward.

Return to Title IV

The basic concept underlying the Return of Title IV Funds (R2T4) regulations is that FSA funds paid to a student, or to his or her account at the school, are either "earned" or "unearned" based on the percentage of a student's completion of a scheduled payment period or period of enrollment.

When a student withdraws, or stops attending during a payment period, Debutantes School of Cosmetology and Nail Technology, LLC will determine if any FSA funds disbursed during the payment period were unearned. Unearned FSA funds will be repaid based on the result of R2T4 calculations that Debutantes School of Cosmetology and Nail Technology, LLC makes. A student is considered to have withdrawn from a payment period or period of enrollment if the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

The date of withdrawal is used in a return of funds calculation of a student's federal financial aid. Students may officially drop classes by contacting the Managing Director or Office Manager. The student's last day of recorded attendance will be the student's withdrawal date. The unexplained absence of a student from school for more than 14 consecutive calendar days will constitute constructive notice of cancellation to the school and will be determined to have unofficially withdrawn from Debutantes School, the student's last day of recorded attendance will be the student's withdrawal date. The calculation will be completed using the student's hours scheduled to be completed between first day of pay period and the last day of attendance, not including excused leave of absence.

These requirements do not apply to a student who does not actually cease attendance at Debutantes School. The Return of Title IV Funds Policy does not dictate Debutantes School's Student Refund Policy. Debutantes School is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Debutantes School will still determine whether the student is eligible for a Post-withdrawal disbursement. Debutantes School's Student Refund Policy will not affect the amount of Title IV Aid the student has earned under the Return calculation. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds will be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received. If a student withdraws, school charges that were previously paid by FSA funds might become a debit that the student will be responsible for paying.

If a student never actually begins attendance for the payment period or period of enrollment, this policy does not apply. If a student begins attendance, but was not and could not have been disbursed Title IV grant or loan funds prior to withdrawal, the student is not considered to have been a Title IV recipient and this policy does not apply.

Once a student has been determined to be a withdrawal Debutantes School will, within 30 days, (1) Perform a R2T4 calculation (2) Notify student of grant overpayment (3) Notify student of eligibility for a post-withdrawal disbursement. Debutantes School will return Title IV funds within 45 days. In accordance with federal regulations, unearned aid will be returned to the federal programs in the following order: (1) Federal Direct Loans: Unsubsidized, then Subsidized, (2) Federal Direct Parent Loans, (3) Federal Pell Grant.

The R2T4 calculations may result in the student's and parent's being responsible for directly returning additional loan amounts to the US Department of Education. Your loan grace period begins on the student's withdrawal date from the school. If the student does not re-enroll within 6 months of their withdrawal date the loans will enter repayment. The student should contact the loan servicer or the US Department of Education to make repayment arrangements. The Master Promissory Note signed by the borrower outlines repayment obligations. The student should contact the servicer or the US Department of Education with any questions. Students who owe the US Department of Education for an overpayment of Title IV funds are not eligible for any additional federal financial aid until the overpayment is paid in full or payment arrangements are made with the US Department of Education.

School Policies/Student Handbook

Attendance- If you are going to be absent or late you must call the school prior to your scheduled class time at 815-758-4045. If there is no answer you must leave a message. If a student does not contact the school regarding their tardiness prior to their scheduled class time, they will not be permitted to attend class until their next scheduled school day. It is considered absolutely unacceptable to email and/or text tardiness or absences. The student must personally call in to the school.

For proper class and clinic scheduling, failure to contact the school when absent may result in a 1-day suspension from school. It is mandatory that students contact the school by the end of their scheduled school day in order to return to class on their next scheduled day.

The unexplained absence of a student from school for more than 14 consecutive calendar days will constitute constructive notice of cancellation to the school.

Late Policy- A student will be considered late if they are not clocked in and set-up in their classroom by the scheduled start time of their class. Students receive one late pass for each month (to be tracked at the Front Desk) of planned classes that can be used to enter class up to 30 minutes late.

Students arriving more than 5 minutes past their scheduled start time will not be allowed to enter class for the day if they have used their late pass for the month. Please note that if you are going to be late you must call the school prior to your scheduled class time at 815-758-4045. If there is no answer you must leave a message. If a student does not contact the school regarding their tardiness prior to their scheduled class time, they will not be permitted to attend class until their next scheduled school day. Please note; students consistently arriving late will lose the 5-minute privilege.

Debutantes School reserves the right to refuse entrance into theory class and hands-on work for students not arriving to their classroom scheduled start time. During School Boards training and testing, students may not enter class after the class' scheduled start time.

Early Departure Policy- A student will be considered as leaving early if they are not clocked in and in their classroom at the end of their scheduled departure time from class. Students will receive one early departure pass for each month (to be tracked at the Front Desk) of planned classes that can be used to depart from school prior to a student's scheduled departure time. If a student must leave their scheduled class early and has already used their early departure pass, the student may not be allowed to attend their next scheduled day of class. Consideration for emergencies will be at the discretion of School Management or Instructional Staff. If a student leaves school for the day without notifying School Management or Instructional Staff, a 2-day attendance penalty will automatically be assessed.

Doctor's Note Policy- A valid doctor's note may be used at the discretion of School Management or Instructional Staff for a student to enter class past a student's scheduled start time or to leave school prior to a student's scheduled departure time without incurring an attendance penalty.

Approved Absence Policy- In the event of a planned absence, a student must complete the required attendance paperwork 2 weeks prior to the absence. It is important that absences remain limited as absences will affect a student's graduation date. If a student is requesting off for a half-day, full day or several days, they must fill out the Absence/Time-Off Request Form located at the Front Desk. There will not be an attendance penalty for students that complete the required paperwork and are approved for the scheduled absence. All missed time with the exception of a Leave of Absence is counted towards missed time regardless of whether or not it is an approved absence and must be made up prior to the successful completion of the student's program. Class schedules are determined based on Instructor availability and Approved Absences will not be considered when determining class schedules, assignments, and testing. A student will receive no more than 4 approved absences on Saturdays throughout the entirety of their program.

Mandatory Days: If a student has an un-approved absence on a scheduled Saturday, the student will not be permitted to attend their scheduled class on Wednesday or Thursday (depending on class schedule and theory). Students will not be allowed to make-up hours outside of their scheduled school day on these days. In addition, Debutantes School reserves the right to post additional mandatory days that may carry penalties if the student is not in attendance. If a student is still in Level 1 training or is required to be in Level 2 theory training for the entirety of the week following the missed Saturday, an alternate attendance penalty day will be assigned by School Management or Instructional Staff. A student must be clocked-in for a minimum of three hours on a mandatory day in order to be considered as in attendance for the mandatory day.

Make-up Time/Days: All missed attendance days and clock hours will be added to the back end of a student's class schedule. As mandated by the Illinois Department of Financial and Professional Regulations all Cosmetology students must complete a minimum of 1500 clock-hours in order to successfully complete the Cosmetology Program, all Esthetics students must complete a minimum of 750 clock-hours in order to successfully complete the Esthetics Program, and all Nail Technology students must complete a minimum of 350 clock-hours in order to successfully complete the Nail Technology Program.

Approved students will be allowed to make-up missed clock hours by signing up using the appropriate forms at the front desk. A student must adhere to all of the rules on the sign-up sheet for the week that they are signing up for. Students will only be allowed to sign up for additional hours if they have accrued missed time. A student may not exceed 42 total clock hours in any attendance week. If a student misses or does not complete hours that they have signed up for, they will not be allowed to sign up for additional hours until the following week. If a student fails to adhere to Debutantes School's make-up time policies, they will lose the privilege to sign-up for additional hours.

Time Clock- Time is recorded by a computerized time clock. It is the student's responsibility to use the time clock correctly. Failure to do so will result in a loss of time. According to state law, no student, teacher or any other person shall clock the time of another student. If a student forgets to clock in or out, a loss of time will occur. Staff members, other students or other person(s) cannot verify a student's attendance. Students must be involved in curriculum related activities at all times when clocked in. Any deliberate misuse of the time clock may result in termination of the program.

Course/Class Completion Attendance Requirements: A student must complete a minimum of 50% attendance for every chapter to qualify to take the chapter test. If a student fails to attend 50% of the class, they must repeat the chapter when it is offered again. This could affect a student's graduation date. **A student does not receive duplicate hours for repeating a chapter** Example: If a student is in attendance for 10 out of 28 hours of a chapter they must repeat all 28 hours. They will not receive clock hours for the 10 that they were in attendance for when making up that time. There are some chapters that require a higher % rate of attendance in order to qualify for the Chapter Test. Examples of these class are; Level 1 and Level 2 Nails, Level 1 and Level 2 Skin, and School Boards 1 and School Boards 2. Students will be made aware of the required % rate of attendance prior to the start of the scheduled class.

During a student's Level One (pre-Clinic Floor) training it is highly recommended that students not miss more than 5% of their scheduled classes.

Course/Class Completion Classroom Requirements- Class schedules are determined based on Instructor availability and all required classes will be offered to students during their contracted scheduled times and prior to their contracted completion date. A student will receive a grade for all chapters once they have been scheduled to complete them. Failure to complete the chapter will result in a 0% on a student's grade and SAP report until the chapter is completed. If a student misses or does not complete a required chapter they must take the chapter when it is offered again. This may effect a student's graduation date as class schedules will not be determined based on a student's need to retake a Chapter.

A student must complete and successfully pass the Level 1 sections of a chapter before being allowed to participate in the chapter's Level 2 training.

A student will not be allowed to participate in School Board training without the completion of 70% of a program's clock hours and 90% of the total program curriculum.

Breaks- It is the student's responsibility to make sure a thirty minute off the clock lunch is taken any day they are in attendance for 6 or more hours. The teacher will decide when the appropriate times for breaks are. School Management or Instructional Staff may schedule a student's break based on Clinic Floor demands, however, a student may not schedule their own break time. Ten minute breaks are awarded based on total scheduled hours. Refer to the current posted break sheets to determine how many 10 minute breaks are awarded per scheduled day. Students must correctly sign in and out for all breaks. Breaks begin once a student is no longer involved in curriculum related activities. Extending a break past its allowed time frame will result in a loss of time as well as disciplinary action. Taking more breaks than allowed will result in disciplinary action. If a student is determined to be on a break and has not followed the proper policies regarding signing out, disciplinary action will occur. Failure to adhere to break policies may result in attendance penalties.

Make-Up Tests- Failure to take a test on or prior to the original test date scheduled by a student's Instructor will result in a 10% grade reduction. All chapter tests and rubric testing must be passed with a 75% or better. Chapter tests and rubric tests under 75% must be retaken. All comprehensive tests and rubrics must be passed with an 85% or better. A test may be taken up to three times. A missed test or failed test must be made up within 3 scheduled school days of the original testing date. A student must turn in any assignments due for the chapter prior to being allowed to take a written test. After each failed test attempt, an

assignment will be given in order to help prepare a student for their next testing attempt. All make-up testing must be completed within 1 week of the original test date. Re-take tests must be taken off the clock. Failure to successfully pass a test within 3 attempts or within the 1 week scheduled timeframe will result in a student needing to retake the chapter when it is offered again. This will effect a student's graduation date as class schedules will not be determined based on the need

Student Services- All currently enrolled students will receive special student pricing for the services offered in their program of study. A currently enrolled student will receive 50% off the brochure pricing of most other services offered in other programs. In order to be considered currently enrolled, a student must be scheduled to complete hours in the week that the service is being received.

Student services are not allowed to be scheduled. All student services must be considered as walk-in appointments. Debutantes School will accommodate all other guest needs prior to allowing a student service to begin or if a student service goes beyond the scheduled time allowed. Student services are not allowed on Saturdays.

A currently enrolled student is not allowed to receive a student service during their scheduled class time unless on the "Privileged List". In order to qualify for the list, a student must have perfect attendance for the current week as well as the week prior. Approved absences are counted against this attendance requirement. A student will be taken off the list for the current week as well as the next scheduled week if they fail to properly complete their assigned sanitation. A student may also be taken off the list for consistently failing to meet sign-off requirements.

A student must follow all school policies and procedures while receiving a student service. This includes but is not limited to; no eating or drinking on the clinic floor, professionalism, and cell phone usage.

A student receiving a student service must have their service ticket slip with them at all times with all of the approved signatures. If a student is determined to be receiving an unapproved student service, they will be asked to stop the service immediately and will not be allowed to receive a student service for one month.

Dress Code

In order to remain in class for the day, each student will be required to follow the Debutantes School of Cosmetology and Nail Technology, LLC dress code. Each student must be in proper dress code prior to clocking in for the day. School approved uniforms must be worn at all times. Students are expected to maintain a high standard of cleanliness and personal hygiene. At Debutantes School of Cosmetology and Nail Technology we are training our students to be Salon Professionals, therefore, it is important to look Professional at all times. Debutantes School may elect to have "Themed" Dress Code days in which rules will be posted throughout the school. Students enrolled into the Esthetics Program may wear solid colored "Scrubs" in place of the below dress code

Shirts/Tops- Students will be provided with three (Cosmetology Full-Time), two (Cosmetology Part-Time) two (Nail Technology), zero (Esthetics) Debutantes School issued shirts in their kit. These shirts are to be kept clean and professional looking at all times. They may not be faded, ripped, or bleached. Students can purchase additional shirts from Debutantes School at a cost of \$15/shirt. Student must always be wearing a Debutantes School issued shirt during their Level 1 (pre-Clinic) training. A student may wear a solid colored

long sleeve shirt or camisole underneath, with no writing. Midriff, bust, and rear midriff must be covered at all times. A student may not wear anything over their Debutantes School shirt.

After a student graduates to the Clinic Floor they may choose to dress Business Professional or continue to wear the above-mentioned dress code. Business Professional shirts/tops must be solid in color and cannot have any writing. T-Shirts (unless Debutantes School issued) and Sweatshirts will not be allowed. Business Professional means that they may not be faded, ripped, or bleached. Midriff, bust, and rear midriff must be covered at all times including times that you may bend over to pick something up or while performing a pedicure. Underarms must be fully covered at all times.

Pants/Leggings- Students must always wear professional solid colored pants (including stitching). Pin- striped pants will be allowed but no other patters or designs are acceptable. Professional means that pants must be made of a dress slack material, fit appropriately, and have a sophisticated appearance. They may not be faded, ripped, frayed, or have missing buttons.

The following types of pants are absolutely **NOT** allowed; Jeans/Denim, Yoga Pants and Sweatpants

Leggings can only be worn if a student's rear end is completely covered including times when bending down. Leggings that have colored stitching or pockets may not be worn.

Dresses/Skirts/Shorts/Skorts- Skirts, Skorts, or shorts must be solid in color (including stitching) and no shorter than 2 inches above the knee as an appropriate professional length. All other parts on Debutantes School dress code must be followed when wearing a dress.



2 Inches

Cover Ups- Every student kit will include a cover-up that must be worn at all times while using chemicals. The cover up must be kept clean and tied. If an additional cover up is needed, students may purchase them from the school. Cover-Ups must be solid black in color and have no designs. Occasionally pattered cover- ups may be awarded as prizes in which case the cover-up may be worn. Cover ups are required during chemical services for the student's protection against hazards. Students must wear them during all Esthetics services and during every pedicure service.

Shoes- Solid colored (including shoelaces) shoes only, no designs or stripes. If shoes have shoelaces, they must be tightly tied at all times. No open toes or open heel shoes permitted. All shoes must have rubber soles with slip resistance for the student's safety. Absolutely no heel larger than one inch will be permitted.



1 Inch

Hair- A student's hair must be clean, dry, and neat prior to clocking in for the day. Hair care is to be done before arriving at school. Debutantes School's styling products are not to be used on your own hair unless receiving a service. Ponytails will be allowed if they appear styled and finished. No hats or bandanas will be permitted in the classrooms or on the clinic floor.

Make-up- Make-up application is to be done before arriving to school.

Note

Each instructor will have the discretion to deem what is appropriate dress code for their classroom. Any student not in proper dress code will be dismissed for the day. Touch-ups of hair and make-up must be done in the restroom during breaks or lunch.

Cell Phone Policy- In order to minimize distractions, academic dishonesty, and a negative educational experience the following cell-phone usage policy will be strictly enforced. Cell phone use is prohibited during class instruction (anytime student is clocked in and not signed out for a break). Use is defined as; using any cell phone function or feature not just the sending or receiving of calls. Students are not allowed to use their cell-phones anywhere in the facility unless in the break room during a break and only if you are not being disruptive to the other students in the break room. Students may **NOT** use the restroom to use their phones. Cell phones must be on silent or turned off and kept out of sight. Students are **NOT** allowed to be on their cell phones while walking through the school even if clocked out. Students who choose to use or have the cell phone in sight will be referred for insubordination and the following disciplinary action will occur:

- **First offense:** Cell phone will be confiscated by Debutantes School staff at the time of incident. Students may pick up the cell phone at the end of the day.
- **Second offense:** School Suspension for remainder of the day.
- **Third offence:** Three days of School suspension
- Further offenses will result in further suspensions

Any inappropriate use of cell phones including but not limited to, inappropriate photographs, text messaging, and recording/videotaping will result in confiscation of the phone.

Students bring these devices to school at their own risk. Debutantes School and Staff are **NOT** responsible for any damage, missing, or stolen cell phones. If a student has a cell phone and it is damaged or stolen, the school will not utilize administrative time to investigate the incident nor will we take any financial responsibility for cell phones or cell phone charges.

Lockers- Debutantes School of Cosmetology and Nail Technology will provide each student with locker space to be used while they are enrolled in school. Locks will not be supplied by Debutantes School and Debutantes School is not responsible for anything placed inside a student's locker. Lockers may be randomly searched by the school. Lockers must be emptied and cleaned out prior to Debutantes School's scheduled spring, summer, fall, and winter Breaks. Locks may be cut during these breaks to ensure proper cleanliness and sanitation.

Personal Belongings- A student's personal belongings should be locked up at all times. Student kits should be locked and stored when not in use. Debutantes School is not responsible for lost or stolen personal belongings including kit supplies. A student's personal property will be determined to be abandoned and will become the property of Debutantes School after 30 days of a student's last day of attendance.

Satisfactory Academic Progress

At Debutantes Cosmetology and Nail Technology, LLC we consistently apply this Satisfactory Academic Progress Policy to all students enrolled at our school. It is printed in this Course Information Catalog in order to ensure that students receive a copy prior to the first day of class. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods- Students will be evaluated on Satisfactory Academic Progress as follows;

- ☐ Cosmetology: 450, 900, 1200 clocked (actual) hours
- ☐ Esthetics: 300, 600 clocked (actual) hours
- ☐ Nail Technology: 125, 250 clocked (actual) hours
- ☐ Cosmetology Instructor: 200, 400 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

Attendance Progress Evaluations- Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule received at enrollment, in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. All evaluation periods are used towards the determination of maximum time frame allowed whether or not Title IV aid is used during the evaluation period.

Maximum Time Frame- The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full-Time, 36 hrs./wk.)- 1500 hours	63 Weeks	2250
Cosmetology (Part-Time, 28.5 hrs./wk.)- 1500 hours	79 Weeks	2250
Cosmetology (Part-Time, 15.5 hrs./wk.)- 1500 hours	145 Weeks	2250
Esthetics (Part-Time, 25 hrs./wk.)- 750 hours	45 Weeks	1125
Cosmetology Instructor (Full-Time, 32 hrs./wk.)- 500 hours	24 Weeks	750
Instructor Training (Part-Time, 16 hrs./wk.)- 500 hours	47 Weeks	750
Nail Technology (Part-Time, 25 hrs./wk.)- 350 hours	21 Weeks	525

A student that reached maximum time frame allowed will be allowed to continue their education in unsatisfactory progress until they meet graduation requirements. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

Academic Progress Evaluations- The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when considered satisfactory by the Instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skill evaluations are given after each unit of study if applicable. Practical skills are evaluated according to text procedures and set forth in practical skill evaluation criteria (rubrics) adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam with an 85% average or better prior to graduating. Students must make up failed or missed tests and incomplete assignments/work prior to graduating. Numerical grades are considered according to the following scale:

95%-100%	A	Excellent	75%-81%	D	Satisfactory
89%-94%	B	Above Average	74% or below	F	Unsatisfactory
82%-88%	C	Average			

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

Warning- Students who are below the minimum requirements for attendance or academic progress at their evaluation period will be placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, students will be deemed ineligible to receive Title IV funds unless he/she is placed on probation after a successful appeal.

Probation- Students who are below the minimum requirements for attendance or academic progress at their evaluation period after the warning period will be deemed ineligible to receive Title IV funds unless he/she is placed on probation after a successful appeal. If a student prevails upon appeal they are considered to be making satisfactory progress while during the first probationary period. Only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

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

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

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

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

Transfer Hours- With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Graduation Requirements- Students must successfully complete all units of study, complete the number of hours required by the Illinois Department of Financial and Professional Regulations pass the written and practical final with an 85% average or better, complete all required exit paperwork and exit interview, and be current on all financial obligations owed to the school. An official transcript is awarded upon successful completion of all graduation requirements.

Smoking- Students must follow all city ordinances related to Smoking. In Illinois, this includes not being able to smoke within 15 feet of all entrances and exits. Smoking will only be allowed on approved breaks. A break is not approved unless a student is properly signed out. Students must wash their hands prior to working on a client. Students participating in the vocational program are not allowed to smoke per their vocational center policy.

Professionalism- When dealing with other students, guests, visitors to the school and staff of the school, show respect, courtesy, and be professional. Discuss only ethical and professional subject matter while on the school's grounds. A conversation that may make those around you uncomfortable will be considered unprofessional. Chew gum, eat, or drink in the break room only. Refrain from using profanity, obscene gestures, fighting or yelling in or around school premises. Failure to remain professional on school grounds will lead to disciplinary action up to and including dismissal from the school.

State Regulations- Students are expected to follow all state laws and regulations at all times during school. State Regulations forbid a student to practice cosmetology/esthetics/nail technology without a license or under the direct supervision of a licensed instructor. Violators will be reported to the Illinois State Department of Financial and Professional Regulations.

Sanitation- Training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work areas. All students are assigned duties on a rotating basis. The Illinois Department of Financial and Professional Regulation require all students follow sanitation rules and regulations. All sanitation duties must be completed and checked before the Instructor will dismiss students for the day. All students must have a minimum of one-half hour sanitation completed daily. Sanitation may be assigned at any point during a student's attendance day. Failure to complete sanitation will result in an additional sanitation assignment on your next scheduled school day.

Tests- All assignments must be turned in prior to qualifying to take a Chapter Test. Students that do not take a test on the scheduled testing day will receive a 0% until the test is made up. Each time that a test is failed, the student will be required to complete an additional assignment on the subject matter in order to prepare them for their next test. If the student does not pass on the third time they must repeat the chapter when it is offered again.

Employment Assistance- The school does not guarantee employment for any student. Current job listings will be made available for all graduating students. The school will seek job listing to post for its students.

Harassment- We want our employees to work in and students to attend classes in an environment that is free from intimidation or harassment. Harassment of employees and/or students by any employee, manager, student, and client or outside vendor is prohibited and may result in disciplinary action up to and including termination from the school. Harassment is defined as behavior, which is offensive to an individual or group, including unwelcome sexual advances, uninvited suggestive remarks, verbal, written or graphic communication that is sexist, racist, contains religious slurs, or ethnic jokes, etc. If you observe this type of behavior, you should immediately address the issue by advising the individual that it is unwelcome, unwanted and inappropriate. If the behavior does not cease, report it to your Instructor or a Debutantes School Owner immediately.

Sexual Harassment Policy- The courts have determined that sexual harassment is a form of discrimination under title VII of the U.S. Civil Rights Act of 1964, as amended in 1991

Policy Statement- It is the responsibility of each individual employee and program participant to refrain from sexual harassment, and it is the right of each individual employee and program participant to work in an environment free from sexual harassment

Definition of Sexual Harassment- According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- 1.) Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment
- 2.) Submissions to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- 3.) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other conduct commonly considered to be sexual harassment includes:

- Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy—or gender—specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls,” “smacking” or “kissing” noises.
- ☒ Visual: Posters, signs, pin-ups or slogans of a sexual nature.
- ☒ Physical: Touching, unwelcoming hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtler and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a “reasonable woman” or a “reasonable man, depending on the gender of the alleged victim.

An example of the subtlest form of sexual harassment is the use of endearments. The use of terms such as “honey,” “darling,” and “sweetheart,” is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

“That’s an attractive dress you have on”

“That’s an attractive dress. It really looks good on you.”

“That’s an attractive dress. You really fill it out well.”

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct about reproach, or to err on the side of caution.

Responsibility of Individual Employees or Program Participants:

- ☐ Each individual employee or program participant has the responsibility to refrain from sexual harassment in the workplace.
- ☐ An individual or program participant who sexually harasses a program participant or fellow program participant is, of course, liable for his or her individual conduct.
- ☐ The harassing employee or program participant will be subject to disciplinary action up to and including discharge or dismissal from the program in accordance with program policy

Responsibility of Supervisory Personnel:

- ☐ Each supervisor is responsible for maintaining the workplace and program environment free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee and program participant misconduct
- ☐ The courts have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee or program participant but does business with an organization, such as a contractor, student, client, or speaker).
- Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the coordinator or director acting as an agent of the organization or program. As such, the coordinator/director must act quickly and responsibly not only to minimize their own liability but also that of the agency or program.
- ☐ Specifically, a coordinator or director must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee or program participant tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, the director must ensure that no retaliation will result against an employee or program participant making a sexual harassment complaint.

Procedures for Filing a Complaint:

- ☐ An employee or program participant who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor or program coordinator, and offending employee. It is not necessary for sexual harassment to be directed at the person making the complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, emails, and telephone messages.

No one making a complaint will be retaliated against even if a complaint made in good faith cannot be substantiated. In addition, any witness will be protected from retaliation.

The process of making a complaint about sexual harassment falls into several stages.

- ☐ Direct communication: If there is sexually harassing behavior in the workplace or program environment, the harassed employee or program participant should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- ☐ Formal Written Complaint: An employee or program participant may also report incidents of sexual harassment directly to the Managing Director. The Managing Director will counsel the reporting employee or program participant and be available to assist with filing a formal complaint. The Managing Director will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.
- ☐ Resolution Outside Managing Director: It is hoped that most sexual harassment complaints and incidents can be resolved within Debutantes School of Cosmetology and Nail Technology, LLC. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days, complaint with the EEOC must be filed within 300 days

An employee or program participant who is suddenly transferred to a lower paying job or passed over for promotion, after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation

An employee or program participant who has been physically harassed or threatened while on the job or while participating in the program may also have grounds for criminal charges of assault and battery.

False and Frivolous Complaints

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

Statement of Non-Discrimination- Debutantes School of Cosmetology and Nail Technology, LLC in its admission, instruction, graduation and employment policies, will not and does not discriminate to any person based on age, race, color, sex, ethnic origin, religion, financial status, or disability.

Equal Opportunity Assurance Statement- It is the policy of Debutantes School of Cosmetology and Nail Technology, LLC to comply with Section 188 of the Workforce Investment Act (WIA) of 1998, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States;

Debutantes School of Cosmetology and Nail Technology, LLC, complies with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the bases of race, color and national origin;

Debutantes School of Cosmetology and Nail Technology, LLC, complies with the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

Debutantes School of Cosmetology and Nail Technology, LLC, complies with Section 188 of the WIA also provides that persons with disabilities must be provided with reasonable accommodations and modifications for their disabilities. The section also requires that individuals with disabilities be given services alongside (not segregated from) people without disabilities, unless the program or activity providing services performs an individualized assessment of a particular individual with a disability and concluded that the individual needs special, segregated services.

Campus Security- Notify the Employee in charge immediately and contact the local police authorities if you witness a crime in process or are a victim of crime. If the crime occurs and no-one can be found, notify the police immediately and report the situation to Debutantes School employee as soon as possible.

- ☐ Be aware of your surroundings when walking to and from Debutantes School.
- ☐ Always lock your car. Do not leave valuables, packages or cash visible in your car.
- ☐ Do not leave books or personal property unattended in the classroom, clinic or student break room.
- ☐ Debutantes School of Cosmetology and Nail Technology is not responsible for lost or stolen property. Students are advised to mark their supplies.
- ☐ Debutantes School of Cosmetology and Nail Technology will do its best to provide sufficient parking options, however we make no promise of availability of such parking.

Transfer Students- Debutantes School may credit transferable hours. If a transfer student desires to have transfer hours counted, they must go through a formal skill evaluation (practical and written) to determine their skill level. Skill evaluations are scheduled in accordance to educator availability. Please call in advance for an appointment and to ensure that the proper paperwork is completed prior to the skill evaluation. Transfer hours may not be entirely credited if the skill level does not meet our requirements; if the student scores below 80% on the written test; or if we feel the student may need additional classroom time. Transfer students must provide transcripts with their grades and hours at the time of the skill evaluation. Tuition for transfer students will be calculated per hour based on number of hours needed to complete the program. Class/lab fees will be prorated based on the number of hours needed. If a kit is required, the student must pay for it on the first day of school. If only a partial kit is necessary, it can be purchased separately. Debutantes School of Cosmetology & Nail Technology does not recruit students already attending or admitted to another school offering a similar program of study. Transfer students must meet all other Admission Requirements stated above.

Academic Honesty- Students are responsible for conducting themselves with honesty and integrity. "Academic Dishonesty" includes but is not limited to; copying from another student, bringing in or using materials during a test that are not allowed, collaborating with another student during a test, stealing and distributing a portion or entire test, misrepresenting someone else's work as your own, and falsifying hours. Any and all incidences of Academic Dishonesty will result in an assigned grade of "F". Based on the severity of the incident, additional disciplinary steps may include suspension or dismissal.

Additional Policies- A Student in direct violation of an Instructor's direction may be suspended from Debutantes School of Cosmetology and Nail Technology, LLC.

- a.) No eating or drinking is permitted on the Clinic Floor or during classes.
- b.) Any student found to be involved in stealing from another student or from the school will be dismissed immediately. Debutantes School of Cosmetology and Nail Technology is not responsible for a student's belongings and we recommend that all personal belongings be labeled or safely secured.
- c.) Any student found guilty of purposely destroying school property will be dismissed immediately.
- d.) Any student found guilty of threatening harm to the school, an employee of the school, a student of the school, or a client of the school may be dismissed immediately.
- e.) The school reserves the right to modify all policies and add policies whenever deemed necessary. All changes will be posted 14 days prior to their enforcement

Access to Student Records- Debutantes School of Cosmetology & Nail Technology guarantees students the right to view their records. Student records may be viewed by appointment only and under the supervision of an instructor or administrative staff member. In compliance with the Family Educational Rights and Privacy Act, information pertaining to a student's record will be released only upon the written instructions and/or written permission of the student, with the exception of internal reviews including but not limited to student records audit, compliance reviews, accreditation process or financial audit. Access to any and all student records is provided to and permitted as required for an accreditation process, initiated by Debutantes School of Cosmetology & Nail Technology or by the National Accrediting Commission of Career Arts and Science, or in response to a directive of the Commission.

No portion of a file may be removed or reproduced without the permission of a school owner or administrator. Student records are the property of Debutantes School of Cosmetology & Nail Technology and, therefore, reviewing and/or removing any documentation from a student file without permission may result in immediate termination of enrollment. Educational records are maintained for seven years or more after graduation, termination, or withdrawal from the program.

FERPA Responsibilities and Student Rights-

Debutantes School is required to—

- ✓ Annually notify students to their rights under FERPA;
- ✓ Include in that notification the procedure of exercising their rights to inspect and review education records; and
- ✓ Maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student has the right to—

- ✓ Inspect and review any education records pertaining to the student;
- ✓ Request an amendment to his/her records; and
- ✓ Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Complaints against the School- Complaints against this school may be registered with the Illinois Department of Financial and Professional Regulations or NACCAS. Direct written complaints to:

Chicago Office: Complaint Intake Unit, Department of Professional Regulations. Division of Professional Regulation, James R. Thompson Center, 100 W. Randolph Suite 9-300, Chicago, IL 60601

Complaints may also be submitted on the Department's website at www.idfpr.com or by calling Complaint intake at 312/814-6910

National Accrediting Commission of Career Arts & Sciences. Direct complaints to:

Written: NACCAS, 4401 Ford Avenue, Suite 1300, Alexandria, Virginia 22302

Telephone: 703-600-7600

Other Key Information

Housing- Debutantes School of Cosmetology and Nail Technology does not offer housing or assistance in obtaining housing.

Child Care- Debutantes School of Cosmetology and Nail Technology does not operate childcare service. It is the student's responsibility to seek a reliable childcare facility.

Counseling Services- Debutantes School of Cosmetology and Nail Technology does not offer professional counseling services. The Managing Director can provide resources for Academic Counseling and reference numbers for professional counseling services. Reference numbers are also provided on the student bulletin area.

Public Transportation/Parking- Debutantes School will not provide any form of transportation to or from our facility. Students are only allowed to park in a designated public 12-hour lot when in attendance at Debutantes School.

Internal Grievance Policy- Debutantes School of Cosmetology and Nail Technology appreciates the opportunity to make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution. The following outlines the specific steps of the complaint process.

1. The student must register the complaint, in writing, on the designated form provided by Debutantes School; within 30 days of the date that the incident occurred which is the subject of the grievance.
2. The complaint form must be turned in to the school's Managing Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Management shall consider the report and either accept, reject, or modify the recommendations of the committee.

Students should exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Disciplinary Action- If Debutantes School of Cosmetology and Nail Technology needs to take disciplinary action against a student a form will be provided.

Drug-Free Schools/Drug-Free Workplace Annual Disclosure

Debutantes School of Cosmetology and Nail Technology is a drug-free environment and it is our policy to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 as amended. The use of, discussion of, manufacturing of and/or distribution of controlled substances, including illegal drugs or alcohol on campus property has potential adverse impact on the school, its students and employees, clients, quality of education and the community and will not be tolerated. Any unlawful use, possession, discussion of or distribution of a controlled substance or alcohol on the school premises or reporting for class under the influence of drugs or alcoholic beverages is prohibited and may result in disciplinary action up to and including immediate termination from the school.

Drug and Alcohol Programs:

Ben Gordon Center
12 Health Services Drive
DeKalb, IL 60115
(815) 756-4875
<https://secure.bengordoncenter.org/>

Discovery House
220 College Avenue
DeKalb, IL 60115
(815) 756-5277
<http://www.discoveryhouse.com/>

Additional helpful information and resources may be found by contacting the following organizations:

National Council on Alcoholism and Drug Dependence
1-800-NCA-CALL (1-800-622-2255)
<http://www.ncadd.org>
U.S. Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
1-800-662-HELP (1-800-662-4357)
<http://dasis3.samhsa.gov/>

Internal Grievance Form

Name: _____ Address: _____

Enrollment Date: _____ Telephone: _____

Please provide a one or two sentence description of your complaint.

Please describe the nature of your complaint in full detail indication what happened, when the event occurred and who was involved. If additional space is needed, use reverse side.

Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

Date

Student Disciplinary Form

Student's Name: _____ Date: _____

On _____, _____ to be referred hereon after as "Student", violated the policies and procedures of Debutantes School of Cosmetology and Nail Technology. According to Debutantes School of Cosmetology and Nail Technology rules, the nature of the offense is as follows:

The following disciplinary action will be taken as of today, _____, for the above referenced offense on _____

Check One;

- 1st offense- Verbal Warning
- 2nd offense- Written Warning, Disciplinary Action to be taken:

- 3rd Offense- Written Warning, Disciplinary Action to be Taken:

- 4th offense- Final, Disciplinary Action to be taken:

We at Debutantes School of Cosmetology and Nail Technology take offenses seriously. Further violations of policies will result in further disciplinary action up to and including termination of enrollment at Debutantes School of Cosmetology and Nail Technology.

Student's Signature

Date

By signing this you are not necessarily agreeing with the disciplinary action but verifying that you received it

Manager's Signature

Date

Witness's Signature

Date

Student's comments:

