

# BRISTOL

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## School of Hair Design

### 2019-2020 COURSE CATALOG

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Bristol School of Hair Design is certified to operate by the State Council of Higher Education for Virginia (SCHEV)  
Bristol School of Hair Design is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS)



**Published: February 1, 2020**

*With the publication of this catalog, all previous additions become obsolete.*

This catalog is a guideline of what Bristol School of Hair Design expects from its students. Bristol School of Hair Design reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, or for any other reason at the discretion of Bristol School of Hair Design. Changes will be made with the approval of the appropriate regulatory agencies.

All students should review this document. The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the Admissions Office to determine if there has been a change from the information provided in the catalog.

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# THE SCHOOL

## HISTORY & OWNERSHIP

Bristol School of Hair Design opened its doors in March of 1992 as a Cosmetology School.

In July 1994, Ann West, the current Director and sole owner of the school, purchased Bristol School of Hair Design. Since taking over ownership of the school, Bristol School of Hair Design has continually worked to improve its program offerings. Progressively, between 1994 and 2009, Bristol School of Hair Design has increased its course offerings from one to ten. Bristol School of Hair Design now offers programs in Cosmetology, Master Barber, Barber (Virginia), Nail Technology (Virginia), Manicuring, Basic Esthetics (Virginia), Esthetics, Master Esthetics, Instructor Training for Esthetics, and Instructor Training for Cosmetology, Barbering and Nail Technology.

Located at 805 Commonwealth Avenue in Bristol, VA, the school is less than a mile from the Tennessee state line and is proud to offer courses for Virginia licensure as well as those tailored for licensure in states such as Tennessee.

Since its opening, Bristol School of Hair Design has been successfully educating students and preparing them for successful careers in the beauty industry.

Ann West is the President and possesses the only controlling interest in Bristol School of Hair Design and is directly responsible for the operational management of the institution's academic affairs, student services, business and administrative services. She is dedicated to providing a positive learning environment and the best education possible.

## SCHOOL PHILOSOPHY/PURPOSE

Bristol School of Hair Design is dedicated to educating quality Barbers, Cosmetologists, Estheticians, Nail Technicians/Manicurists, and Instructors. Graduates are able to meet both the present and future demands of the beauty industry. Each student admitted to this school receives individual instruction, exposure to technical skills, and opportunity for supervised work with the public.

Our program offerings are consistent with our School Philosophy/Purpose.

## STATE LICENSING/CERTIFICATION/ACCREDITATION

Bristol School of Hair Design is licensed by the Commonwealth of Virginia's Department of Professional and Occupational Regulation.

Address: 9960 Mayland Drive, Suite 400, Richmond, VA 23233  
Phone: (804) 367-8500

Bristol School of Hair Design is certified to operate by the State Council of Higher Education for Virginia (SCHEV).

Address: 101 N. 14<sup>th</sup> St., 10<sup>th</sup> Floor, James Monroe Bldg., Richmond, VA 23219  
Phone: (804) 225-2600

Bristol School of Hair Design is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

Address: 3015 Colvin Street, Alexandria, VA 22314  
(703) 600-7600

Copies of documents describing the school's accreditation and licensing may be reviewed by current or prospective Students by contacting the Administrative Director at (276) 791-8079 or [bristolschoolofhairdesign@gmail.com](mailto:bristolschoolofhairdesign@gmail.com).

## MISSION STATEMENT

To provide students with top-quality education and to instill in them a level of professionalism and skill that will prepare them for employment and allow them to excel in the beauty industry.

Our program offerings are consistent with our Mission Statement.

## FACILITIES & EQUIPMENT

The school occupies approximately 2,600 square feet of facilities that include a spacious clinic floor with working stations where supervised students are able to work on clients, a separate shampoo area, an esthetics room, and a classroom for theory that also works as a student break-room when classes are not in session. These facilities are well equipped with training equipment to aid students in mastering the program in which they are enrolled.

The building also houses an office, two restrooms, a dispensary, and a storage area. The office is available for private advising as well as administrative activities.

## FACULTY & STAFF

Owner/President/Director: Ann S. West – Licenses: Cosmetology (1204002494), Barber (1302000203) Master Esthetics (1265000065)  
Head Instructor: Dale Bennett – Licenses: Cosmetology (1204002117), Barber (1302000262), Master Esthetics (1265000062)  
Instructor: Suzanne Canter - Licenses: Cosmetology (1204017763), Barber (130200028)  
Substitute Instructors: Kim Burkes – Licenses: Cosmetology (1204017088), Barber (1302000261)  
Melissa Smithson – Licenses: Cosmetology (1204018485), Master Esthetics (1265000146)

Administrative Director/  
Financial Aid Director/  
Compliance Officer: Candice West

## HOURS OF OPERATION

SUNDAY – CLOSED

MONDAY – CLOSED

TUESDAY

8:30AM – 9:30PM

WEDNESDAY

8:30AM – 4:30PM

THURSDAY

8:30AM – 9:30PM

FRIDAY

8:30AM – 4:30PM

SATURDAY

8:30AM – 4:30PM

# ADMISSIONS

## SCHOOL ADMISSION REQUIREMENTS

1. The applicant must:

- be at least 16 years of age **and**
  - have a minimum of a high school diploma or its equivalent (GED)\*\* **or**
  - if homeschooled, have a state-issued credential for secondary school completion **or**
  - if currently attending high school, obtain permission in writing from the secondary school and successfully complete a pre-enrollment evaluation (*students are not eligible for federal financial aid while they are enrolled in a secondary/high school*).
2. The applicant must complete an application form, enrollment questionnaire, and pay the \$100 non-refundable application fee.
3. The applicant must submit their application and other required documentation in person.

4. The applicant must provide:

- proof of age (driver's license or other government issued picture ID)
- a minimum of a high school diploma (or other acceptable evidence of high school graduation), GED, or state-issued credential if home-schooled
- social security card, student visa, or green card
- a 2x2 passport photo

The school does not accept ability to benefit (ATB) students at this time.

A limited number of secondary students (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the institution. Please note that these students are not eligible for federal financial aid while they are enrolled in a secondary/high school.

### **FOREIGN DIPLOMAS**

\*\*The school will accept a foreign diploma or transcript, however, the diploma or transcript **must** be equivalent to a U.S. high school diploma and must be translated into English by a certified translator. It is the applicant's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process. Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance.

### **HOMESCHOOLED STUDENTS**

If a prospective student was home schooled, they must provide documentation to demonstrate compliance with one of the following requirements – requirement 2) is required if applicable.

- 1) You must obtain written documentation from the school district, county, or state that shows the student's secondary school education was in a home school that state law treats as a home school or private school.
- 2) If the state the home schooled student was educated in issues a secondary school completion credential to homeschoolers, the prospective student must provide this credential in order to be eligible for enrollment.

### **HIGH SCHOOL DIPLOMA/GED VALIDITY**

We are required to verify that the student's proof of education comes from a valid high school or GED program. If we determine that the diploma or GED certificate is not valid, you will be denied admission to the school.

Bristol School of Hair Design does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any individual or entity engaged in recruiting or admission activities or in making decisions about awarding FSA program funds.

## ADMISSION REQUIREMENTS FOR INSTRUCTOR COURSES

1. The applicant must:

- be at least 18 years of age **and**
  - hold a current license in the relevant field (cosmetology, barbering, nail technology, or esthetics) **and**
  - have a minimum of a high school diploma or its equivalent (GED)\*\* **or**
  - if homeschooled, have a state-issued credential for secondary school completion
2. The applicant must complete an application form, enrollment questionnaire, and pay the \$100 non-refundable application fee.
3. The applicant must submit their application and other required documentation in person.

4. The applicant must provide:

- proof of age (driver's license or other government issued picture ID)
- a minimum of a high school diploma (or other acceptable evidence of high school graduation), GED, or state-issued credential if home-schooled
- social security card, student visa, or green card
- a 2x2 passport photo
- relevant license

## ADMISSIONS CHECKLIST

MAKE SURE TO HAVE THE FOLLOWING ITEMS WITH YOU WHEN YOU COME TO THE SCHOOL TO SUBMIT YOUR APPLICATION:

- COMPLETED APPLICATION
- COMPLETED ENROLLMENT QUESTIONNAIRE
- DRIVER'S LICENSE OR GOVERNMENT ISSUED PHOTO ID
- SOCIAL SECURITY CARD
- HIGH SCHOOL DIPLOMA OR GED
- \$100 APPLICATION FEE (non-refundable)
- 2x2 PASSPORT PHOTO

## ADMISSION PROCEDURE

Applicants should contact the school to schedule an appointment for an interview and tour of the facilities. During this visit, the applicant will receive the application form and enrollment questionnaire as well as more detailed information about the school & the programs offered.

To apply for admission, the student must submit a completed application and enrollment questionnaire, the non-refundable \$100 application fee, and the required documentation listed under our Admissions Requirements (proof of age, proof of education, social security card (or green card/student visa), 2x2 photo).

The school accepts applications between 10:30AM and 4:30PM Tuesday through Saturday, as well as Tuesday and Thursday evenings from 6:00PM – 8:00PM.

Bristol School of Hair Design will only accept students that we determine are capable of completing and benefiting from the chosen program of study. Students accepted by the school will be contacted by the Director via the phone number provided on the application. At this time, a meeting will be set up to sign an Enrollment Agreement and other required documents.

## NON-DISCRIMINATION POLICY

Bristol School of Hair Design, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, age, color, ethnic origin, religion, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or faculty member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he/she is required to report the matter to the school's director immediately so appropriate action can be taken.

## SERVICES TO STUDENTS WITH DISABILITIES

Bristol School of Hair Design is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the Student's disability and is determined by the needs of the Student, documentation from the Student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student's documentation, personal needs, and academic requirements. A Student's Reasonable Accommodation may be subject to review and adjustment from time to time.

The Director of the school is generally designated as the Disability Compliance Coordinator. All requests for Reasonable Accommodation Forms should be submitted to the Disability Compliance Coordinator. Depending on the requested accommodation, the Disability Compliance Coordinator and the Director of the school can approve the Reasonable accommodation. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Student must meet admissions qualification and be able to perform all items on the Essential Function Form (which can be found in the Admissions Office) with or without reasonable accommodations.
2. Self-identify as a student with a disability.
3. Complete the Request for Reasonable Accommodation and provide documentation.
4. Follow established procedures for requesting accommodations.
5. Request accommodations in a timely manner by meeting with the Director.
6. Notify the Director if there are difficulties securing accommodations or with the quality or effectiveness of the accommodations provided.
7. File an appeal if a Request for Reasonable Accommodation is denied within 10 days of its denial if you disagree with the denial.

*Note: Receiving services or accommodations at the high school level, at another college or university, or from a testing agency does not necessarily mean that Bristol School of Hair Design will conclude that the Student is disabled and/or agree to provide the Student with the same services or accommodations received at other educational institutions or agencies.*

The above numbered procedure lays out the responsibilities of the student. The responsibilities of Bristol School of Hair Design include: ensuring that programs, services, and activities are accessible, exploring and providing appropriate reasonable accommodations that maintain the academic integrity of the program, communicating with the student with a disability about reasonable accommodations, and ensuring that all information will be maintained and used in accordance with applicable confidentiality requirements.

## **TRANSFER STUDENTS**

Bristol School of Hair Design does not recruit students who are already enrolled in a similar program at another institution, but there are circumstances in which we do accept students transferring in hours from other schools. Bristol School of Hair Design will consider a student's appeal for enrollment with transfer hours. Any appeal made by the potential transfer student will be reviewed by the Director. Determination of any appeals will be made within 30 days of the request for enrollment with transfer hours.

The complete and official Record of Instruction from the previous school must be received by Bristol School of Hair Design prior to the appeal. Also, an arrangement of payment must be made prior to the appeal.

Please note that the Virginia Department of Professional and Occupational Regulation requires that both the new and former schools be accredited by an accrediting agency recognized by the U.S. Department of Education. Therefore, we will be unable to transfer in hours from an unaccredited institution.

Transfer hours accepted by Bristol School of Hair Design are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluations are based on actual contracted hours at the institution.

The number of transfer hours accepted by Bristol School of Hair Design will be based on an evaluation of a certified transcript provided by the former educational facility as well as an evaluation of the student's comprehension of the course material. After the certified official transcript is received, the student will be contacted via the phone number provided on their application to set up a time with the Director to conduct the evaluation. The student will be informed via both phone call and official letter of the results of the evaluation and the number of transfer hours officially accepted by Bristol School of Hair Design.

Coursework completed at Bristol School of Hair Design is transferable to another institution at the sole discretion of the accepting institution.

Other circumstances regarding transferability of hours allowed by the state are as follows:

- The Virginia Board for Barbers and Cosmetology allows for a licensed Virginia barber enrolling in Cosmetology school to be given educational credit for training received for the performances completed at barber school; likewise, licensed Virginia cosmetologists enrolling in a Virginia barber training school shall be given educational credit for the performances completed at cosmetology school.
- The Virginia Board for Barbers and Cosmetology also allows a licensed esthetics school with an approved esthetics program to conduct an assessment of a student's competence in esthetics and, based on the assessment, give a maximum of 300 hours credit toward the specified requirements. A licensed esthetics school with an approved master esthetics program may also conduct an assessment of a student's competence in master esthetics and, based on the assessment, give a maximum of 300 hours credit toward the specified requirements. Bristol School of Hair Design will make the assessment based on the student's transcript and the successful completion of our board-approved competency examination administered by Bristol School of Hair Design.
- In all of the above cases, the enrollee must hold a **current** license and will be subjected by an evaluation of their comprehension of the coursework by the Director before the number of hours accepted into the program are determined.

## **FINANCIAL POLICY FOR TRANSFER STUDENTS**

For students completing less than the course-required hours of instruction at Bristol School of Hair Design, the following payment schedule will apply:

- All students will be charged a non-refundable application fee of \$100.00.
- All students will be required to purchase a kit and textbooks from Bristol School of Hair Design.
- For students completing 75% or more of the hours required for the program at Bristol School of Hair Design, full tuition fees and costs will apply. (1125+ hours for Cosmetology, 1125+ hours for Master Barber, 825+ hours for Barber (Virginia), 168.75+ hours for Nail Technology (Virginia), 450+ hours for Manicuring, 450+ hours for Basic Esthetics (Virginia), 562.5+ hours for Esthetics, 450+ hours for Master Esthetics, 450+ hours for Cosmetology, Barbering, or Nail Technology Instructor Course, 300+ hours for Esthetics Instructor Course).
- For any hours required less than that, the hourly rate charged will be: \$7.14/hour for Cosmetology & Master Barber, \$4.55/hour for Barber (Virginia), \$6.89/hour for Nail Technology (Virginia), \$6.58/hour for Manicuring, \$5.83/hour for Basic Esthetics (Virginia), \$8.67/hour for Esthetics, \$6.67/hour for Master Esthetics, \$4.99/hour for Cosmetology, Barbering, or Nail Technology Instructor Course, \$3.99/hour for Esthetics Instructor Course.



## **READMISSION**

Re-admittance for any student may occur no sooner than 30 calendar days from the date the student officially or unofficially withdrew (or was withdrawn) from the program, or the Last Day of Attendance (LDA), whichever is most recent. Any request for re-enrollment will be reviewed by the Director and Head Instructor. Determination of any request for re-enrollment will be made within 14 days of request for enrollment. At the time of request for re-enrollment, the students' account balance must be in a current status, and the student must submit a game-plan prior to re-admittance request to address the specific behaviors that will allow them to successfully complete the program if re-admitted. All students approved for re-entry will enter in the same Satisfactory Academic Progress status as at time of withdrawal.

Students who re-enroll may be evaluated scholastically in the same manner as a transfer student to determine the number of hours accepted as completed by the institution. Re-entry students will be contacted by the Director if an evaluation is necessary, and the student will then be notified of the results of that evaluation via phone and official letter.

If a student is re-enrolled at Bristol School of Hair Design after 180 days from their last date of attendance, they will be contracted for the current tuition fees and costs and enter into a new payment period. If a student reenrolls within 180 days of their last date of attendance, the student will be enrolled under their original contract costs and enter into the same payment period and Satisfactory Academic Progress standing as they were in when they withdrew/terminated. Please note that a student cannot receive more than the max amount of Pell in an award year.

## **ORIENTATION**

All new students are required to attend orientation. Orientation will be held at the beginning of the first day of class. Students are each given a hard copy of the School Catalog at this time. During orientation, the faculty member will go over various aspects of the school catalog, school policies, rules and regulations, the student code of conduct, attendance and leave of absence policies, graduation and licensing information, and other policies affecting and services available to the students.

## **CLASS START DATES**

Depending on demand for scheduled class offered, start dates may be changed per Bristol School of Hair Design's discretion.

A new class is scheduled to begin each month except December. Application deadlines for each class start date are typically 17 calendar days before the class start date, though some exceptions may be made. Below is a tentative calendar of class start dates and enrollment deadlines.

<b>MONTH</b>	<b>CLASS START DATE</b>	<b>ENROLLMENT DEADLINE</b>
<b>January</b>	01/21/20	01/04/20
<b>February</b>	02/18/20	02/01/20
<b>March</b>	03/24/20	03/07/20
<b>April</b>	04/21/20	04/04/20
<b>May</b>	05/19/20	05/02/20
<b>June</b>	06/16/20	05/30/20
<b>July</b>	07/14/20	06/27/20
<b>August</b>	08/18/20	08/01/20
<b>September</b>	09/15/20	08/29/20
<b>October</b>	10/20/20	10/03/20
<b>November</b>	11/17/20	10/31/20
<b>December</b>	NO NEW CLASS	NO NEW CLASS

## **SCHOOL CLOSINGS**

In the event that Bristol School of Hair Design must close or operate on a delay due to inclement weather or any other emergency, students will be made aware through an announcement. Students may find announcements regarding closures and delays on our website or Facebook page. Posting of this announcement will occur no later than 6:00AM. Students are encouraged to continue checking these announcements in the event that a delay could be updated to a closure if conditions change. It is up to students to use their best judgment concerning driving conditions. In the event of a delay or closure, no clock hours will be accrued and the hours will be removed from the student's schedule.

### **TEXT AND EMAIL NOTIFICATION PROGRAM**

Announcements regarding inclement weather, delays, and closures will also be sent out using the Remind Program – a text and/or email notification program. Text and email alerts are managed by the Director, Ann West. Registering for the Remind Program is free, and while it is the student's choice to register, it is highly recommended all students do so in order to receive timely warnings regarding safety, unforeseen circumstances, and school closures/delays. Employees and students can register by texting @bshd2112 to 81010. If anyone has trouble with 81010, @bshd2112 can be texted to (817) 458-4293. A welcome text will then be received with various information, along with information for unsubscribing. To receive messages via the web, it is possible to subscribe at <https://www.remind.com/join/bshd2112>. Each year, at least one test of the Text & Email Notification Program will occur. Additional tests may be announced for awareness and to assure the efficacy of the program.

## **HOLIDAYS**

The school will observe and close for the following holidays if they fall within our regularly scheduled days of operation:

**New Years Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Black Friday  
Christmas Eve  
Christmas Day**

**Only evening classes will be cancelled on New Years Eve.**

**Only evening classes will be cancelled on Halloween.**

## CLASS SCHEDULES

These schedules, rules regarding lunch, and rules regarding changing schedules are applicable to students starting classes on or after our February class start date.

PROGRAM	SCHEDULE	WEEKS	DAILY SCHEDULES	INSTRUCTIONAL CREDIT PER DAY	INSTRUCTIONAL CREDIT PER WEEK
<b>COSMETOLOGY (1500 hours)</b>	FULL-TIME	44 WEEKS	Tues – Fri → 8:30AM – 4:30PM Sat → 9:30AM – 4:30PM	7 hrs / day 6 hrs / day	34 hrs / week
	PART-TIME	107 WEEKS	Tues & Thurs → 5:30PM - 9:30PM Sat → 9:30AM – 4:30PM	4 hrs / day 6 hrs / day	14 hrs / week
<b>MASTER BARBER (1500 hours)</b>	FULL-TIME	44 WEEKS	Tues – Fri → 8:30AM – 4:30PM Sat → 9:30AM – 4:30PM	7 hrs / day 6 hrs / day	34 hrs / week
	PART-TIME	107 WEEKS	Tues & Thurs → 5:30PM - 9:30PM Sat → 9:30AM – 4:30PM	4 hrs / day 6 hrs / day	14 hrs / week
<b>BARBER* (VIRGINIA) (1100 hours)</b>	FULL-TIME	32 WEEKS	Tues – Fri → 8:30AM – 4:30PM Sat → 9:30AM – 4:30PM	7 hrs / day 6 hrs / day	34 hrs / week
	PART-TIME	78 WEEKS	Tues & Thurs → 5:30PM - 9:30PM Sat → 9:30AM – 4:30PM	4 hrs / day 6 hrs / day	14 hrs / week
<b>NAIL TECHNOLOGY* (VIRGINIA) (225 hours)</b>	PART-TIME (DAY)	18 WEEKS	Tues & Fri → 9:30AM – 4:30PM	6 hrs / day	12 hrs / week
	PART-TIME (EVENING)	16 WEEKS	Tues & Thurs → 5:30PM - 9:30PM Wed → 9:30AM – 4:30PM	4 hrs / day 6 hrs / day	14 hrs / week
<b>MANICURING (600 hours)</b>	FULL-TIME	24 WEEKS	Tues – Sat → 9:30AM – 3:30PM	5 hrs / day	25 hrs / week
	PART-TIME	43 WEEKS	Tues & Thurs → 5:30PM - 9:30PM Sat → 9:30AM – 4:30PM	4 hrs / day 6 hrs / day	14 hrs / week
<b>BASIC ESTHETICS* (VIRGINIA) (600 hours)</b>	PART-TIME (DAY)	46 WEEKS	Wed → 8:30AM – 4:30PM Sat → 9:30AM – 4:30PM	7 hrs / day 6 hrs / day	13 hrs / week
	PART-TIME (EVENING)	42 WEEKS	Tues & Thurs → 5:30PM – 9:30PM Sat → 9:30AM – 4:30PM	4 hrs / day 6 hrs / day	14 hrs / week
<b>ESTHETICS (750 hours)</b>	FULL-TIME	31 WEEKS	Tues & Thurs → 8:30AM – 6:30PM Friday → 8:30AM – 3:30PM	9 hrs / day 6 hrs / day	24 hrs / week
	PART-TIME	53 WEEKS	Tues & Thurs → 5:30PM – 9:30PM Sat → 9:30AM – 4:30PM	4 hrs / day 6 hrs / day	14 hrs / week
<b>MASTER ESTHETICS* (600 hours)</b>	PART-TIME	46 WEEKS	Wed → 8:30AM – 4:30PM Sat → 9:30AM – 4:30PM	7 hrs / day 6 hrs / day	13 hrs / week
<b>INSTRUCTOR (COSMETOLOGY/ BARBERING/NAIL TECHNOLOGY)* (600 hours)</b>	FULL-TIME	20 WEEKS	Tues – Sat → 8:30AM – 3:30PM	6 hrs / day	30 hrs / week
	PART-TIME	43 WEEKS	Tues & Thurs → 5:30PM – 9:30PM Sat → 9:30AM – 4:30PM	4 hrs / day 6 hrs / day	14 hrs / week
<b>INSTRUCTOR (ESTHETICS) * (400 hours)</b>	FULL-TIME	13 WEEKS	Tues – Sat → 8:30AM – 3:30PM	6 hrs / day	30 hrs / week
	PART-TIME	29 WEEKS	Tues & Thurs → 5:30PM – 9:30PM Sat → 9:30AM – 4:30PM	4 hrs / day 6 hrs / day	14 hrs / week

\* PLEASE NOTE THAT OUR BARBER (VIRGINIA), NAIL TECHNOLOGY (VIRGINIA), BASIC ESTHETICS (VIRGINIA), MASTER ESTHETICS, & INSTRUCTOR PROGRAMS ARE NOT ELIGIBLE FOR FEDERAL FINANCIAL AID

**LUNCHES** – Breaks are scheduled at the discretion of the school staff.

Full-time students receive a 1 hour lunch each day. Part-Time students receive a 1 hour lunch on Saturdays.

**CHANGING SCHEDULES** – To change your enrollment status (from full-time to part-time or vice versa), the change must be requested on an enrollment status change form. This form can be requested from the Financial Aid Director. We will consider the student's current standing in school, student availability, as well as class schedule availability when considering enrollment status change requests.

## NORMAL TIME TO COMPLETE

Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for full-time and part-time schedules are stated in weeks and include estimated days the school is closed for holidays, inclement weather and a limited number of days scheduled to allow students to make up missed work. The normal time to complete is based on an evaluation of student records.

### COSMETOLOGY PROGRAM

FULL-TIME: 49 weeks

PART-TIME: 118 weeks

### MASTER BARBER PROGRAM

FULL-TIME: 49 weeks

PART-TIME: 118 weeks

### BARBER (VIRGINIA) PROGRAM

FULL-TIME: 36 weeks

PART-TIME: 87 weeks

### NAIL TECHNOLOGY (VIRGINIA) PROGRAM

PART-TIME (DAY): 21 weeks

PART-TIME (EVENING): 18 weeks

### MANICURING PROGRAM

FULL-TIME: 27 weeks

PART-TIME: 48 weeks

### BASIC ESTHETICS (VIRGINIA) PROGRAM

PART-TIME (DAY): 51 weeks

PART-TIME (EVENING): 48 weeks

### ESTHETICS PROGRAM

FULL-TIME: 35 weeks

PART-TIME: 59 weeks

### MASTER ESTHETICS PROGRAM

PART-TIME: 51 weeks

### INSTRUCTOR (ESTHETICS) PROGRAM

FULL-TIME: 15 weeks

PART-TIME: 32 weeks

### INSTRUCTOR (C/B/NT) PROGRAM

FULL-TIME: 22 weeks

PART-TIME: 48 weeks

# PROGRAMS

## **PROGRAMS LIST:**

- Cosmetology (1500 clock hours)
- Master Barber (1500 clock hours)
- Barber (Virginia) (1100 clock hours)\*
- Nail Technology (Virginia) (225 clock hours)\*
- Manicuring (600 clock hours)
- Basic Esthetics (Virginia) (600 clock hour)\*
- Esthetics (750 clock hours)
- Master Esthetics (600 clock hours)\*
- Instructor (Cosmetology/Barbering/Nail Technology) (600 clock hours)\*
- Instructor (Esthetics) (400 clock hours)\*

**\* PLEASE NOTE THAT OUR BARBER (VIRGINIA), NAIL TECHNOLOGY (VIRGINIA), BASIC ESTHETICS (VIRGINIA), MASTER ESTHETICS, & INSTRUCTOR PROGRAMS ARE NOT ELIGIBLE FOR FEDERAL FINANCIAL AID**

## **JUSTIFICATION FOR NAIL TECHNOLOGY (VIRGINIA) PROGRAM LENGTH**

Although the state of Virginia only requires 150 hours for Nail Technology programs, the state has approved our Nail Technology course curriculum of 225 hours. The chosen length of this program was a result of the Director and Head Instructor feelings that 150 hours is not an adequate amount of time to cover a textbook that contains 22 chapters or for students to complete the number of state required practical applications. Furthermore, the Director and Head Instructor feel that 150 hours is not enough time to ready future nail technologists for work in the nail technology industry. Our advisory committee agreed with our decision. They believed that the program would be too rushed and that such minimal hours would be insufficient to prepare students for their state boards and future careers in the beauty industry.

## **COURSE OBJECTIVES:**

Courses offered by Bristol School of Hair Design are designed to provide a sound educational basis to maximize the employability of its graduates. The objective of all courses offered consists of the following:

- To build a solid foundation of education and technical skills
- To provide opportunities for supervised practical work
- To fulfill all State Board requirements
- To help the student become a successful individual in the field of choice

These courses are designed to prepare students for State Board Licensing examinations. All courses offer training skills and their practical applications to prepare graduates for entry level employment in the field of the course taken.

## **PROGRAM FORMAT (for all courses)**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques.

All of our programs are taught in English, and all information concerning these programs is offered in English.

## **EVALUATING PROGRAM SUCCESS:**

Bristol School of Hair Design requests feedback at least annually from current students, graduates, and an advisory committee to better improve the programs offered. Bristol School of Hair Design staff meet annually to evaluate feedback and implement an improvement plan, if applicable.

## **GRADUATION REQUIREMENTS**

Following completion of the following, students will receive a Certificate of Graduation.

- Completion of the required hours of training
- Completion of curriculum requirements (including all performances, theory tests, & exit exams)
- Completion of State Board Practical mock examinations (or mini-board examinations for Instructor courses)
- Fulfillment of all financial obligations to the school unless other arrangements are made
- Completion of all exit paperwork and an exit interview

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice.

**Career Options**

Career options for cosmetology school graduates include cosmetologist, hairstylist, salon owner, salon manager, salon sales consultant, fashion show stylist, photo and movie stylist, beauty magazine writer, beauty magazine editor, cosmetology school owner, cosmetology instructor, beauty care distributor, etc.

**Course Description**

A study of the basic principles of Cosmetology with an understanding of the chemistry of the hair, skin and nails and the products used in performing Cosmetology services. Our cosmetology program features hair styling, coloring with artistic effects, foiling, chemical texturing, precision hair cutting, hair extensions, waxing, manicuring, pedicuring, nail extensions, basic facials, makeup and multicultural techniques.

**Course Objective**

To train students in the basic manipulative judgments, good work habits, and positive attitudes necessary to obtain licensure and competency in entry-level positions in the field of Cosmetology and to supply the beauty industry with well-qualified and responsible employees.

**Instructional Methods**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques.

**Curriculum Breakdown**

This course contains 32 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

<p><b>Orientation, Introduction, &amp; History</b></p> <ul style="list-style-type: none"> <li>- School policies, study skills, history &amp; career opportunities, life skills professional image (attitude, health, personal hygiene, human relations, professional ethics, etc.), communication, client consultation</li> </ul>	<b>32 hrs</b>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>- Infection control &amp; safety practices, disinfection, bacteriology, sterilization &amp; sanitation, anatomy &amp; physiology, chemistry, electricity &amp; light therapy, skin structure &amp; growth, skin diseases &amp; disorders, nail structure &amp; growth, nail disorders &amp; diseases, properties of the hair &amp; scalp, analysis of the hair &amp; scalp, disorders and diseases of the scalp &amp; hair, treatments of the scalp &amp; hair, principles of hair design, facial shapes</li> </ul>	<b>383 hrs</b>
<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>- Client consultation, treatment of the hair &amp; scalp, scalp manipulations, draping, shampooing, hair styling (fingerwaving, molding, pincurling, roller curling, combing &amp; brushing, blow-dry styling, thermal hairstyling, thermal waving, thermal curling, thermal pressing, braiding), haircutting (fundamentals, procedures, techniques), wig &amp; wig enhancements, manicuring, pedicuring, nail tips/wraps/no-light gels, acrylic nails, UV gels</li> </ul>	<b>757 hrs</b>
<p><b>Chemical</b></p> <ul style="list-style-type: none"> <li>- Analysis and consultation, chemical texture services, permanent waving, hair relaxing, recordkeeping, hair coloring, color theory, lightening and toning, nails &amp; manicuring, hair removal, facials, facial makeup, lash and brow tinting</li> </ul>	<b>280 hrs</b>
<p><b>Job Preparation, Management, &amp; State Boards</b></p> <ul style="list-style-type: none"> <li>- State law &amp; regulations, preparing for employment, the salon business, ownership &amp; management, business ethics, retail</li> </ul>	<b>48 hrs</b>
<b>TOTAL</b>	<b>1500 hrs</b>

**Grading**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**

**Career Options**

Career opportunities for those graduating from a barber program include barber, barber shop owner, barber instructor, barber school owner, etc.

**Course Description**

A study of the basic principles of Barbering with an understanding of the chemistry of the hair, skin, and nails and the products used in performing Barbering services. Our barbering program features shear cutting, clipper cutting, men's shaving and grooming, chemical texturing, coloring with artistic effects, basic facials, hair styling, and manicuring.

**Course Objective**

To educate the student in the basics of Barbering, to assist the student achieve the skills, knowledge, and techniques necessary to obtain licensure and to begin a profession in barbering, and to provide the industry with well-qualified and responsible employees.

**Instructional Methods**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques

**Curriculum Breakdown**

This course contains 23 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

<p><b>Orientation, Introduction, &amp; History</b></p> <ul style="list-style-type: none"> <li>- School policies, study skills, history of barbering, professional image (attitude, health, personal hygiene, human relations, professional ethics, etc.)</li> </ul>	<p><b>25 hrs</b></p>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>- Microbiology, bacteriology, infection control &amp; safety practices, disinfection, sanitation, sterilization, implements/tools/equipment (combs, trimmers, shears, straight razors, honing &amp; stropping, etc.), anatomy &amp; physiology, chemistry, chemical theory, electricity &amp; light therapy, properties/disorders/structure/chemical composition of the skin/scalp/hair, theory of massage &amp; facial treatment, theory of shaving/haircutting/hairstyling/hairsetting</li> </ul>	<p><b>145 hrs</b></p>
<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>- Client consultation, analysis &amp; treatment of the hair &amp; scalp, draping, shampooing, scalp treatments, men's facial massage &amp; treatments, shaving &amp; facial hair design, facial and neck shave, mustache and beard trim, mustache and beard design, men's haircutting and styling, finger &amp; shear technique, shear-over comb technique, clipper cut, razor cut, tapering and blending, thinning and texturizing, styling, styling with hand-held dryer, thermal waving, men's hair replacement, women's haircutting &amp; styling, waxing (limited to the scalp)</li> </ul>	<p><b>900 hrs</b></p>
<p><b>Chemical</b></p> <ul style="list-style-type: none"> <li>- Analysis and consultation, chemical texture services, permanent waving, hair relaxing, chemical blow-out, haircoloring, lightening and toning</li> </ul>	<p><b>360 hrs</b></p>
<p><b>Job Preparation, Management, &amp; State Boards</b></p> <ul style="list-style-type: none"> <li>- State law &amp; regulations, preparing for employment, sales, barbershop management</li> </ul>	<p><b>70 hrs</b></p>
<p><b>TOTAL</b></p>	<p><b>1500 hrs</b></p>

**Grading**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**

**Career Options**

Career opportunities for those graduating from a barber program include barber, barber shop owner, barber instructor, barber school owner, etc.

**Course Description**

A study of the basic principles of Barbering with an understanding of the chemistry of the hair, skin, and nails and the products used in performing Barbering services. Our barbering program features shear cutting, clipper cutting, hair styling, men's shaving and grooming, coloring with artistic effects, and basic facials.

**Course Objective**

To educate the student in the basics of Barbering, to assist the student achieve the skills, knowledge, and techniques necessary to obtain licensure and to begin a profession in barbering, and to provide the industry with well-qualified and responsible employees.

**Instructional Methods**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques

**Curriculum Breakdown**

This course contains 21 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

<p><b>Orientation, Introduction, &amp; History</b></p> <ul style="list-style-type: none"> <li>- School policies, study skills, history of barbering, professional image (attitude, health, personal hygiene, human relations, professional ethics, etc.)</li> </ul>	<b>33 hrs</b>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>- Microbiology, infection control &amp; safety practices, disinfection, sanitation, implements/tools/equipment (combs, trimmers, shears, straight razors, honing &amp; stropping, etc.), anatomy &amp; physiology, chemistry, electricity &amp; light therapy</li> </ul>	<b>350 hrs</b>
<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>- Client consultation, properties/disorders/structure/chemical composition of the skin/scalp/hair, analysis &amp; treatment of the hair &amp; scalp, draping, shampooing, scalp treatments, men's facial massage &amp; treatments, shaving &amp; facial hair design, facial and neck shave, mustache and beard trim, mustache and beard design, men's haircutting and styling, finger &amp; shear technique, shear-over comb technique, clipper cut, razor cut, tapering and blending, thinning and texturizing, women's haircutting</li> </ul>	<b>498 hrs</b>
<p><b>Chemical</b></p> <ul style="list-style-type: none"> <li>- Analysis and consultation, haircoloring</li> </ul>	<b>76 hrs</b>
<p><b>Job Preparation, Management, &amp; State Boards</b></p> <ul style="list-style-type: none"> <li>- State law &amp; regulations, preparing for employment, barbershop management</li> </ul>	<b>143 hrs</b>
<b>TOTAL</b>	<b>1100 hrs</b>

**Grading**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**

**Career Options**

Career opportunities for those graduating from a nail technology course include nail technologist at a salon, day spa, resort spa, or home salon, nail technologist instructor, salon owner, etc.

**Course Description**

A study of the basic principles of Nail Technology with an understanding of chemistry of the nails, skin and the products used in performing nail procedures. Our nail technology program features manicuring, pedicuring, nail wraps, acrylic sculptured nails, nail tips, gel nails, and nail art.

**Course Objective**

To train the student in the basic manipulative skills, safety judgments, good work habits, and positive attitudes necessary to obtain licensure and competency in entry-level position in the field and to provide the nail technology industry with well-qualified and responsible employees.

**Instructional Methods**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques

**Curriculum Breakdown**

This course contains 22 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

<p><b>Orientation, Introduction, &amp; History</b></p> <ul style="list-style-type: none"> <li>- School policies, study skills, history &amp; career opportunities, life skills, professional image (attitude, health, personal hygiene, human relations, professional ethics, etc.), communication</li> </ul>	<b>10 hrs</b>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>- Infection control &amp; safety practices, bacteriology, disinfection, sanitation, sterilization, anatomy &amp; physiology, chemistry, skin structure &amp; growth, nail structure/composition/growth, nail theory, nail disorders &amp; diseases, nail product chemistry, electricity</li> </ul>	<b>84 hrs</b>
<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>- Client consultation, manicuring, pedicuring, electric filing, nail tips and wraps, acrylic nails, UV gels, creativity (color theory, nail art, etc.)</li> </ul>	<b>106 hrs</b>
<p><b>Job Preparation, Management, &amp; State Boards</b></p> <ul style="list-style-type: none"> <li>- State law &amp; regulations, preparing for employment, salon business &amp; management</li> </ul>	<b>25 hrs</b>
<b>TOTAL</b>	<b>225 hrs</b>

**Grading**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**

**Career Options**

Career opportunities for those graduating from a nail technology course include nail technologist at a salon, day spa, resort spa, or home salon, nail technologist instructor, salon owner, etc.

**Course Description**

A study of the basic principles of Nail Technology with an understanding of chemistry of the nails, skin and the products used in performing nail procedures. Our nail technology program features manicuring, pedicuring, nail wraps, acrylic sculptured nails, nail tips, gel nails, and nail art.

**Course Objective**

To train the student in the basic manipulative skills, safety judgments, good work habits, and positive attitudes necessary to obtain licensure and competency in entry-level position in the field and to provide the nail technology industry with well-qualified and responsible employees.

**Instructional Methods**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques

**Curriculum Breakdown**

This course contains 22 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

<p><b>Orientation, Introduction, &amp; History</b></p> <ul style="list-style-type: none"> <li>- School policies, study skills, history &amp; career opportunities, life skills, professional image (attitude, health, personal hygiene, human relations, professional ethics, etc.), communication</li> </ul>	<b>30 hrs</b>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>- Infection control &amp; safety practices, bacteriology, disinfection, sanitation, sterilization, anatomy &amp; physiology, chemistry, skin structure &amp; growth, nail structure/composition/growth, nail theory, nail disorders &amp; diseases, nail product chemistry, electricity</li> </ul>	<b>230 hrs</b>
<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>- Client consultation, manicuring, pedicuring, electric filing, nail tips and wraps, acrylic nails, UV gels, creativity (color theory, nail art, etc.)</li> </ul>	<b>280 hrs</b>
<p><b>Job Preparation, Management, &amp; State Boards</b></p> <ul style="list-style-type: none"> <li>- State law &amp; regulations, preparing for employment, salon business &amp; management</li> </ul>	<b>60 hrs</b>
<b>TOTAL</b>	<b>600 hrs</b>

**Grading**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**



**Career Options**

Career opportunities for a student graduating from an esthetics program include esthetician, makeup artist, salon or spa owner, esthetics instructor, esthetics school owner, etc.

**Course Description**

A study of the basic principles of Esthetics with an understanding of chemistry of the skin and products used in performing skin care services. Our basic esthetics program features basic and advanced facials, consultation and cleansing, analysis of face and body, manual and electrical treatments, body scrubs and wraps, body massage, hair removal, application of makeup, eyelash perming, eyelash and eyebrow tinting, aromatherapy, chemical and mechanical exfoliation, and cellulite body treatments.

**Course Objectives**

To educate the student in the basics of esthetics and assist the student in achieving the skills, knowledge, and techniques necessary to obtain licensure and begin a profession in the skin care industry and other related fields.

**Instructional Methods**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques

**Curriculum Breakdown**

This course contains 23 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

<p><b>Orientation &amp; Business Topics</b></p> <ul style="list-style-type: none"> <li>- School policies, study skills, history &amp; career opportunities, professional image (attitude, health, personal hygiene, human relations, professional ethics, etc.), communication, job preparation, management, sales/inventory/retailing, taxes &amp; payroll, insurance, recordkeeping, client records &amp; confidentiality</li> </ul>	<b>25 hrs</b>
<p><b>State Regulations &amp; State Board</b></p> <ul style="list-style-type: none"> <li>- State laws and regulation, state board preparation</li> </ul>	<b>10 hrs</b>
<p><b>General Sciences</b></p> <ul style="list-style-type: none"> <li>- Infection control and safety, bacteriology, microorganisms, disinfection, sanitation, Occupational Safety &amp; Health Administration (OSHA) requirements, Material Safety Data Sheet (MSDS),</li> </ul>	<b>80 hrs</b>
<p><b>Applied Sciences</b></p> <ul style="list-style-type: none"> <li>- Anatomy &amp; physiology, chemistry, electricity, physiology &amp; histology of the skin, skin types, skin conditions, disorders &amp; diseases of the skin</li> </ul>	<b>95 hrs</b>
<p><b>Skin Care</b></p> <ul style="list-style-type: none"> <li>- Skin analysis &amp; consultation, health screening, the treatment room (tools, equipment, products, room preparation, clean-up &amp; sanitation), facial machines, basic facials, facial massage, cleansing procedures, masks, extraction techniques, manual facials and treatments, machine/electrical facials and treatments,</li> </ul>	<b>255 hrs</b>
<p><b>Makeup</b></p> <ul style="list-style-type: none"> <li>- Setup/supplies/implements, color theory, client consultation, general application, special occasion application, camouflage makeup, false lashes &amp; lash extensions, lash and brow tinting, lash perming, hair lightening on body</li> </ul>	<b>65 hrs</b>
<p><b>Body &amp; Other Treatments</b></p> <ul style="list-style-type: none"> <li>- Body treatments, wraps, masks, scrubs, aromatherapy</li> </ul>	<b>20 hrs</b>
<p><b>Hair Removal</b></p> <ul style="list-style-type: none"> <li>- Hair growth &amp; cycle, hair characteristics, client consultation, methods of hair removal, waxing, tweezing, chemical hair removal, mechanical hair removal</li> </ul>	<b>50 hrs</b>
<b>TOTAL</b>	<b>600 hrs</b>

**Grading**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**

**Career Options**

Career opportunities for a student graduating from an esthetics program include esthetician, makeup artist, salon or spa owner, esthetics instructor, esthetics school owner, etc.

**Course Description**

A study of the basic principles of Esthetics with an understanding of chemistry of the skin and products used in performing skin care services. Our basic esthetics program features basic and advanced facials, consultation and cleansing, analysis of face and body, manual and electrical treatments, body scrubs and wraps, body massage, hair removal, application of makeup, eyelash perming, eyelash and eyebrow tinting, aromatherapy, chemical and mechanical exfoliation, and cellulite body treatments.

**Course Objectives**

To educate the student in the basics of esthetics and assist the student in achieving the skills, knowledge, and techniques necessary to obtain licensure and begin a profession in the skin care industry and other related fields.

**Instructional Methods**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques

**Curriculum Breakdown**

This course contains 23 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

<b>Orientation &amp; Business Topics</b> - School policies, study skills, history & career opportunities, professional image (attitude, health, personal hygiene, human relations, professional ethics, etc.), communication, job preparation, management, sales/inventory/retailing, taxes & payroll, insurance, recordkeeping, client records & confidentiality	<b>43 hrs</b>
<b>State Regulations &amp; State Board</b> - State laws and regulation, state board preparation	<b>29 hrs</b>
<b>General Sciences</b> - Infection control and safety, bacteriology, microorganisms, disinfection, sanitation, sterilization, Occupational Safety & Health Administration (OSHA) requirements, Material Safety Data Sheet (MSDS),	<b>99 hrs</b>
<b>Applied Sciences</b> - Anatomy & physiology, chemistry, electricity, physiology & histology of the skin, skin types, skin conditions, disorders & diseases of the skin	<b>115 hrs</b>
<b>Skin Care</b> - Skin analysis & consultation, health screening, the treatment room (tools, equipment, products, room preparation, clean-up & sanitation), facial machines, basic facials, facial massage, cleansing procedures, masks, extraction techniques, manual facials and treatments, machine/electrical facials and treatments,	<b>274 hrs</b>
<b>Makeup</b> - Setup/supplies/implements, color theory, client consultation, general application, special occasion application, camouflage makeup, false lashes & lash extensions, lash and brow tinting, lash perming, hair lightening on body	<b>83 hrs</b>
<b>Body &amp; Other Treatments</b> - Body treatments, wraps, masks, scrubs, aromatherapy	<b>39 hrs</b>
<b>Hair Removal</b> - Hair growth & cycle, hair characteristics, client consultation, methods of hair removal, waxing, tweezing, chemical hair removal, mechanical hair removal	<b>68 hrs</b>
<b>TOTAL</b>	<b>750 hrs</b>

**Grading**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**

**Career Options**

Career opportunities for a student graduating from a master esthetics program include all careers available to estheticians plus more advanced careers, such as working in a dermatologist or plastic surgeon office.

**Course Description**

A study of more advanced esthetics principles that features the latest in chemical peels, microdermabrasion, lymphatic drainage treatment, microcurrent non-surgical face-lifts, dermaplaning, ultrasound facials, etc.

**Course Objectives**

To educate the student in the advanced procedures of esthetics and to assist the student in achieving the skills, knowledge and techniques necessary to obtain licensure and begin a profession in the advanced skin care industry or related industries.

**Instructional Methods**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques.

**Prerequisite** - Must hold current Basic Esthetics license

**Curriculum Breakdown**

After the completion of Basic Esthetics (Virginia) (600 clock hours), the student will complete the remaining 600 hours and curriculum. This course contains 30 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

<p><b>Orientation, Advanced Business Topics, &amp; Infection Control</b></p> <ul style="list-style-type: none"> <li>- School policies, professional ethics &amp; practices, ethics &amp; professional conduct, preparing for employment, insurance &amp; liability issues, Confidentiality &amp; Health Insurance Portability &amp; Accountability Act of 1996 Privacy Rule (HIPAA), client records &amp; documentation, microbiology &amp; bacteriology, infection control, disinfection &amp; sterilization, Occupational Safety &amp; Health Administration (OSHA), U.S. Food &amp; Drug Administration (FDA), Material Safety Data Sheet (MSDS), personal protective equipment</li> </ul>	<b>45 hrs</b>
<p><b>State Regulations &amp; State Board</b></p> <ul style="list-style-type: none"> <li>- State laws and regulation, state board preparation</li> </ul>	<b>10 hrs</b>
<p><b>Advanced Anatomy &amp; Physiology</b></p> <ul style="list-style-type: none"> <li>- Advanced anatomy &amp; physiology, skin structure &amp; functions, skin typing, conditions, disease &amp; disorders, cosmetic ingredients, pharmacology, and homecare</li> </ul>	<b>65 hrs</b>
<p><b>Advanced Skin Care &amp; Advanced Modalities</b></p> <ul style="list-style-type: none"> <li>- Introduction to microdermabrasion &amp; dermaplaning; crystal microdermabrasion (indications &amp; contraindications, general procedures &amp; safety measures; crystal-free microdermabrasion (indications and contraindications, general procedures &amp; safety measures); equipment safety; waste disposal &amp; OSHA; introduction to microdermabrasion techniques and proper protocols; machine parts/operations/protocols/care/waste disposal &amp; safety; practical application &amp; consultation for crystal microdermabrasion, practical application &amp; consultation for crystal-free microdermabrasion &amp; dermaplaning, pretreatment and posttreatment for microdermabrasion</li> </ul>	<b>90 hrs</b>
<p><b>Advanced Procedures &amp; Chemical Exfoliation</b></p> <ul style="list-style-type: none"> <li>- Advanced skin analysis/consultation/health screening/documentation; advanced procedures/light treatments/light-emitting diode (LED)/intense pulsed light device (IPL); advanced manual/machine/electrical treatments, microcurrent &amp; ultrasound; introduction to chemical exfoliation and peels of the epidermis; fundamentals of skin care associated with chemical exfoliation &amp; peels &amp; wound healing; pretreatment and posttreatment for chemical exfoliation and peels, assessing suitability and predicting chemical exfoliation efficacy; general practical application and consultation protocols;</li> <li>- Enzymes, herbal exfoliations &amp; vitamin based-peel; alpha hydroxyl peels; beta hydroxyl peels, Jessner &amp; Modified Jessner peels, trichloroacetic acid peels             <ul style="list-style-type: none"> <li>- practical application &amp; consultation, indications &amp; contraindications, general procedures &amp; safety measures, pretreatments &amp; posttreatments</li> </ul> </li> </ul>	<b>270 hrs</b>
<p><b>Lymphatic Drainage</b></p> <ul style="list-style-type: none"> <li>- Introduction, tissues &amp; organs of the lymphatic system, functions of the lymphatic system, immunity, etiology of edema, lymphatic drainage (indications &amp; contraindications, manipulations &amp; movement, face &amp; neck treatment sequence), lymphatic drainage on the trunk &amp; upper extremities &amp; on the trunk &amp; lower extremities, cellulite, lymphatic drainage with other treatments, machine-aided lymphatic drainage</li> </ul>	<b>120 hrs</b>
<b>TOTAL</b>	<b>600 hrs</b>

**Grading**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**

**Course Objectives**

To assist the student to achieve the skills, knowledge, and teaching techniques necessary to obtain licensure and begin a teaching profession as an Esthetician Instructor or another related career.

**Course Description**

Our teacher training program meets the state requirements in theory, teaching experiences, and hours for licensed instructors. Emphasis includes learning how to teach theory, grade and record tests, and prepare students for their state exams. This course provides certification.

**Instructional Methods**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques

**Prerequisite** - Must hold a current license in the relevant field (Cosmetology/Barbering/Nail Technology)

**Curriculum Breakdown**

This course contains 20 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

<b>Orientation &amp; Introduction</b> - School policies, qualities & characteristics of a career education instructor	<b>6 hrs</b>
<b>General</b> - The teaching plan & learning environment, basic learning styles & principles, learning disabilities & special learning needs, classroom management & supervision, basic methods of teaching & learning, teaching techniques, program review, curriculum development & course outline, lesson planning, teaching aids & technology, assessing progress & advising students, grading, effective presentations – presentation of theoretical & practical subjects, supervision of clinic floor, making the student salon an adventure, educator relationships, teaching study & testing skills, teaching success strategies, teamwork, communication, student retention, performance evaluations, recordkeeping, school administration	<b>249 hrs</b>
<b>Practical</b> - Practicum teaching	<b>120 hrs</b>
<b>Job Preparation &amp; State Boards</b> - State law & regulations, preparing for employment	<b>25 hrs</b>
<b>TOTAL</b>	<b>400 hrs</b>

**Grading**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**

**Course Objectives**

To assist the student to achieve the skills, knowledge, and teaching techniques necessary to obtain licensure and begin a teaching profession as a Cosmetology, Barber, or Nail Technology Instructor or another related career.

**Course Description**

Our teacher training program meets the state requirements in theory, teaching experiences, and hours for licensed instructors. Emphasis includes learning how to teach theory, grade and record tests, and prepare students for their state exams. This course provides certification.

**Instructional Methods**

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques

**Prerequisite** - Must hold a current license in the relevant field

**Curriculum Breakdown**

This course contains 23 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

<b>Orientation &amp; Introduction</b> - School policies, qualities & characteristics of a career education instructor	<b>6 hrs</b>
<b>General</b> - The teaching plan & learning environment, basic learning styles & principles, learning disabilities & special learning needs, classroom management & supervision, basic methods of teaching & learning, teaching techniques, program review, curriculum development & course outline, lesson planning, teaching aids & technology, assessing progress & advising students, grading, effective presentations – presentation of theoretical & practical subjects, supervision of clinic floor, making the student salon an adventure, educator relationships, teaching study & testing skills, teaching success strategies, teamwork, communication, student retention, performance evaluations, recordkeeping, school administration	<b>399 hrs</b>
<b>Practical</b> - Practicum teaching	<b>160 hrs</b>
<b>Job Preparation &amp; State Boards</b> - State law & regulations, preparing for employment	<b>35 hrs</b>
<b>TOTAL</b>	<b>600 hrs</b>

**Grading**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**

# COST

## PROGRAM CHARGES

The student is responsible for payment of tuition and fees. Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

### Cosmetology (1500 clock hours)

\*Application Fee: \$100.00  
 \*\*Kit/Textbooks: \$915.00  
 Tuition: \$10,700.00

### Master Barber (1500 hours)

\*Application Fee: \$100.00  
 \*\*Kit/Textbooks: \$900.00  
 Tuition: \$10,700.00

### Barber (Virginia) (1100 hours)

\*Application Fee: \$100.00  
 \*\*Kit/Textbooks: \$675.00  
 Tuition: \$5000.00

### Instructor (Esthetics) (400 clock hours)

\*Application Fee: \$100.00  
 \*\*Kit/Textbooks: \$235.00  
 Tuition: \$1595.00

### Basic Esthetics (Virginia) (600 clock hours)

\*Application Fee: \$100.00  
 \*\*Kit/Textbooks: \$545.00  
 Tuition: \$3500.00

### Esthetics (750 clock hours)

\*Application Fee: \$100.00  
 \*\*Kit/Textbooks: \$545.00  
 Tuition: \$6500.00

### Master Esthetics (600 clock hours)

\*Application Fee: \$100.00  
 \*\*Kit/Textbooks: \$540.00  
 Tuition: \$4000.00

### Nail Technology (Virginia) (225 clock hours)

\*Application Fee: \$100.00  
 \*\*Kit/Textbooks: \$510.00  
 Tuition: \$1550.00

### Manicuring (600 clock hours)

\*Application Fee: \$100.00  
 \*\*Kit/Textbooks: \$510.00  
 Tuition: \$3950.00

### Instructor (Cosmetology/Barbering/Nail Technology) (600 clock hours)

\*Application Fee: \$100.00  
 \*\*Kit/Textbooks: \$235.00  
 Tuition: \$2995.00

\*The application fee is non-refundable and is due with the application.

\*\* Kits/Textbooks are non-refundable and non-returnable.

## PAYMENT SCHEDULE (SELF-PAY)

Students who are ineligible for federal financial aid or opt to use self-pay for all or part of their program charges may set up their tuition on an interest-free monthly payment plan. Each student will receive a payment schedule along with their truth-in-lending statement and enrollment agreement. Payments are due the 1<sup>st</sup> of each month and are considered late after the 5<sup>th</sup> of each month. Payment must be made to the Administrative Office and must be received by the due date. Payments may be taken to the Administrative Office in person or may be mailed to:

Bristol School of Hair Design  
 P.O. Box 2021  
 Bristol, VA 24203

A receipt is available for each payment.

### COSMETOLOGY

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
FULL-TIME	\$1070	10 installments of \$875.45	1 installment of \$875.50
PART-TIME	\$1070	25 installments of \$385.20	-

### MASTER BARBER

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
FULL-TIME	\$1070	10 installments of \$875.45	1 installment of \$875.50
PART-TIME	\$1070	25 installments of \$385.20	-

### BARBER (VIRGINIA)

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
FULL-TIME	\$500	8 installments of \$562.50	-
PART-TIME	\$500	18 installments of \$236.84	1 installment of \$236.88

### BASIC ESTHETICS (VIRGINIA)

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
PART-TIME (DAY)	\$350	10 installments of \$286.36	1 installment of \$286.40
PART-TIME (EVENING)	\$350	10 installments of \$315.00	-

### ESTHETICS

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
FULL-TIME	\$650	8 installments of \$731.25	-
PART-TIME	\$650	13 installments of \$450.00	-

### MASTER ESTHETICS

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
PART-TIME	\$400	10 installments of \$360.00	-

### NAIL TECHNOLOGY (VIRGINIA)

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
PART-TIME (DAY)	\$155	4 installments of \$348.75	-
PART-TIME (EVENING)	\$155	4 installments of \$348.75	-

### MANICURING

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
FULL-TIME	\$395	6 installments of \$592.50	-
PART-TIME	\$395	10 installments of \$355.50	-

### INSTRUCTOR (ESTHETICS)

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
FULL-TIME	\$159.50	3 installments of \$478.50	-
PART-TIME	\$159.50	6 installments of \$205.07	1 installment of \$205.08

### INSTRUCTOR (COSMETOLOGY/BARBERING/ESTHETICS)

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
FULL-TIME	\$299.50	5 installments of \$539.10	-
PART-TIME	\$299.50	10 installments of \$269.55	-

## **LATE FEES**

There will be a late charge of \$20 for any payments made after the 5<sup>th</sup> of each month. If a student fails to make a scheduled tuition payment, he or she may not be allowed to attend class or accrue hours until payment is made. Hours missed due to non-payment will affect the student's attendance record and will be factored into their Satisfactory Academic Progress attendance calculation as hours missed. If a student fails to make a scheduled tuition payment, the student will receive a late fee each month until payments are caught up.

## **METHODS OF PAYMENT**

Methods of payment include cash, check, certified check, money order, or through federal or non-federal agency or loan programs. Please make all checks payable to Bristol School of Hair Design.

## **INSTITUTIONAL SCHOLARSHIPS**

### ***Instructor Scholarship – FULL TUITION (application fee & course materials not included)***

• At the discretion of the school administration, a graduate of Bristol School of Hair Design may be awarded a scholarship for the Instructor (Cosmetology/Barbering/Nail Technology) Courses or the Instructor (Esthetics) Course. Recipients of the scholarship must be a graduate from Bristol School of Hair Design, be interviewed by the school administration, and meet other academic criteria as set forth by the administration. Students must have graduated with a GPA of at least 80%. This scholarship only applies to students enrolling in either Bristol School of Hair Design's Instructor (Cosmetology/Barbering/Nail Technology) course or Instructor (Esthetics) course. This scholarship only applies to students who are completing all of the required 600 hours for the Cosmetology/Barbering/Nail Technology Instructor Course or the required 400 hours for the Esthetics Instructor Course at Bristol School of Hair Design. This discount will not be applied to students transferring in hours from another program at Bristol School of Hair Design. This scholarship will only be applied to students who graduate from Bristol School of Hair Design's Instructor courses. If the student drops, is terminated, or transfers out of Bristol School of Hair Design before completing the course and all of the graduation requirements associated with the course, the student's refund/balance owed will be based on full tuition (\$2995.00 for the Cosmetology/Barbering/Nail Technology Instructor Course and/or \$1595.00 for the Esthetics Instructor Course).

## **EXTRA INSTRUCTIONAL CHARGES**

Students enrolled at Bristol School of Hair Design are responsible for their time and attendance. If the student has not completed the requirements for graduation by the number of scheduled program hours listed below, he/she will be charged \$7.00/hour for every additional hour needed to complete the course.

Cosmetology – 1650 hours  
Master Barber – 1650 hours  
Barber (Virginia) – 1210 hours  
Nail Technology (Virginia) – 247.5 hours

Manicuring – 660 hours  
Basic Esthetics (Virginia) – 660 hours  
Esthetics – 825 hours  
Master Esthetics – 660 hours

Instructor (Esthetics) – 440 hours  
Instructor  
(Cosmetology/Barbering/Nail Technology) – 660 hours

Please note that the scheduled graduation date (listed as the contract end date on the enrollment agreement) includes the total hours contracted plus 10% of those total hours contracted, allowing for unavoidable absences. No student will be allowed longer than one and one-half (1 ½) times the scheduled program length to complete the program.

If Bristol School of Hair Design is closed or operates on a delay due to inclement weather, those hours/days affecting the student's schedule as contracted will be added on to the contract end date. This will be performed on an addendum to the enrollment agreement.

Over-contract funds, as well as current contracted charges, must be paid in full prior to Bristol School of Hair Design releasing your Record of Instruction to the Virginia or Tennessee Board of Cosmetology, Barbering, and Esthetics for licensure (unless other arrangements have been made).

## **STATE BOARD LICENSING FEE**

Students are responsible for paying the applicable state board licensing fee. The fee amount can be found in the Candidate Information Bulletin for the relevant state licensure exam. This fee is paid at the time the application for the state board licensing exam is submitted.

## **KIT/TEXTBOOK POLICY**

Student books and kits are required to be purchased by all students from Bristol School of Hair Design. School textbook and kit items are available only through suppliers that sell to licensed professionals. Items distributed by our supplier are sold to schools at a discounted price, and those savings are passed on to our students. The costs for the textbook and kit items includes shipping and handling.

**The textbooks and kit items are non-refundable and non-returnable.** Students open and inventory their kits and each item within the kit on the day they receive them, typically the first day of class. Due to the items being opened and due to restocking fees, the school is unable to return those items to the supplier. Textbooks are received, opened, and labeled with each student's name on the first day of class. The opened and labeled textbooks are unreturnable to our supplier. The student is responsible for replacing lost and broken items. Replacement kit items can be purchased through Bristol School of Hair Design. Borrowing is not encouraged.

Student books and kits are a required purchase by the student from Bristol School of Hair Design. Students provide their own stationary school supplies.

The Kit/Textbook fee must be paid prior to or on the first day of class.

Bristol School of Hair Design has payment options available for the purchase of textbooks and kit items. For those students using Title IV funds, the charge for textbooks and kit items can be added to the institution charges, and funds will be disbursed by the payment period. The textbook and kit costs are payable in the first academic year. Students that use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of textbooks and kit items and will not have to give a written authorization for this purpose only. Please note that a student using Title IV funds (financial aid) only receives Title IV funds if the student is making satisfactory progress or has been placed on financial aid warning.

For those students on a cash payment plan, a down payment of 10% of tuition, plus books, kits, and fees is paid prior to the first day of class and the remaining balance is paid as agreed upon prior to signing the enrollment agreement (see self-pay payment schedule above).

*Bristol School of Hair Design assumes no responsibility for the students' kits, textbooks, instructional supplies, training materials, and personal effects. Upon completion of the course, withdrawal, or termination, all items belonging to the student must be removed from the school by the student within 30 days or they become property of Bristol School of Hair Design.*

## INSTITUTIONAL REFUND POLICY

- For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
- Any money due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal occurs when:
  1. An applicant is not accepted by the institution. The applicant shall be entitled to a refund of all monies paid except the non-refundable application fee of \$100.00.
  2. An applicant (or parent/legal guardian of an applicant if student is a minor) cancels his/her contract in writing within three business days of signing the contract. In this case, all monies paid by the applicant/student to the school, except the \$100.00 non-refundable application fee, will be refunded, regardless of whether or not the student has actually started classes.
  3. A student cancels the contract after three business days of signing but prior to starting classes. In these cases, the student is entitled to a refund of all monies paid to the school less the \$100.00 non-refundable application fee and a maximum tuition fee of 15% of the stated costs of the course or program or \$100, whichever is less.
  4. A student notifies the institution, in writing, of his/her withdrawal.
  5. A student is expelled by the institution.
  6. A student on an approved Leave of Absence notifies the school that he/she will not be returning. The date the school determines that the student withdrew will be either the date of notification, or the date on which the student did not return from their LOA, whichever is earlier. **The last date of attendance will be the date used to perform the refund calculation.**
- For circumstances 2, 3, 4, or 6 above, the cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school in person.
- **Please note that all refunds are calculated based on the student's last date of attendance.** The withdrawal date is the date that the student is determined to have withdrawn or to have been terminated from the program, and this date is used to ensure timely receipt of refunds. Refunds owed to the student will be refunded within 45 days of the date of withdrawal/termination. If the withdrawal date is determined to fall after the last date of attendance, the last date of attendance is still the date used to calculate the refund.
- Unofficial withdrawals are monitored at a minimum weekly, and any student who has been absent from the school for 30 or more calendar days or is unable to be reached by the school following an absence of more than 14 days will be unofficially withdrawn. Any monies owed the student will be refunded within 45 days of the date the unofficial withdrawal was determined.
- The following is the Institutional Refund Calculation used by Bristol School of Hair Design upon a drop/withdrawal/termination to determine if the student is owed a refund. All refunds are based on scheduled hours:

<u>Percentage of Scheduled Time Enrolled to Total Course</u>	<u>Amount of Total Tuition Owed to/ Retained by the School</u>
0.01% - 25%	25%
25.1% - 49.9%	50%
50% - 74.9%	75%
75% and over	100%

- **All refunds will be calculated based on the students last date of attendance.** Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school shall notify all enrolled students of the pending closure immediately, describing their financial obligations as well as their rights to a refund or adjustment, and provisions made for assistance toward completion of their academic programs, whether in this institution that is closing, or by contract with another institution or organization to teach out the educational programs. Any such agreement must first be approved by the State Council of Higher Education for Virginia. If the course (program) is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all monies paid. If the course (program) is cancelled and the school ceases to offer instruction after students have enrolled and instruction has begun, the school shall notify all enrolled students of the pending program cancellation immediately, describing their financial obligations as well as their rights to a refund or adjustment, and provisions made for assistance toward completion of their academic programs, whether in this institution that is closing, or by contract with another institution or organization to teach out the educational programs. Any such agreement must first be approved by the State Council of Higher Education for Virginia.
- This refund policy applies to tuition and fees charged in the enrollment agreement. All fees are identified in the catalog and the enrollment agreement. The \$100.00 application fee is non-refundable. Kits/Textbooks are non-refundable and non-returnable. Other miscellaneous charges the student may have incurred (extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Direct Student Loan Program; second to subsidized Federal Direct Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.



# FINANCIAL AID

## **STUDENT FINANCIAL AID RELEASE**

Bristol School of Hair Design does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus Loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.

## **FINANCIAL AID**

Bristol School of Hair Design educates students and/or parents regarding all options of financial aid available to those who qualify. Financial aid is available to all students who apply and qualify for that aid. The information from the FAFSA, provided by the student and/or parent(s), in conjunction with state and federal regulations determines eligibility for available programs. Parents may also borrow money via the Federal Parent PLUS Loan to help cover educational costs and living expenses for their eligible dependent son/daughter.

### **TYPES OF FINANCIAL AID:**

#### ▫ **FEDERAL PELL GRANT (Need Based Aid)**

Pell grants do not have to be repaid and are based primarily on the ability of the family or lack of ability to pay for higher education. Pell grants are only available to undergraduate students (those who have not earned a bachelor's or graduate degree). The amount awarded depends on your cost of attendance, expected family contribution (EFC), enrollment status (part-time or full-time), and whether you attend for a full academic year. Pell grants are determined after the financial status of a student is fully reviewed.

#### ▫ **FEDERAL DIRECT LOAN (Need & Non-Need Based Aid)**

Loans made through this program are referred to as Direct Loans, because eligible students and parents borrow directly from the U.S. Department of Education. You must be enrolled as at least a half-time student to be eligible for a loan. This type of aid must be repaid, with interest. Loans are a legal obligation. We highly recommend the student and/or parent(s) visit [www.studentaid.ed.gov/repayingpub](http://www.studentaid.ed.gov/repayingpub) to review the Department of Education's publication regarding loan basics and managing debt. The amount awarded depends on your cost of attendance, expected family contribution (EFC), enrollment status (part-time or full-time), and whether you attend for a full academic year. Direct Loans include the following:

- **Direct Subsidized Loans** – you must have financial need to receive a subsidized loan. The U.S. Department of Education will pay (subsidize) the interest that accrues on your Direct Subsidized Loan during certain periods.
- **Direct Unsubsidized Loans** – financial need is not a requirement to obtain an unsubsidized loan. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan.
- **Direct PLUS Loans** – loans parents can obtain to help pay the cost of education for their dependent undergraduate children.

### **VETERANS – GI BILL®**

Some students may be eligible for financial assistance through the U.S. Department of Veterans Affairs. This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. Please contact the Certifying Official, Candice West, at (276) 791-8079 for more information regarding Veterans Affairs financial assistance eligibility.

- An individual who provides a certificate of eligibility (COE) under Chapter 31 or 33 must be permitted to attend the course beginning on the start date after the student provides the COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees. The school does not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

### **ELIGIBILITY**

To be eligible for Title IV Aid, the student must:

- Have a high school diploma, GED, or equivalent
- Complete the FAFSA for each financial aid year the student is eligible for aid
- Comply with Bristol School of Hair Design's Satisfactory Academic Progress Policy
- Not be in default on previous student loans
- Not owe repayment on an adjusted Pell Grant
- Not exceed annual and aggregate loan limits
- Have remaining eligibility if the student is a transfer student
- Be enrolled in an eligible program
- Be enrolled at least half-time
- Be a citizen or eligible non-citizen
- If male, ages 18-25, have registered with the Selective Service
- Have resolved any drug convictions

### **APPLYING FOR TITLE IV AID**

In order to have funds available by the time school begins, students are encouraged to begin the application process two months prior to the class start date.

1. Complete the FAFSA. Students must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To complete a web FAFSA, the student will

need an electronic pin number. This can be obtained at [www.pin.ed.gov](http://www.pin.ed.gov). This pin is unique to each FAFSA applicant and cannot be shared with anyone else as it acts as the student's signature required to submit a FAFSA. A parent of a dependent student must also apply for a pin. The parent is required to sign the web FAFSA with their uniquely created pin.

2. When completing the FAFSA, make sure to include Bristol School of Hair Design's school code, 042694. This will allow disclosure of information from the FAFSA to the school.
3. If the student is a dependent student, both the student and a parent will need to complete and sign the FAFSA application in order to be eligible for a Pell Grant. Dependency status is determined by the information filled out on the FAFSA. If the parents of a dependent student refuse to provide information on the FAFSA, the student will not be eligible for Pell Grants and will only be eligible for unsubsidized direct loans.
4. Once the FAFSA is complete, the student will receive a Student Aid Report (SAR). If the student lists Bristol School of Hair Design's school code on the FAFSA (as instructed above), the school will be sent an Institutional Student Information Report (ISIR).
5. All verifications and/or corrections must be completed prior to qualifying for aid. If a student's FAFSA is selected for verification, the student will receive notification from the school along with our verification worksheet. The student is required to return the verification worksheet completed and provide any other requested documents. If parent information is entered in the FAFSA or the student is a dependent, parents may need to provide additional requested documents. If selected, the verification process must be completed before a student can receive federal aid. The verification process may result in a corrected ISIR and new Expected Family Contribution (EFC), which could affect the student's unmet need and eligible need based aid.
6. Need will be calculated based on the student's primary EFC generated on the student's ISIR and the Cost of Attendance. The Cost of Attendance budget includes tuition, applicable fees, kit and textbooks, room and board, personal expenses, and transportation costs.
7. Students wishing to participate in the Direct Loan program must complete a Master Promissory Note or Electronic Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov).
8. Parents desiring to participate in the PLUS Loan program on behalf of their dependent daughter/son must complete the Federal Direct PLUS Request for Supplemental Information via [www.studentloans.gov](http://www.studentloans.gov). A credit check will be performed during the loan request process.
9. Students must complete Entrance Loan Counseling prior to the student receives a disbursement of any Federal loans.
10. Student will need to accept or decline eligible aid by completing the Student's Financial Aid Award Notice with the Financial Aid Office.
11. Accepted aid will be listed on the student's award letter.
12. Please note that students are required to notify Bristol School of Hair Design's Financial Aid Administrator if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

### SPECIAL CIRCUMSTANCES – Dependency Override & Professional Judgment

- **Dependency Override** – Students who do not meet the Federal definition of an independent student but have unusual circumstances may appeal their dependency status to Bristol School of Hair Design's Financial Aid Administrator. Dependency Status overrides are done on a case by case basis and a determination from the Financial Aid Officer at one institution is not binding at another institution. Successful appeal may result in an increase in the student's eligibility for aid.
  - The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another **do not qualify as "unusual circumstances" or that do not merit a dependency override**. These circumstances are as follows:
    1. Parents refusing to contribute to student's education
    2. Parent unwilling to provide information on the application or for verification
    3. Parents are not claiming the student as a dependent for income tax purposes
    4. Student demonstrates total self-sufficiency
  - Students with special circumstances should contact Bristol School of Hair Design's Financial Aid Administrator.
- **Professional Judgment** – Circumstances beyond the student's control (and/or family) that affect the student's (and/or family) income during the current academic year could result in a reduced estimated family contribution (EFC). Students with special circumstances should always complete a FAFSA and then contact the Financial Aid Administrator. If a student wishes to appeal the EFC based on special circumstances and is determined eligible to do so, the student will complete a Professional Judgment form and may be requested to supply supporting documentation of said circumstances.

### DEFERMENT

Students who are enrolled at least half time can apply for deferment of previous student loans while in attendance at Bristol School of Hair Design. Please log on to [www.nlsds.ed.gov](http://www.nlsds.ed.gov) to find your current loan servicer and to find out more details on "in-school deferment."

### ELIGIBILITY AFTER A DRUG CONVICTION

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period of which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(1) and 20 U.S.C. 1091(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(2) (20 U.S.C. 1091(r)(2)).

### DISBURSEMENTS

The first disbursement is scheduled for the first day of classes for Pell and thirty days after class begins for direct loans, unless the student was a prior borrower.

Course	Disbursement Schedules (hours)			
	1st	2nd	3rd	4th
Cosmetology	0	450	900	1200
Master Barber	0	450	900	1200
Manicuring	0	300	N/A	N/A
Esthetics	0	375	N/A	N/A

At the time of disbursement, the student will sign a line receipt acknowledging the disbursement and the status of their account.

## DISBURSEMENT OF CREDIT BALANCE REFUND SUMMARY

If the student has financial aid that exceeds his or her tuition and fee charges for the payment period in which the disbursement occurred, the student will have a credit balance. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

### A CREDIT BALANCE REFUND WILL BE GIVEN TO THE PARENT IF:

The amount of the PLUS loan is greater than the student's tuition and fees charges for the payment period in which the disbursement occurred. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

## VERIFICATION POLICY

Once a student completes and submits the FAFSA to the Central Processing System (CPS), there is a possibility that the application will be selected for a process called "Verification." Verification is a process which requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. The Verification process is the way in which a school must confirm the information listed on the FAFSA is accurate and ensures that eligible students receive all the federal financial aid to which they are entitled. If you are selected for Verification, you must complete the process in its entirety before your FAFSA is considered complete.

If you are selected for Verification by the Department of Education, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR). Additionally, Bristol School of Hair Design will notify each student that they have been selected for verification, the documentation required to complete the verification process, the deadline for submitting those documents, and the consequences of not submitting those documents by the deadline. Bristol School of Hair Design will provide to the student a Verification Worksheet along with instructions for submitting verification documents to the school. Bristol School of Hair Design reserves the right to institutionally select any student, even those not selected by the Department of Education, for Verification based on discrepant or incomplete information reported on the FAFSA.

In order to complete the Verification process, you must submit a completed Verification Worksheet along with all of the required documents that are listed on the worksheet, as well as additional forms provided (if applicable). Verification will be considered incomplete until all required documents have been submitted.

Required verification documents can include acceptable documentation (as defined below) determined by the verification tracking flag assigned by the Department of Education's Central Processing System (CPS).

Please note that a student who is chosen for verification must complete the verification process before Bristol School of Hair Design can exercise any authority under 479A(a) of the Higher Education Act to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.

Applicants electing to use the IRS Data Retrieval Tool **and** who do NOT alter any information imported from their IRS tax return(s) are not required to submit tax documentation. Student/parent tax transcript(s) will be required if applicant elects not to use the IRS Data Retrieval Tool **or** who alter any information imported from their IRS tax returns.

Students can obtain Tax Return Transcripts:

- via the internet at [www.irs.gov](http://www.irs.gov)
- via phone by calling 1-800-908-9946
- via mail or fax by completing IRS Form 4506T-EZ

Internet and phone requests are simple methods and result in tax return transcripts being mailed to the tax filer's address within 5-10 business days. Students can also utilize the "Get Transcript Online" Tool on the IRS website and print their tax return transcripts as PDF documents. Submission of Form 4506T-EZ via mail can authorize mailing of the transcript to a third party (such as Bristol School of Hair Design) but will take approximately 30 days.

## DOCUMENTATION

### Required Verification Items:

34 CFR 668.56

Adjusted gross income (AGI)

U.S. income tax paid

Untaxed IRA distributions

Untaxed pensions

IRA deductions

Tax exempt interest

Education credits

Number of household members

Number in college

SNAP (food stamps) received

Child support paid

Income earned from work

Other untaxed income, including but not limited to:

- Payments to tax-deferred pension and savings
- Child support received
- Housing, food and other living allowance received
- Veterans non-education benefits
- Money received or paid on the applicant's behalf
- Other untaxed income

### Acceptable documentation:

IRS data retrieval or 2017 tax return transcript

IRS data retrieval or 2017 tax return transcript

IRS data retrieval or 2017 tax return transcript

IRS data retrieval or 2017 tax return transcript

IRS data retrieval or 2017 tax return transcript

IRS data retrieval or 2017 tax return transcript

IRS data retrieval or 2017 tax return transcript

Verification worksheet or signed certification statement

Verification worksheet or signed certification statement

Verification worksheet or documentation from agency

Verification worksheet or signed certification statement

Verification worksheet or signed certification statement

### **High School Completion Status**

High school diploma or certified official high school transcript showing date diploma awarded or a state recognized equivalent (GED, state certificate, approved home-school credentials).

### **Identify/Statement of Educational Purpose**

Appear in person to Bristol School of Hair Design official and present a valid government-issued photo identification (driver's license, non-driver's license or passport) and a signed statement of educational purpose. If unable to appear in person, student must provide valid government-issued photo identification (driver's license, non-driver's license or passport) and an original notarized statement of educational purpose signed by the student.

### **DEADLINES:**

When selected by CPS for the process of verification, the student must submit all required documentation to the Financial Aid Office within 14 days from the date the student is notified that the additional documentation is needed for this process. If the student does not provide all of the required documentation within the 14 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established. The Financial Aid Office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

### **CONSEQUENCES OF NOT SUBMITTING DOCUMENTATION IN TIMELY MANNER:**

Documents not submitted timely could result in:

- The student being responsible for paying his/her fees out of pocket
- The student cannot be processed for a Financial Aid award
- Loss of financial aid for an award period or academic year
- The student not being considered for a Financial Aid Deferment
- The program- year ending with the student having an outstanding balance with the school. This could result in late fees and the student's account being turned over to a collection agency.

### **MAKING CORRECTIONS:**

*Once the student receives their SAR, they should review it for accuracy. If changes are needed, the student (and/or parents) should submit changes/corrections to the FAFSA online by using their PIN.*

Once all verification documents are received by the Office of Student Financial Aid, the file will be reviewed for accuracy and completeness. Students will be notified by the Financial Aid Office if any discrepancies are discovered during the verification process. The Financial Aid Office will submit corrections on the student's behalf. The corrections will be sent to the CPS via the Department of Education System. Generally, the corrected data is processed and received back in our office within 72 hours after corrected data is submitted.

If no additional corrections are needed (pending the student having not also submitted corrections), and the student meets all necessary eligibility requirements, then an award will be processed. The student will be notified of any changes to their financial aid award packages through an updated Award Letter, which the student will sign in person with the Financial Aid Director.

### **CHANGES TO THE EXPECTED FAMILY CONTRIBUTION (EFC) & STUDENT AID AMOUNTS:**

- In the event the EFC changes on an initial SAR, prior to the student being awarded, the award will be based on the last valid SAR transaction.
- If the EFC changes after the student have been awarded - the award must be cancelled. The file will be re-evaluated, and additional documentation may be requested from the student. Once that process is completed and pending the student meets all eligibility criteria, the student will be re-awarded based on the last valid SAR transaction and EFC.
- If the EFC changes occurred which caused a change to the Financial Aid award, the student will receive a revised Award Notification .
- If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to ED for resolution. Unless required by ED, no Federal financial aid will be disbursed to the student.

### **OFFICE OF INSPECTOR GENERAL (OIG)**

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities (Central Processing Servicer (CPS), Judicial Services, IRS <if applicable>), including the Office of Inspector General <https://oig.hhs.gov/>.

## **RETURN OF TITLE IV (R2T4) POLICY**

The return of Title IV funds is administered by the Financial Aid Office of Bristol School of Hair Design. The Financial Aid Office or the School Director are designated to accept notification of official withdrawals.

This policy applies to Title IV recipients who withdraw (officially or unofficially) or are dismissed from enrollment at Bristol School of Hair Design. It is separate and distinct from the Institutional Refund Policy which applies to all withdrawn students. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures as defined by federal regulation.

As explained below, if a student (or the school or parent on the student's behalf) received less assistance than the amount earned, the student may be able to receive those additional funds in the form of a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must obtain the student's permission before it can disburse those funds. It is the student's right to choose to decline some or all of the loan funds so he/she does not incur additional debt. Bristol School of Hair Design may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). The school will need the student's permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow Bristol School of Hair Design to keep those funds to reduce your debt at school. Please note that some Title IV funds that a student may have been scheduled to receive may not be able to be disbursed after withdrawal because of eligibility requirements.

If the student received more assistance than earned, the excess funds must be returned by either the school or student – this is known as an overpayment. If the student receives (or the school or parent on the student's behalf) excess Title IV funds that must be returned, the school must return a portion of the excess equal to the lesser of: student's institutional charges multiplied by the unearned percentage of student's funds, or the entire amount of excess funds. If the school is not required to return all of the excess funds, the student must return the remaining amount.

The requirements for Title IV program funds after withdrawal are separate from the Institutional Refund Policy. Therefore, the student may still owe funds to Bristol School of Hair Design to cover unpaid institutional charges. Bristol School of Hair Design may also charge the student for any Title IV program funds that the school was required to return.

### **STUDENT WITHDRAWS BEFORE TITLE IV FUNDS ARE DISBURSED**

If the student paid all school charges/fees and then ceased enrollment prior to Title IV funds being disbursed, the school is responsible for determining if Title IV funds could have been disbursed. The school must determine the Title IV funds earned by the student and follow the procedures for making a post-withdrawal disbursement.

### **SCHOOL DETERMINED DATE OF WITHDRAWAL**

The school determined date of withdrawal is established by the type of withdrawal.

- CASE ONE: Official Withdrawal (notification of withdrawal)
  - Date of the student's withdrawal notification to the school
  - Date the student was expelled/terminated from the school
- CASE TWO: Unofficial Withdrawal (no notification of withdrawal)
  - 14 calendar days after the student's last date of physical attendance
- CASE THREE: Student on Leave of Absence
  - The earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that he/she will not be returning.
  - NOTE: when a student has a Direct Loan and fails to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.

### **WITHDRAWAL DATE:**

The withdrawal date is always the student's last day of physical attendance.

### **R2T4 CALCULATION**

- Bristol School of Hair Design 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 to 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. For example, if a student has completed 30% of the scheduled hours in a payment period, the student has earned 30% of the assistance he/she was originally scheduled to receive.
- For a student who withdraws after the 60% mark of scheduled attendance in the time period of period of enrollment, there are no unearned funds; the student has earned 100% of the Title IV funds scheduled to be received.
- If the calculation determines the amount of funds disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement (PWD) if conditions for a late disbursement are satisfied.
- If the calculation determines the amount of funds disbursed to the student is greater than the amount earned by the student, the unearned funds must be returned to the Department of Education.

### **SCHOOL'S RESPONSIBILITIES**

- Provide students with the information contained in the R2T4 Policy.
- Identify students who have withdrawn and will be affected by the R2T4 Policy.
- Perform the R2T4 calculation, guidelines & standards provided by the Department of Education.
- Return all unearned Title IV funds in compliance with the Department of Education requirements.
  - This must be done as soon as possible, but no later than 45 days after the school determined date of withdrawal.
- Process any post-withdrawal of earned funds due to the student.
  - Post-withdrawal disbursement to student's account for outstanding institutional charges must be completed as soon as possible, but no later than 180 days after the school determined date of withdrawal.
  - Post-withdrawal disbursements to student for earned Title IV funds in excess of outstanding current institutional charges:

- Loans – as soon as possible, but no later than 180 days after the school determined date of withdrawal
  - Grants – as soon as possible, but no later than 45 days after the school determined date of withdrawal
- Provide notifications to students (or parents if applicable).
  - Written notification providing the student (or parent) the opportunity to accept part or all of a post-withdrawal disbursement of Title IV loan funds must be sent no more than 30 days from the school determined date of withdrawal.
  - Notification to student (or parent) of outcome of late request for a post-withdrawal disbursement to the student; request received by school after the specified period and school chooses not to make the disbursement – must be done as soon as possible.
  - Notification to student of grant overpayment must be made within 30 days of school determined date of withdrawal.
  - Provide notification to the Department of Education:
    - Referral of student to Debt Resolution Services if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement (must be done as soon as possible)
    - Referral of a student to NSLDS if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement (must be done no later than 45 days from the date the student is notified of overpayment)

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid recipients, repayment on Federal Loans begins six (6) months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the Institutional Refund Policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges.

If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within 45 days of the date of determination, which is no later than fourteen (14) days from the last date of attendance. The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant funds for which a return of funds is required

The calculation for the percent of completion of the payment period is as follows:

- The school will determine the actual date the student started the payment period and the last date of attendance and will determine the scheduled clock hours within that period of time. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation.
- Students who owe an overpayment of Pell grants as a result of withdrawal from the program initially will retain their eligibility for Title IV funding for 45 days of the earlier of 1) date the school sends the student notification of the over award or 2) the date the school was required to notify the student of overpayment. Within 30 days of determining that the student's withdrawal created a overpayment of all or part of the Pell Grant, the school must notify the student that he/she must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the 45<sup>th</sup> day following notification from the school. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the 45 days allotted, the school will report to NSLDS.

#### **STUDENT'S RESPONSIBILITIES**

- When possible, the student should notify the financial aid office in writing of official withdrawal.
- If the student cancels the withdrawal, the student must notify the school in writing within three business days of the date of the original withdrawal.
- School charges, which were previously paid by FSA funds, might become a debt that the student will be responsible for paying upon the return of Title IV funds.
- Return unearned Title IV funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
  - Loans – according to the terms of the loan
  - Grants – within 45 days of earlier of date school sent or was required to send notice.
- Submit response instructing school to make post-withdrawal disbursement within 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.
- Student borrowers of the Direct Loans are required to attend or complete online Exit Counseling before leaving school.

Questions about Title IV program funds can be directed to the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

#### **FEDERAL REFUND REQUIREMENTS VERSUS INSTITUTIONAL REFUND POLICY**

In addition to the Return of Title IV requirements for federal financial aid recipients, Bristol School of Hair Design is required by the State Council of Higher Education of Virginia and our accreditor, NACCAS, to calculate a prorated refund for all withdrawn students regardless of whether or not the student received Title IV funds. In some instances, the student may, after Title IV funds are returned, owe a balance to Bristol School of Hair Design to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return.



## SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school and complies with the guidelines established by the Bristol School of Hair Design's accrediting/state agencies and the federal regulations established by the U.S. Department of Education. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Satisfactory Academic Progress (SAP) is measured in both quantitative terms (attendance) and qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to date of SAP evaluation).

A student who has not achieved a minimum cumulative GPA of 75% or who has not successfully completed at least a cumulative rate of attendance of 67% is not eligible for Title IV assistance, if applicable.

### Attendance Standard (Quantitative Measure):

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule 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. A student's attendance pace is determined by the following formula:

$$\frac{\text{Cumulative clock hours of actual attendance as of the evaluation date}}{\text{Cumulative clock hours of scheduled attendance as of the evaluation date}}$$

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.

### 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, 34 hrs/wk) – 1500 hrs	66.2 weeks	2250
Cosmetology (Part-time, 14 hrs/wk) – 1500 hrs	160.7 weeks	2250
Master Barber (Full-time, 34 hrs/wk) – 1500 hrs	66.2 weeks	2250
Master Barber (Part-time, 14 hrs/wk) – 1500 hrs	160.7 weeks	2250
Barber (Virginia) (Full-time, 34 hrs/wk) – 1100 hrs	48.5 weeks	1650
Barber (Virginia) (Part-time, 14 hrs/wk) – 1100 hrs	117.9 weeks	1650
Nail Tech (Virginia) (Part-Time (Day), 12 hrs/wk) – 225 hrs	28.1 weeks	337.5
Nail Tech (Virginia) (Part-time (Evening), 14 hrs/wk) – 225 hrs	24.1 weeks	337.5
Manicuring (Full-time, 25 hrs/wk) – 600 hrs	36 weeks	900
Manicuring (Part-time, 14 hrs/wk) – 600 hrs	64.3 weeks	900
Basic Esthetics (Virginia) (Part-time (Day), 13 hrs/wk) – 600 hrs	69.2 weeks	900
Basic Esthetics (Virginia) (Part-time (Evening), 14 hrs/wk) – 600 hrs	64.3 weeks	900
Esthetics (Full-time, 24 hrs/wk) – 750 hrs	46.9 weeks	1125
Esthetic (Part-time, 15 hrs/wk) – 750 hrs	75 weeks	1125
Master Esthetics (Part-time, 13 hrs/wk) – 600 hrs	69.2 weeks	900
Cosmetology, Barbering, Nail Technology Instructor Course (Full-time, 30 hrs/wk) – 600 hrs	30 weeks	900
Cosmetology, Barbering, Nail Technology Instructor Course (Part-time, 14 hrs/wk) – 600 hrs	64.3 weeks	900
Esthetics Instructor Course (Full-time, 30 hrs/wk) – 400 hrs	20 weeks	600
Esthetics Instructor Course (Part-time, 14 hrs/wk) – 400 hrs	42.9 weeks	600

\*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.

### Students who have not graduated by the maximum time frame will be terminated.

### Academic Standard (Qualitative Measure):

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The academic standard includes both academic (theory) and practical 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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At various points throughout the course, the instructor will perform formal practical evaluations. Each course incorporates four of these formal practical evaluations. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students must maintain an academic cumulative average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress. Students must maintain this 75% (C) cumulative average in both their Theory Grade & their Practical Grade.

Numerical grades are considered according to the following scale:

**A = 93-100; B = 85-92; C = 75-84; F (Failing) = Below 75**

### Review & Evaluation Periods:

Attendance is monitored on a weekly basis, and students will receive bi-monthly updates on their attendance and academic standing in the form of report cards, and any at-risk students will be counseled and will be advised regarding efforts to improve success. The bi-monthly report cards are issued to each student in order to track his/her progress toward meeting satisfactory progress. The frequency of the evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirement of at least one evaluation by midpoint of the course.

Our institutional academic year for each of our programs is as follows: for our Cosmetology, Master Barber, & Barber (Virginia) program, the academic year is 900 clock hours and 26 weeks; for our Nail Technology (Virginia), Basic Esthetics (Virginia), and Master Esthetics programs, the academic year is 900 clock hours and 64 weeks; for our Manicuring program, the academic year is 900 clock hours and 36 weeks; for our Esthetics

program, the academic year is 900 clock hours and 37 weeks; and for both of our Instructor programs, the academic year is 900 clock hours and 30 weeks.

Students are formally evaluated for Satisfactory Academic Progress as follows:

Cosmetology (1500 clock hours): 450, 900, 1200 clocked (actual) hours  
Master Barber (1500 clock hours): 450, 900, 1200 clocked (actual) hours  
Barber (Virginia) (1100 clock hours): 450, 900 clocked (actual) hours  
Nail Technology (Virginia) (225 clock hours): 112 clocked (actual) hours  
Manicuring (600 clock hours): 300 clocked (actual) hours  
Basic Esthetics (Virginia) (600 clock hours): 300 clocked (actual) hours  
Esthetics (750 clock hours): 375 clocked (actual) hours  
Master Esthetics (600 clock hours): 300 clocked (actual) hours  
Cosmetology, Barbering, Nail Tech Instructor Course (600 clock hours): 300 clocked (actual) hours  
Esthetics Instructor Course (400 clock hours): 200 clocked (actual) hours

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

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress (SAP) until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on Warning or has prevailed upon appeal resulting in the status of Probation.

**Warning:**

Students who fail to meet either of the two progress standards (attendance/academics) as of the evaluation date will be placed on Financial Aid Warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised on the actions required to attain satisfactory academic progress by the next evaluation. During the Financial Aid Warning period, students are eligible, if applicable to receive financial aid funds. At the end of that warning period, the student must be making the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress. If, at the end of the Financial Aid Warning 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 will be ineligible for Title IV assistance.

**Probation:**

Students who fail to meet either of the two progress standards after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period if the student appeals the decision and prevails upon appeal. A student may appeal the decision if he/she has a documented reason of the unsatisfactory progress, and the underlying circumstances have changed. The basis for filing an appeal, such as death of a relative, injury, illness, or other special circumstances may be documented in the student's file. The school must determine that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period in order for an appeal to be approved. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If the school grants the appeal, additional conditions may be imposed for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted, the student is placed on Financial Aid probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements, all Federal aid will be suspended until such time that the student re-establishes satisfactory progress. Federal Financial Aid, if applicable, will not be disbursed to students unless the student has appealed and prevailed upon appeal resulting in the status of Financial Aid Probation.

**Re-establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid (if applicable) by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

**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 the leave of absence will extend the student's contract period and maximum time frame 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 if re-enrolling within 180 days of their last date of attendance.

**Appeal Procedure**

If a student is determined to not be making satisfactory academic progress or is terminated for not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal (see Administrative Office for official Appeal Policy Form) to the school administration within five (5) business days of not making satisfactory academic progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. 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. 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.

If the student fails to appeal the decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to the school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director. A decision on the student's appeal will be made within three (3) business days by the Director and will be communicated to the student in writing. This decision will be final. The appeal and decision documents will be retained in the student file.

Should a student prevail on his/her appeal and be determined to be making satisfactory academic progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

**Non-credit and Remedial Courses**

Course incompletes, repetitions, and non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**Transfer Hours**

Students whose transfer hours are accepted by the school are applied to the total number of hours necessary to complete the program are considered as both attempted and completed hours for the purpose of determining satisfactory academic progress and when the maximum time frame has been exhausted.



# SCHOOL POLICIES

## **ATTENDANCE**

Each student is expected to attend all classes according to the schedule on their enrollment agreement. Attendance is required to maximize every educational opportunity and to ensure successful completion of each program. While Bristol School of Hair Design encourages students to attend school every day that they are scheduled, we understand that emergencies, inclement weather, and illness can happen and cause unavoidable absences. To account for these instances, each program includes a predetermined amount of hours that can be missed without incurring extra-instructional charges. This predetermined amount is calculated as an extra 10% of those total hours contracted. Please see the section on Extra-Instructional Charges for these specific amounts. The total absent hours accrued beyond the allowed amount of each program will result in extra-instructional charges of \$7.00 per hour.

The maximum time frame a student is allowed to complete their hours is 150% of the total scheduled hours for the program. Per our Satisfactory Academic Progress (SAP) Policy, students are required to maintain a minimum 67% attendance.

As stated in our Satisfactory Academic Progress Policy, attendance is calculated by dividing actual hours into scheduled hours. All absences and hours missed, whether excused or unexcused, affect the attendance percentage.

Each student is required to clock in and out each day when entering and leaving the school using the time clock at the reception desk.

## **TARDINESS**

Students must report to class on time. Late arrival for any reason must be communicated and explained to the Educator and Financial Aid Director. Students arriving 10 minutes after their scheduled arrival time are considered tardy.

Students are allowed three late arrivals per month, including late arrivals from lunch. The fourth and any subsequent late arrivals will result in the student being sent home for the day and the loss of that day's hours.

## **ABSENCES**

Communication is key when a student must be absent. If you are unable to attend school because of illness or other personal reasons, you must notify an Instructor no later than 8:30AM on each day of your absence. A student may leave a voicemail on the school's answering system before 8:30AM if an instructor is not available. Any absence due to illness or injury should be documented with a statement from a physician. Students who do not call prior to an absence or tardiness are subject to receiving an infraction and other disciplinary action.

If more than 30 consecutive calendar days have been missed, the student will be terminated from the program. If more than 14 calendar days have been missed without contacting the school, the student will be terminated from the program. If more than 7 calendar days have been missed without prior notice, Bristol School of Hair Design will attempt to reach out to the student in order to assist him/her in taking a Leave of Absence (if applicable) or to determine the date by which the student will be returning – please note that if the student does not return by this date, he/she will be terminated. If Bristol School of Hair Design is unable to reach the student to determine this date of return (which must still be within 30 calendar days from the last date of attendance), the student will be involuntarily withdrawn from the program.

**LEAVING EARLY** – Students are required to clock the number of hours each day required by their program schedule. Students are not allowed to leave prior to their scheduled departure time. If a student wishes to leave the school early for any reason, they must consult with their instructor at the time they clock in. Leaving early without consulting with the instructor when you clock in will result in an infraction. An infraction for early departure without proper notification may be appealed if the student can prove to the Director's satisfaction that the early departure involved an emergency. Time missed due to leaving early will be added to your absent hours.

## **SATURDAY ATTENDANCE**

Saturday attendance is mandatory unless otherwise agreed upon before signing your enrollment agreement. For students scheduled to attend Saturdays, any absence on a Saturday not approved by the Director at least one week in advance of the absence will result in an infraction. An infraction for an unapproved Saturday absence may be appealed if the student can prove to the Director's satisfaction that the absence involved an emergency or was an incident beyond the student's control. An absence will not be considered approved or excused without proper documentation.

## **EXTRA HOURS/MAKE-UP HOURS**

Students receiving Title IV Federal Financial Aid must complete a certain number of clock hours *and* a certain number of weeks in order to receive their disbursements. Because of this, Bristol School of Hair Design does not allow students receiving Title IV Aid to attend extra hours outside of the student's scheduled hours in order to exceed 100% attendance or "bank hours" in advance of or in anticipation of an absence.

Extra hours are any hours beyond what the student is normally scheduled. In order for Title IV students to attend outside of their scheduled hours in order to make up hours missed, the students must obtain prior authorization from the Financial Aid Director by utilizing the necessary form from the administrative office. If it is necessary for a student to stay late with a client, approval must be granted from an instructor beforehand and the proper form must be completed. .

## **MAKE-UP WORK**

All students must complete all work on a scheduled basis. If the student fails to make up any assignments missed, they will be required to stay in school on their regular schedule until all assignments and tests are completed. It is the responsibility of each student to inform the instructor that they need to make up an assignment.

In the event a student is absent or fails an exam, the student must schedule to take the exam within the designated make-up periods. If the make-up was due to a previous failing grade on the exam, an average of the two scores will be recorded.

## **TIME CLOCK GUIDELINES & CORRECTIONS**

Bristol School of Hair Design is a clock hour institution and therefore clocking in and out is of extreme importance. Bristol School of Hair Design can only issue credit for hours that are properly documented. It is the student's responsibility to clock in and out each day, which includes lunch or any other time it is necessary for the student to leave the building. Students must clock in at the beginning of the day and clock out when leaving for the day. Students must also clock in and out for lunch or for any other reason that would cause them to leave the school during school hours.

Any adjustments to the student's time clock entries need to be corrected within one week of receiving the time reports and must be communicated to the Administrative Office in person or via email ([bristolschoolofhairdesign@gmail.com](mailto:bristolschoolofhairdesign@gmail.com)).

If a student fails to clock in or out for any reason, you must complete the Student Time Correction Form, which can be obtained in the Administrative Office. Please note that the Administrative Office will only make one correction every 6 months. Any other missed clock-ins or clock-outs will cause the student to lose hours. If a student forgets to clock-in or out, he/she needs to do so as soon as he/she remembers. The Student Time Correction Form must be submitted within seven calendar days of the date when the student receives the monthly time reports, or no correction will be made.

For students who forget to clock out for the day, one warning will be given. After the warning, the student will receive an infraction per our Infraction Policy each time they fail to clock out.

## **LUNCHES**

Students are required to sign in and out at the front desk when going on lunch and any other time they leave the building. Lunches are scheduled at the front desk. Students are to check the schedule daily for their allotted lunch time. Full-time students receive a 1 hour lunch each day. Part-Time students receive a 1 hour lunch on Saturdays. Students are required to take at least a 30 minute lunch. Short lunches must be approved by an instructor. Please note that a student will receive an infraction for taking an excessively long lunch.

If a student does not clock in and out for lunch, the full scheduled amount of time for their lunch break will be deducted from the day's hours.

## **LEAVE OF ABSENCES (LOA'S)**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to a specific time period of non-attendance. The student is required to follow the school's policy in requesting a LOA. In order to take a Leave of Absence (LOA), the student must fill out the necessary LOA form in the School Office. The student must complete the required form, which includes the start date, the anticipated return date, the reason for the leave of absence explained in full, and the student's signature and date.

The student must submit the request for the LOA in advance unless unforeseen circumstances prevent the student from doing so. If the institution grants a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, the student must fill out the request form at a later date, and the institution must document the reason for accepting the request. In this case, the beginning date of the approved LOA will be determined to be the first date the student was unable to attend due to the unforeseen circumstance. This LOA request must be approved by the Director of the School.

One LOA is permitted by Bristol School of Hair Design. The LOA must be for at least 30 days and for no more than 180 days. Allowable reasons for which a leave of absence may be granted include medical or legal issues, unforeseen familial issues, unforeseen job related issues, or other allowable special circumstances. In the case of a medical, legal, or otherwise unforeseen necessity, the Director may approve a second LOA, but the combined days of both may not exceed 180 days in any 12-month period. A "12-month period" begins on the first day of the student's initial leave of absence.

Hours that have elapsed during a LOA will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. On the day the student returns from a LOA, the student is required to inform the Financial Aid Director of the return and complete an enrollment agreement addendum reflecting the changes to the contract. This enrollment agreement addendum must be signed by all parties. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without penalty to the student. A student granted a LOA is not considered to have withdrawn, and no refund calculation is required at that time.

A LOA has no effect on the "Satisfactory Academic Progress Standard." If a student was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon return, the student is deemed in good standing and may continue the program of study from the point of interruption.

In requesting a LOA, the intent and expectation is for the student to return to the enrolled program of study. A LOA will not be granted if the school does not have reasonable expectation that the student will return from the LOA. If a student does not return to the school at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date for the purpose of calculating a refund and Return of Title IV funds is always the student's last day of attendance. Should a withdrawal result, a student's grace period for a Title IV program may be exhausted.

Please note that the student may return to school at an earlier date provided the student notifies the school, and the school has approved the request to return early.

There will be no additional charges to the student due to the LOA. The school will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid. This school does not grant a LOA which does not meet the conditions of an approved LOA for Title IV purposes (for example, academic reasons) – the school considers this a withdrawal for Title IV purposes.

Student's on an approved LOA need to be aware that the said LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, a Financial Aid Advisor will meet with the student and provide information regarding the following:

- loan obligations
- possible revisions in his/her aid package
- deferment options
- notification to lending institutions
- deferments may be canceled
- if veteran benefits may be affected
- consequences of not returning to Bristol School of Hair Design at the expiration of the LOA
- etcetera

## **ADVISING/HOUSING/SCHOOL LIBRARY**

Instructors or other staff members are always available for advising should the student have any personal or academic difficulties. Students are informed by the Administrative Director that if they ever feel that they need additional assistance at any point in the program, that they should let one of the instructors, the Director, or the Administrative Director know, so that we can facilitate additional help or teaching materials to meet their individual needs. If at any time we become aware of specific concerns for a particular student, either the Director or Head Instructor will meet with them one-on-one to talk about where they are, where they need to be, and what steps can be taken for them to be successful.

Students needing professional assistance will be provided with a list of agencies that may be of service for their particular needs. Bristol School of Hair Design does not provide student housing.

Supplementary instructional resources are available to students upon request. Examples include additional textbooks, DVD's, magazines, etc. Any instructor or Bristol School of Hair Design staff member can assist the student with checking out these materials.

## **STUDENT PARKING**

Students must abide by local parking rules, which are announced during orientation. The School will not be responsible for parking violations and/or towing fees. Student parking is located behind the school. Overflow parking is accessible on the street running directly behind the student parking lots, and the street running directly beside the school. There are more spots for street parking on both sides of these surrounding streets further down, but still within reasonable walking distance to the school.

## **EMPLOYMENT PLACEMENT**

Bristol School of Hair Design does not guarantee employment; however, we are committed to assisting the placement of every graduate seeking employment. We provide our students with the knowledge and information necessary to be successful in the industry. Our curriculum contains employment units, which include topics such as appearance guidelines, job referrals, and résumé preparation to help our students gain the knowledge needed to successfully interview and prepare for a job at the end of their training. As employment opportunities and openings are made known to Bristol School of Hair Design, this information is then provided to our students.

## **VIDEO/PHOTOGRAPHING**

As a student of Bristol School of Hair Design, there will be times that you will be videotaped and/or photographed for security and/or educational purposes. Additionally, photographs may be used in advertising, on our website, and/or for internet marketing. Unless you state otherwise, you agree to be photographed and/or videotaped and release all rights to photographs to Bristol School of Hair Design.

## **SOCIAL MEDIA GUIDELINES**

Bristol School of Hair Design students are responsible for what they post on social networking sites (including but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, file-sharing & user-generated video and audio). Bristol School of Hair Design does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or any other conduct that would not be accepted inside Bristol School of Hair Design on any of Bristol School of Hair Design's social media sites. Bristol School of Hair Design reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate.

Students may not provide misleading, false, or confidential information about Bristol School of Hair Design, faculty/instructors, students, or customers. You may not cite or refer to the school, faculty/instructors, students or customers without their approval.

It is the duty of Bristol School of Hair Design to protect itself from undue harm related to information that is shared on social networking sites.

## **COPYRIGHT INFRINGEMENT POLICY**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities. A summary of the penalties may be found at: [www.copyright.gov/title17/92appf.pdf](http://www.copyright.gov/title17/92appf.pdf). Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

## **CONSTITUTION DAY**

Bristol School of Hair Design celebrates Constitution Day on or near September 17<sup>th</sup> yearly. For more information, visit [www.constitutionday.com](http://www.constitutionday.com).

## **VOTER REGISTRATION POLICY**

Students are encouraged to register to vote in State and Federal elections. Voter registration and election date information for Virginia can be found at [www.elections.virginia.gov](http://www.elections.virginia.gov). Voter registration information and election dates for federal elections can be found at [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources). In compliance with the Department of Education, the internet address where voter registration applications can be downloaded will be emailed to all newly enrolled students prior to their first day of class.

## **VACCINATION POLICY**

Bristol School of Hair Design does not require vaccination records for admittance to the school.

## **HARASSMENT POLICY**

It is the policy of Bristol School of Hair Design to maintain a workplace free from any type of harassment including sexual, ethnic, or racial harassment, creating a hostile work environment, racial slurs, or demanding sexual favors for work-related benefits. In this regard, we will discipline up to and including discharge of anyone who engages in such activity.

Under this policy, sexual harassment is defined as: unwelcome sexual advances; employment, grades, advances, or lack thereof based on sexual favors or lack of such favors; non-consensual touching or sexual jokes; requests for sexual favors; verbal or physical conduct of a sexually harassing nature; physically suggestive objects, pictures, or obscene gestures; or failure to cease any such act upon request of any other person.

## **SEXUAL MISCONDUCT POLICY & PROCEDURES**

Bristol School of Hair Design is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), Bristol School of Hair Design has adopted strict policies regarding these matters. Students should refer to the Campus Safety and Annual Security Report provided during the admission process for detailed information. Additional copies can be obtained from the Executive Director or when updated Reports are distributed annually. The Campus Title IX Coordinator is Ann West. She may be reached at 276-791-0542 or via email at [bristolschoolofhairdesign@gmail.com](mailto:bristolschoolofhairdesign@gmail.com).

## **STUDENT COMPLAINT/GRIEVANCE POLICY**

In accordance with the institution's mission statement, the school will 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.

Bristol School of Hair Design endorses an open door policy to all persons associated with the institution. This open door policy is practiced in an effort to address potentially negative issues before they become complaints.

The following procedure outlines the specific steps of the complaint process.

1. The student must submit the complaint in writing to the Director. The written statement must include a full description of all conditions and circumstances related to the complaint. The student must submit the complaint in writing within 7 calendar days from when the grievance occurred.
2. The Director will then discuss with staff and instructors. 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.
3. A response will be sent in writing to the student within 14 calendar days after the complaint is received. The initial response may not provide for final resolution but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. 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 and who may also be a corporate officer, 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.
5. Students must exhaust the institution's internal complaint process before submitting the complaint to the Virginia Department of Professional or Occupational Regulation (DPOR), the State Council of Higher Education for Virginia (SCHEV), or the National Accrediting Commission of Career Arts and Sciences (NACCAS). The State Council of Higher Education for Virginia (SCHEV) is the agency of last resort in the grievance process. Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.
6. The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. The Virginia SAA office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the office via email at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

## **RECORD RETENTION POLICY**

The school maintains cumulative educational records in accordance with all applicable, federal, state, and accreditation regulations. All records related to accreditation will be maintained for the necessary time required by NACCAS. Applications and admission records containing information regarding the educational qualifications of each regular student admitted that are relevant to the postsecondary school's admission standards will be maintained permanently in either hard copy forms or in an electronic database with backup by the school, its successors, or its assigns. These student records will reflect the requirements and justification for admission of the student to the school. A transcript of the student's academic and course work at the school will be retained permanently in either hard copy form or in an electronic database with backup by the school, its successors or its assigns. A record of student academic or course progress at the school including programs of study, dates of enrollment, courses taken and completed, grades, and indication of the student's current status (graduated, probation, etc.) will be retained permanently. Fiscal records will be maintained for a minimum of three years after the student's last date of attendance, or for a longer period of time when required by NACCAS. As required by DPOR, all written records of hours and performances showing what instruction a student has received after the student terminates or completes the curriculum of the school shall also be maintained for a minimum of five years after the student terminates or completes the program.

Student records shall be maintained after a student either terminates training or graduates. The school will maintain adequate permanent student records and have them readily available for federal, state, and accreditation organizations, which will include: evidence of compliance with school admissions requirements, theory and practical academic transcripts, dates of enrollment/withdrawal/completion, tuition/financial aid records, Veterans Administration records for veterans, copies of certificates awarded, and attendance records. Evidence of accreditation, if any, during the years covered by transcripts will also be maintained permanently, as well as a set of course descriptions for all courses offered by the school.

## **FILE ACCESS & INFORMATION RELEASE / FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA limits the disclosure of personally identifiable information from school records and defines students' rights to review their records and request a change to those records. Bristol School of Hair Design follows all FERPA regulations, including that each student and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students may request a copy of his/her academic and/or financial records by written request to the Director. The request shall include their name, current address, phone number, email address, date of request, and detailed information of their request. Current or former students will be provided an unofficial transcript for requests of information regarding performances or hours – this request will be granted within 21 days of the written request. Current or former students who have a delinquent account will not be able to receive copies of an official certified transcript until the account is current, which includes being paid in full or payment arrangements are current.

FERPA affords the student the right to request amendment of the student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Bristol School of Hair Design to amend a record should write the Director, Ann West, at P.O. Box 2021, Bristol, VA 24203 and clearly identify the part of the record the student wants changed, and specify why it should be changed. If Bristol School of Hair Design chooses to deny the request, Bristol School of Hair Design will notify the student in writing of the decision and the student's right to a hearing to challenge the contents of the education records on the grounds that the records are inaccurate, misleading, or violate the rights of the student. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Any third party request of information will require written authorization from the student or parent/guardian of a dependent minor. Bristol School of Hair Design provides each student with a "Consent of Access to Education Records" form that they may complete should the student wish any third party source to have access to any of their educational records. Bristol School of Hair Design requires a release form to be completed for **each** third party request of information. Any and all information requests about any form of student information should be directed to the Director. FERPA permits the disclosure records to the following parties: school officials who have a legitimate educational interest, school officials from another school where a student seeks to enroll or is already enrolled for the purposes of transferring, various government officials for the purpose of supervising state-supported educational programs, appropriate parties in connection with the financial aid of the student, accreditation agencies, parents of an eligible student if the student is a dependent minor for IRS tax purposes, organizations conducting studies for or on behalf of the school, persons/organizations in response to a judicial order or lawfully issued subpoena, appropriate officials in connection with a health or safety emergency, and to state and local authorities to whom disclosure is required by state law. The school may also disclose, without consent, "directory information" as defined under § 99.37. However, the school must notify parents and students of the information that is designated as "directory information," and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose the information.

The institution maintains a record of all release forms and requests for information.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Bristol School of Hair Design to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **HEALTH AND SAFETY EXEMPTION REQUIREMENT**

Bristol School of Hair Design adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which Bristol School of Hair Design is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent. The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

## **RIGHT TO CHANGE**

Bristol School of Hair Design reserves the right to modify its curriculum, rules, or any other policies at its discretion. Any modifications to curriculum, rules or any other policies will be disclosed to current and prospective students in an updated version of our catalog, which can be accessed on the school's website ([www.bristolschoolofhairdesign.com/school-catalog](http://www.bristolschoolofhairdesign.com/school-catalog)). If the modification affects current students, the change will be announced in class and posted on the bulletin board in the classroom. Please note that all terms of current student enrollment agreements will be honored.

Bristol School of Hair Design reserves the right to reschedule, postpone, or to cancel class start dates. In the event of a change in start date, the student will be provided the opportunity for a full refund of all monies paid or be provided the opportunity to sign a new Student Enrollment Contract.

## **OFFICIAL WITHDRAWALS**

If a student wishes to officially withdraw from the program, the student must submit a written letter of withdrawal to Bristol School of Hair Design. This letter can be submitted to the Instructor or faculty member at the school on the day the student chooses to submit the written notice of withdrawal. In rare circumstances in which the student cannot submit the letter in person, the student must contact the Administrative Director, Candice West, at (276) 791-8079 in order to set up other means of submitting the notice of withdrawal (via mail or email).

## **SUSPENSION/TERMINATION**

Students may be suspended or terminated for failure to comply with Bristol School of Hair Design's rules and code of conduct. The school reserves the right to dismiss / suspend a student for any reason, including but not limited to the following: providing fraudulent information or documentation of requirements for admission or attendance; failure to attend classes regularly; refusal to complete assigned classes or Student Salon work; non-compliance with educational requirements, general school policies or the contract; breach of school rules and regulations; falsification of school records; cheating; conduct or conditions that pose a direct, adverse threat (including bullying) to other students, guests or employees of Bristol School of Hair Design; or failure to make required tuition & fees payments. Intentional destruction of school property, destruction of other students' or staff members' property, physical violence and threats of violence can mean immediate dismissal / suspension without previous warning.

Students are responsible for their own education equipment and personal belongings that may have been left in the School. These items must be removed by the student from the School's premises within 30 days from the date of the dismissal / suspension letter or they will be removed by the School and disposed of accordingly. If a student is terminated and wishes to contact the school, the student may email the school at [bristolschoolofhairdesign@gmail.com](mailto:bristolschoolofhairdesign@gmail.com). A response will be sent within 7 business days.

## **STUDENT RIGHTS, RESPONSIBILITIES, & PRIVILEGES**

Per the terms of the enrollment contract, the student:

- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to pay applicable school and state board testing fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that minimum attendance and grade requirements must be maintained for satisfactory progress; failure to comply will result in possible probation or termination from the program according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
- Understands and agrees that he/she is responsible for reporting to the school state board examination grades, progress, licensure date, and employment information.

## **STUDENT CODE OF CONDUCT**

Bristol School of Hair Design is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and effective policies that govern student conduct and encourage individual responsibility and maturity.

Students who enroll at Bristol School of Hair Design are expected to maintain high standards of honor, integrity, morality, and consideration for others in their personal behavior. Students are expected to act honestly and respectfully. Cheating, plagiarizing, stealing, or knowingly furnishing false information is considered unsatisfactory conduct. Students must also exhibit dedication by completing all services, projects and duties, by attending all classes as outlined, and by following the directions of the instructors and administrators in the performance of their duties.

Unruly conduct at the school, insubordination, creating dissension, insulting conduct toward the public, fellow students, and/or instructors will be cause for disciplinary action, which may include suspension or termination. The following types of behavior are not allowed, and individuals found to have committed such infractions by the procedures set forth in this Code shall be subject to sanctions being imposed including suspension or expulsion from the program.

- **ACADEMIC** – collaborating, conspiring, or cooperating during an examination with any other person by giving or receiving information without authorization; copying or obtaining information from another student's examination paper; selling or giving away all or part of an examination; stealing, buying, or otherwise obtaining all or part of an examination; submitting as one's own any practical assignment, written work, or examination of another person
- **INFORMATIONAL** – fabricating, forging, altering, or misusing any Bristol School of Hair Design document, record, instrument of identification, etc.; furnishing false information to Bristol School of Hair Design with the intent to deceive; providing false identification to authorized Bristol School of Hair Design personnel
- **PERSONAL CONDUCT** – disorderly conduct which disturbs the orderly functions and processes of the facility and/or infringes on the rights of others defined in this Code; the intentional interference with the lawful rights of any person on school property; loud music, noise, or disruptive conduct at school that interferes with educational events or processes
- **PROPERTY** – vandalism, destruction, damage, defacement, abuse, or misuse of public or personal property, whether intentional or by negligence
- **OTHER** – failure to comply with a lawful order, direction, or request of a Bristol School of Hair Design employee made by the employee in the performance of the employee's duties; any conduct not specifically stated herein which adversely affects the educational processes or the rights of members of the community or others; aiding or inciting others to commit any infraction in this Code

## **RULES & REGULATIONS**

1. Students must check in at the scheduled time of arrival. The school must be notified by 8:30AM if the student will be absent or tardy. Please see policies on attendance, tardiness, and absences for more information. Students are responsible for clocking in and out each and every time they enter and leave the school building. Please see the policy on timeclock guidelines for more information.
2. Each student is required to keep up with their performances on a daily basis and report those performances to the Instructors.
3. Dress Code: All clothes must be kept clean, stain-free, not torn or shredded, pressed, and professional looking at all times.
  - Hair and makeup (if applicable) must be done daily in a professional look prior to signing in. Hair must be dried and styled. Also, when a student has the privilege of receiving a student service, the hair must be dried and combed out promptly.
  - Clean, professional-looking shoes must be worn at all times.
  - Skirts/Dresses/Shorts must not be shorter than two inches above the knee.
  - Shirts must not show cleavage or underarms. No tank tops allowed. Backs and midriffs must be covered at all times.
  - Clothing must not include any profane or inappropriate content.
  - A salon jacket provided by Bristol School of Hair Design must be worn at all times. If you forget or lose the jacket, a new one must be purchased as approved by the school.
  - If your attire does not comply with the above mentioned rules and is deemed inappropriate or offensive, you will be sent home and receive an infraction. Being sent home for dress-code related reasons will not excuse an absence.
4. Students are not permitted to use the school telephone without permission of an Instructor. Only emergency calls will be permitted or accepted. Messages will be taken at the front desk, and the student will be contacted immediately. Please inform your family and friends of these rules.
5. Cell phones are not to be used during class. Cell phones are only permitted to be used on the clinic floor for educational purposes. Students may not use cell phones while working on a practical/theory assignment or on a client.
6. Students must have their full kit and books each day and must take all personal items home daily.
7. Students will not visit with another student who is busy working on a client.
8. You must notify your instructor of all completed services so that the instructor can check your work. Failure to do so will result in an infraction. All clinic work must be checked by an instructor – no exceptions.
9. Students must walk clients to the front desk after completing a service, and students must accurately report all services performed on the client.
10. Profane language is not permitted at any time.
11. No smoking or use of tobacco products will be allowed inside the building and must only be done in the designated area. This area must be kept clean from debris.
12. No student is permitted in the inventory closet without permission.
13. Students are responsible for the cleanliness of their work area and equipment throughout the day. Students are required to follow all State Board sanitation and sterilization laws including keeping his/her chair, individual work station, mirror, drawers, kit and supplies neat and clean during training hours. Hair and any garbage must be promptly swept from the floor and placed in the garbage.
14. School sanitation must be done every day in the various departments. It is the responsibility of everyone to make sure that the school stays clean and neat, and all students must participate in the sanitation duties each day. You will be written up if you fail to complete your sanitation or it is marked as unsatisfactory. For every four unsatisfactory sanitation grades, you will be written up and receive an infraction.
15. All mannequin heads must be put away unless you are working on them.
16. Before students can do services upon one another, it must be approved by an Instructor.
17. Students are not to provide cosmetology/barber/esthetics/manicuring services at home in exchange for money. Solicitation of Bristol School of Hair Design clients to be serviced in your home is unethical and is grounds for termination.
18. If a student is unable (i.e. due to health problems) or will not practice his or her assignments effectively, he or she cannot be in attendance or receive hours. Students must be able to perform all tasks in clinic, theory, and practical settings.
19. Any student refusing to service a client will immediately be sent home and receive no hours from the time of dismissal.
20. Students may not argue about appointments nor discuss matters in front of a patron. Students may not move appointments or refuse clients without the approval of an Instructor.
21. All Virginia Cosmetology Laws and Regulations will be enforced.
22. There will be zero tolerance toward sexual harassment as per our Harassment Policy.
23. Integrity and courteous conduct is expected of the students toward fellow students, instructors, school staff, and clinic patrons at all times. If a difficult situation should arise with one of your patrons, please notify an Instructor.
24. Students must behave in a professional and courteous manner. Respectful communication with staff, fellow students, and clients is required. Unnecessary conversation, creating noise, causing discord, abusive language, or using racial, sexual, ethnic, or religious slurs or references is prohibited and may result in termination from the program. Students who do not follow the guidelines or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.
25. A student may be suspended or dismissed for any actions or conduct that, in the opinion of the Administration, reflects negatively in any way upon the institution.
26. Bristol School of Hair Design reserves the right to suspend or terminate a student from school for refusal to cooperate with instructors, excessive absenteeism or tardiness, or in any case a student is not following school policies.
27. The school Administration and Instructors reserve the right to expel students for any one of the following:
  - Use of intoxicating liquors or drugs during school hours
  - Possession or use of a weapon at the school
  - Cheating, dishonesty, or falsification of records
  - Immoral or unprofessional conduct
28. Failure to comply with these Rules & Regulations and all points of the Bristol School of Hair Design Catalog will result in disciplinary action.
29. The school has the right to change or add to any rules and regulations.



# CONSUMER INFORMATION – RIGHT TO KNOW

## **GENERAL CONSUMER INFORMATION**

Bristol School of Hair Design will provide prospective students or employees with a copy of our Consumer Information by posting the information on our internet website – <https://www.bristolschoolofhairdesign.com/consumer-information>. A paper copy will be provided upon request through our Administrative Office. For general school information, you may contact the Administrative Director at (276) 791-8079 or email us [bristolschoolofhairdesign@gmail.com](mailto:bristolschoolofhairdesign@gmail.com).

Bristol School of Hair Design will annually distribute to all enrolled students and current faculty a notice of availability of the Consumer Information. This will be done via email. The school will provide a paper copy on request.

The most current pre-enrollment information is given upon meeting with the Financial Aid Administrator prior to signing the enrollment agreement. This will include the graduation, licensure, and placement rates for the most recent award year. This information may also be found on the school's website – [www.bristolschoolofhairdesign.com/consumer-information](http://www.bristolschoolofhairdesign.com/consumer-information).

Our Financial Aid Administrator and Admissions Office Personnel are knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents. To set up a meeting or discuss any questions you may have via phone or email, please contact us at (276) 791-8079 or at [bristolschoolofhairdesign@gmail.com](mailto:bristolschoolofhairdesign@gmail.com).

## **MISREPRESENTATION POLICY OF TRUTH AND CANDOR**

Bristol School of Hair Design and its faculty are committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, candor, and accuracy in all of its communications with students, accrediting agencies, and the public. Furthermore, the school is using procedures and practices aimed at eliminating errors while communicating with students and the public.

## **OUTCOME RATES**

Per our reporting requirements with the National Accrediting Commission of Career Arts and Sciences (NACCAS) for the annual report period of 2018, our rates are as follows:

Graduation Rate: 68.18%

Licensure Rate: 100%

Placement Rate: 86.67%

The placement rates listed above represent students who were scheduled to complete a program between January 1, 2018 and December 31, 2018 and actually completed, became licensed and employed by November 30, 2019.

## **NET PRICE CALCULATOR**

Net Price Calculator information can be found on our website at [www.bristolschoolofhaidesign.com/net-price-calculator](http://www.bristolschoolofhaidesign.com/net-price-calculator).

## **PHYSICAL DEMANDS / SAFETY**

**Cosmetology & Barbering** – Standing for long periods of time, back stress, foot stress, long work hours, possible allergies, possible chemical contact

**Nail Technology/Manicuring** – Sitting for long periods of time, back stress, arm & hand stress, long work hours

**Esthetics** – Back stress, arm & hand stress, contact with heat products

**Instructor** – Standing for long periods of time, back stress, possible chemical contact

All career fields require working with chemicals that are considered hazardous. A hazardous chemical is a chemical, substance, or ingredient in a product that is considered harmful, flammable, corrosive, etc. (Examples may include perm solutions or acetone polish remover).

Students should wear shoes that would not be slippery when walking on a damp floor. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each student to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reactions,

## **STATE LICENSING**

Students graduating from our Cosmetology or Master Barber programs may take the licensing exam to receive a license in either Virginia or Tennessee after completion of the course enrolled and payment of the required examination fee. Students graduating from our Barber (Virginia), Nail Technology (Virginia), Basic Esthetics (Virginia), Master Esthetics, Instructor (Esthetics), and Instructor (Cosmetology/Barbering/Nail Technology) programs may take the licensing exam in Virginia to receive a license after completion of the course enrolled and payment of the required examination fee. Students graduating from our Manicuring and Esthetics programs may take the licensing exam in either Virginia or Tennessee to receive a license after completion of the course enrolled and payment of the required examination fee. Virginia and Tennessee practice reciprocity, so if the proper course is completed and the adequate number of state-required hours are obtained, it is possible to transfer your license from one state to the other if the proper state guidelines are followed. Please note you must meet the requirements of the state in which you are testing or reciprocating the license to in order to obtain a license in that state.

The following license requirements listed in this School Catalog are for the state of Virginia. Bristol School of Hair Design is located in Virginia and students graduating from all of our programs are eligible to take the licensing exam in Virginia. Students graduating from some of our programs (stated above) are eligible to take the Tennessee State Board Licensing exams, and those students wishing to become take the state board licensing exam in Tennessee or obtain a license via reciprocity can find Tennessee licensing requirements on the State Board of Tennessee's website:



<https://www.tn.gov/commerce/topic/cosmo-how-do-i-get-an-license>. Links to the various licensing requirements can also be found at the bottom of Bristol School of Hair Design's website ([www.bristolschoolofhairdesign.com](http://www.bristolschoolofhairdesign.com)).

Paperwork or applications to take exams and paperwork for licensure are available in the Administration Office at Bristol School of Hair Design. The school is not responsible for students denied licensure.

In order to receive a license as a barber, cosmetologist, nail technician, esthetician, or master esthetician, an applicant must meet the following qualifications:

1. The applicant shall be in good standing as a licensed barber, cosmetologist, nail technician, or esthetician in Virginia and all other jurisdictions where licensed. The applicant shall disclose to the board at the time of application for licensure, any disciplinary action taken in Virginia and all other jurisdictions in connection with the applicant's practice as a barber, cosmetologist, nail technician, or esthetician. This includes monetary penalties, fines, suspensions, revocations, surrender of a license in connection with a disciplinary action, or voluntary termination of a license. The applicant shall disclose to the board at the time of application for licensure if he has been previously licensed in Virginia as a barber, cosmetologist, nail technician, or esthetician. Upon review of the applicant's prior disciplinary action, the board, in its discretion, may deny licensure to any applicant wherein the board deems the applicant is unfit or unsuited to engage in barbering, cosmetology, nail care, or esthetics. The board will decide each case by taking into account the totality of the circumstances. Any plea of nolo contendere or comparable plea shall be considered a disciplinary action for the purposes of this section. The applicant shall provide a certified copy of a final order, decree, or case decision by a court, regulatory agency, or board with the lawful authority to issue such order, decree, or case decision, and such copy shall be admissible as prima facie evidence of such disciplinary action.
2. The applicant shall disclose his physical address. A post office box is not acceptable.
3. The applicant shall sign, as part of the application, a statement certifying that the applicant has read and understands the Virginia barber and cosmetology license laws and the regulations of the board or the Virginia esthetics license laws and the board's esthetics regulations.
4. In accordance with § 54.1-204 of the Code of Virginia, each applicant shall disclose the following information regarding criminal convictions in Virginia and all other jurisdictions:
  - a. All misdemeanor convictions involving moral turpitude, sexual offense, drug distribution, or physical injury within two years of the date of the application; and
  - b. All felony convictions within 20 years of the date of application.Any plea of nolo contendere shall be considered a conviction for purposes of this subsection. The record of a conviction received from a court shall be accepted as prima facie evidence of a conviction or finding of guilt. The board, in its discretion, may deny licensure to any applicant in accordance with § 54.1-204 of the Code of Virginia.
5. The applicant shall provide evidence satisfactory to the board that the applicant has passed the board approved examination, administered either by the board or by independent examiners.

In order to be eligible for a cosmetology, barber, or nail technician instructor certificate, an applicant must meet the following qualifications:

1. The applicant shall be in good standing as a licensed barber, cosmetologist, nail technician, or wax technician in Virginia and all other jurisdictions where licensed. The applicant shall disclose to the board at the time of application for licensure, any disciplinary action taken in Virginia and all other jurisdictions in connection with the applicant's practice as a barber, cosmetologist, nail technician, or wax technician. This includes monetary penalties, fines, suspensions, revocations, surrender of a license in connection with a disciplinary action, or voluntary termination of a license. The applicant shall disclose to the board at the time of application for licensure if he has been previously licensed in Virginia as a barber, cosmetologist, nail technician, or wax technician. Upon review of the applicant's prior disciplinary action, the board, in its discretion, may deny licensure to any applicant wherein the board deems the applicant is unfit or unsuited to engage in barbering, cosmetology, nail care, or waxing. The board will decide each case by taking into account the totality of the circumstances. Any plea of nolo contendere or comparable plea shall be considered a disciplinary action for the purposes of this section. The applicant shall provide a certified copy of a final order, decree, or case decision by a court, regulatory agency, or board with the lawful authority to issue such order, decree, or case decision, and such copy shall be admissible as prima facie evidence of such disciplinary action.
2. Holds a current Virginia barber, cosmetology, or nail technician license, respectively
3. The applicant shall:
  - a. Pass a course in teaching techniques at the post-secondary educational level; or
  - b. Complete an instructor training course approved by the Virginia Board for Barbers and Cosmetology under the supervision of a certified barber, cosmetologist, or nail technician instructor in a barber, cosmetology, or nail technician school, respectively; or
  - c. Pass an examination in barber, cosmetology or nail technician instruction respectively, administered by the board or by a testing service acting on behalf of the board.
4. In accordance with § 54.1-204 of the Code of Virginia, each applicant shall disclose the following information regarding criminal convictions in Virginia and all other jurisdictions:
  - a. All misdemeanor convictions involving moral turpitude, sexual offense, drug distribution, or physical injury within two years of the date of the application; and
  - b. All felony convictions within 20 years of the date of application.Any plea of nolo contendere shall be considered a conviction for purposes of this subsection. The record of a conviction received from a court shall be accepted as prima facie evidence of a conviction or finding of guilt. The board, in its discretion, may deny licensure to any applicant in accordance with § 54.1-204 of the Code of Virginia.

Applicants passing the examination for a cosmetology, barber, or nail technician instructor certificate shall be required to maintain a barber, cosmetology, or nail technician license.

In order to be eligible for an esthetics instructor certificate, an applicant must meet the following qualifications:

1. The applicant shall be in good standing as a licensed barber, cosmetologist, nail technician, or wax technician in Virginia and all other jurisdictions where licensed. The applicant shall disclose to the board at the time of application for licensure, any disciplinary action taken in Virginia and all other jurisdictions in connection with the applicant's practice as a barber, cosmetologist, nail technician, or wax technician. This includes monetary penalties, fines, suspensions, revocations, surrender of a license in connection with a disciplinary action, or voluntary termination of a license. The applicant shall disclose to the board at the time of application for licensure if he has been previously licensed in Virginia as a barber, cosmetologist, nail technician, or wax technician. Upon review of the applicant's prior disciplinary action, the board, in its discretion, may deny licensure to any applicant wherein the board deems the applicant is unfit or unsuited to engage in barbering, cosmetology, nail care, or waxing. The board will decide each case by taking into account the totality

of the circumstances. Any plea of nolo contendere or comparable plea shall be considered a disciplinary action for the purposes of this section. The applicant shall provide a certified copy of a final order, decree, or case decision by a court, regulatory agency, or board with the lawful authority to issue such order, decree, or case decision, and such copy shall be admissible as prima facie evidence of such disciplinary action.

2. Holds a current Virginia barber, cosmetology, or nail technician license, respectively
  3. The applicant shall:
    - a. Pass a course in teaching techniques at the post-secondary educational level; or
    - b. Complete an instructor training course approved by the Virginia Board for Barbers and Cosmetology under the supervision of a certified esthetics or master esthetics instructor in an esthetics school and pass an examination in esthetics instruction respectively, administered by the board or by a testing service acting on behalf of the board.
  4. In accordance with § 54.1-204 of the Code of Virginia, each applicant shall disclose the following information regarding criminal convictions in Virginia and all other jurisdictions:
    - a. All misdemeanor convictions involving moral turpitude, sexual offense, drug distribution, or physical injury within two years of the date of the application; and
    - b. All felony convictions within 20 years of the date of application.
- Any plea of nolo contendere shall be considered a conviction for purposes of this subsection. The record of a conviction received from a court shall be accepted as prima facie evidence of a conviction or finding of guilt. The board, in its discretion, may deny licensure to any applicant in accordance with § 54.1-204 of the Code of Virginia.

Applicants passing the examination for an esthetics instructor certificate shall be required to maintain a Virginia esthetician license.

## **CAMPUS SECURITY ACT INFORMATION**

Bristol School of Hair Design is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in compliance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), Bristol School of Hair Design has adopted strict policies regarding these matters.

An Annual Security Report is published on our school's website annually by October 1<sup>st</sup>. Each report includes policy statements and specific information regarding procedures, practices, and programs concerning safety and security. Each report also includes three years' worth of statistics for particular types of crimes that occurred on campus and on public property on or immediately adjacent to the campus. If By October 1<sup>st</sup> of each year, all faculty, staff, and students receive an official campus notification regarding the content and availability of the Annual Security Report. The notification provides information regarding how to access the report as well as a direct link to the report. These reports are available online at [www.bristolschoolofhairdesign.com/consumer-information](http://www.bristolschoolofhairdesign.com/consumer-information).

If you would like to receive the Annual Security Report and relevant documents, you can request a paper copy from our Administrative Office or have a copy mailed to you by calling (276) 791-8079.

In accordance with the Crime and Awareness and Campus Security Act of 1990, Bristol School of Hair Design collects crime statistics as the basis for employees and applicants for enrollment or employment. Campus is defined as "any building or property" owned or controlled by Bristol School of Hair Design within the same contiguous area used by the school in direct support or related to its educational purposes.

There were no criminal offenses on campus or on public property reported during the period of the last three years – 2016, 2017, and 2018.

Any emergency or criminal actions noted by students or staff should be reported directly to the administrative staff. The Director will take whatever action (medical or legal) deemed necessary. A staff member checks the building for security each evening upon dismissal. All emergency and fire prevention equipment are kept in working order. Please familiarize yourself with the location of this equipment.

## **DRUG PREVENTION POLICY**

Bristol School of Hair Design is committed to maintaining an alcohol & drug-free environment for its students and employees in compliance with applicable federal, state, and local laws. It is the policy of Bristol School of Hair Design that the possession, use, and sale of alcoholic beverages on campus are prohibited, without regard to an individual's age. Similarly, the possession, use, and sale of illegal drugs are prohibited. Any underage drinking or drug offense coming to the attention of the institution will be reported to the local police. The institution's full drug and alcohol abuse policy and literacy in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 are distributed at least annually to each student and employee. Bristol School of Hair Design adheres to all state and federal drug laws. Students or employees who violate federal, state, or local laws concerning drugs or alcohol are subject to criminal prosecution; those who violate our policies may also be subject to institutional sanctions or dismissal and, possibly, referral for prosecution. In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.

This policy applies to all employees, job applicants, current students, and current student applicants. The term employee includes contracted employees. As a condition of employment, employees are required to abide by this policy. As a condition of enrollment or continued enrollment, students are required to abide by this policy.

Bristol School of Hair Design will review the Drug Prevention Policy annually to determine its effectiveness and to ensure its sanctions are being enforced. If changes are necessary, faculty will be notified at the next faculty meeting. Bristol School of Hair Design will distribute annually to students, faculty and staff information concerning drug and alcohol abuse and Bristol School of Hair Design's Drug Prevention Policy & Program.

As a part of this annual review, Bristol School of Hair Design will determine a) the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of any of the school's activities and that are reported to campus officials; b) the number and type of sanctions that are imposed by the school as a result of drug and alcohol-related violations and fatalities on the school's campus or as part of any of the school's activities. Bristol School of Hair Design will make available upon request the results of the review as well as the data and methods supporting its conclusions.

## **CONTACT INFORMATION/RESOURCES**

Bristol School of Hair Design  
805 Commonwealth Avenue, Bristol, VA 24201  
P.O. Box 2021, Bristol, VA, 24203  
Ph: (276) 669-2112  
Ph (276) 669-2112  
[www.bristolschoolofhairdesign.com](http://www.bristolschoolofhairdesign.com).

Commonwealth of Virginia's Department of  
Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400, Richmond, VA 23233  
(804) 367-8500  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

Virginia Department of Labor and Industry  
600 East Main Street, Suite 207, Richmond, VA 23219-4101  
(804) 371-2327  
[www.doli.virginia.gov](http://www.doli.virginia.gov)

Tennessee Department of Labor and Workforce Development  
220 French Landing Drive, Nashville, TN 37243  
(615) 741-6642  
<http://www.tn.gov/labor-wfd>

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street, Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

State Council of Higher Education for Virginia  
101 N. 14<sup>th</sup> St., 10<sup>th</sup> Floor, James Monroe Bldg., Richmond, VA 23219  
(804) 225-2600  
[www.schev.edu](http://www.schev.edu)