

# BRISTOL

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## School of Hair Design

### CONSUMER INFORMATION DISCLOSURES

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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)



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## **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) 791-0544 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.

### **STUDENT RIGHT TO KNOW (PRE-ENROLLMENT INFORMATION)**

The most current pre-enrollment information is given upon meeting with the Financial Aid Administrator or Director 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).

### **CONTACT PERSONNEL**

Our Financial Aid Director & Administrative Office are knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents. For financial aid information, you may contact the Financial Aid Director. The contact number for all questions regarding consumer information, general information, and financial aid information is (276) 791-0544. The email address is [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.

## **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 School Director at (276) 791-0542 or [bristolschoolofhairdesign@gmail.com](mailto:bristolschoolofhairdesign@gmail.com).

## **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 Gaussart - 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
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## **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

## **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.

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.

### **DISCLOSURE OF TRANSFERABILITY OF CREDITS**

Coursework completed at Bristol School of Hair Design is transferable to another institution at the sole discretion of the accepting institution. Coursework completed at Bristol School of Hair Design may not transfer to another educational institution, and coursework completed at another educational institution may not be accepted by Bristol School of Hair Design. You should obtain confirmation that Bristol School of Hair Design will accept any coursework/hours you have completed at another educational institution before you execute an enrollment agreement. You should also contact any educational institutions that you may want to transfer coursework/hours earned at Bristol School of Hair Design to determine if such institutions will accept coursework/hours earned at Bristol School of Hair Design prior to executing an enrollment agreement. You should never assume that coursework/hours will transfer to or from any educational institution.

### **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, 225+ 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, \$3.32/hour for Nail Technology (Virginia), \$5.67/hour for Manicuring, \$10.84/hour for Basic Esthetics (Virginia), \$9.34/hour for Esthetics, \$12.50/hour for Master Esthetics, \$3.33/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.

### **COURSE REPEATS**

Programs at Bristol School of Hair Design do now allow for course repeats.

### **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.

## **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.

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. Bristol School of Hair Design strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer system and network.

Bristol School of Hair Design respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of Bristol School of Hair Design to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, Bristol School of Hair Design will follow the legal doctrine of fair use currently a part of the copyright law. Students and faculty will not make unauthorized copies of copyrighted material on or using the school's computer system, network or storage media. Also, faculty and students will not store unauthorized copies of copyrighted works using the school's system, network and/or storage media. Faculty and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the school computer system, network, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Bristol School of Hair Design reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, Bristol School of Hair Design reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions. For more information, please see the website of the US Copyright Office, [www.copyright.gov](http://www.copyright.gov).

## **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.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute 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.
7. 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.



## **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. When a disclosure of information is made to a third party, if a parent or eligible student so request or a parent of a student who is not an eligible student so requests, Bristol School of Hair Design will provide him or her with a copy of the records disclosed.

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.

## **PROGRAMS LIST:**

- Cosmetology (1500 clock hours)
- Master Barber (1500 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 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.

## **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 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.

## **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 Program (1500 hours)**

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

### **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.

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

## **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.*

<b>COURSE</b>	<b>TITLE</b>	<b>EDITION</b>	<b>ISBN</b>	<b>RETAIL PRICE</b>
Cosmetology	Milady Standard Cosmetology (Textbook, Theory & Practical Workbooks, State Exam Book)	13 <sup>th</sup> edition	9781305706033	\$286.80
Master Barber	Milady Standard Professional Barbering Bundle (Textbook, Workbook, State Exam Book)	5 <sup>th</sup> edition	9780538457675	\$299.85
Nail Technology (Virginia) & Manicuring	Milady's Standard Nail Technology Bundle (Textbook, Workbook, State Exam Book)	7 <sup>th</sup> edition	9781305625204	\$256.85
Basic Esthetics (Virginia) & Esthetics	Milady's Standard Fundamentals Esthetics Bundle (Textbook, Workbook, State Exam Book)	11 <sup>th</sup> edition	9781285042336	\$308.85
Master Esthetics	Milady's Standard Advanced Esthetics (Textbook, Workbook, State Exam Book)	2 <sup>nd</sup> edition	9781111139094	\$292.85
Instructor Training	Milady's Master Educator Book State Exam Book	3 <sup>rd</sup> edition 3 <sup>rd</sup> edition	9781133693697 9781133776598	\$235.00

## **INSTITUTIONAL SCHOLARSHIPS**

**Instructor Scholarship** - At the discretion of the school administration, a graduate from Bristol School of Hair Design may be awarded a scholarship for the Instructor programs. Recipients of this 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 administration.

## **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

Nail Technology (Virginia) – 248 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).

## **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	-

### **BASIC ESTHETICS (VIRGINIA)**

	10% DOWN	INSTALLMENTS	FINAL INSTALLMENT
PART-TIME (DAY)	\$350	10 installments of \$315.00	-
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	5 installments of \$279.00	1 installment of \$223.89
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**

For students following the self-pay payment schedule, 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.

## **METHODS OF PAYMENT**

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

## **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.

## **NET PRICE CALCULATOR**

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

## **COST OF ATTENDANCE (COA)**

Cost of attendance falls into two categories: cost of attendance for "dependent" students living at home with parent(s) and cost of attendance for all others (including dependent students living away from home and independent students). Cost of Attendance is based on the length of the course, tuition and fees, loan fees, as well as average national room and board, personal expenses, and transportation costs.

### **COSMETOLOGY (FULL-TIME) – 1500 clock hours and 44 weeks**

<b>COA Component</b>	<b>Dependent (living at home) AY1</b>	<b>Dependent (living at home) AY2</b>
# of Months	6	4
Tuition	\$10,700.00	N/A
Books/Supplies	\$915.00	N/A
Room & Board	\$4,392.00	\$2,928.00
Transportation	\$2,712.00	\$1,808.00
Miscellaneous Expenses	\$1,008.00	\$672.00
Student Loan Fees	\$56.00	\$44.00
<b>TOTAL</b>	<b>\$19,783.00</b>	<b>\$5,452.00</b>
	<b>All Others AY1</b>	<b>All Others AY2</b>
# of Months	6	4
Tuition	\$10,700.00	N/A
Books/Supplies	\$915.00	N/A
Room & Board	\$8,682.00	\$5,788.00
Transportation	\$3,732.00	\$2,488.00
Miscellaneous Expenses	\$1,806.00	\$1,204.00
Student Loan Fees	\$98.00	\$72.00
<b>TOTAL</b>	<b>\$25,933.00</b>	<b>\$9,552.00</b>

### **COSMETOLOGY (PART-TIME) – 1500 clock hours and 107 weeks**

<b>COA Component</b>	<b>Dependent (living at home) AY1</b>	<b>Dependent (living at home) AY2</b>
# of Months	15	15
Tuition	\$10,700.00	N/A
Books/Supplies	\$915.00	N/A
Room & Board	\$10,980.00	\$7,320.00
Transportation	\$6,780.00	\$4,520.00
Miscellaneous Expenses	\$2,520.00	\$1,680.00
Student Loan Fees	\$56.00	\$44.00
<b>TOTAL</b>	<b>\$31,951.00</b>	<b>\$13,564.00</b>
	<b>All Others AY1</b>	<b>All Others AY2</b>
# of Months	15	10
Tuition	\$10,700.00	N/A
Books/Supplies	\$915.00	N/A
Room & Board	\$31,705.00	\$14,470.00
Transportation	\$9,330.00	\$6,220.00
Miscellaneous Expenses	\$4,515.00	\$3010.00
Student Loan Fees	\$98.00	\$72.00
<b>TOTAL</b>	<b>\$47,263.00</b>	<b>\$23,772.00</b>

**MASTER BARBER (FULL-TIME) – 1500 clock hours and 44 weeks**

COA Component	Dependent (living at home) AY1	Dependent (living at home) AY2
# of Months	6	4
Tuition	\$10,700.00	N/A
Books/Supplies	\$900.00	N/A
Room & Board	\$4,392.00	\$2,928.00
Transportation	\$2,712.00	\$1,808.00
Miscellaneous Expenses	\$1,008.00	\$672.00
Student Loan Fees	\$56.00	\$44.00
TOTAL	\$19,768.00	\$5,452.00
	<b>All Others AY1</b>	<b>All Others AY2</b>
# of Months	6	4
Tuition	\$10,700.00	N/A
Books/Supplies	\$900.00	N/A
Room & Board	\$8,682.00	\$5,788.00
Transportation	\$3,732.00	\$2,488.00
Miscellaneous Expenses	\$1,806.00	\$1,204.00
Student Loan Fees	\$98.00	\$72.00
TOTAL	\$25,918.00	\$9,552.00

**MASTER BARBER (PART-TIME) – 1500 clock hours and 107 weeks**

COA Component	Dependent (living at home) AY1	Dependent (living at home) AY2
# of Months	15	10
Tuition	\$10,700.00	N/A
Books/Supplies	\$900.00	N/A
Room & Board	\$10,980.00	\$7,320.00
Transportation	\$6,780.00	\$4,520.00
Miscellaneous Expenses	\$2,520.00	\$1,680.00
Student Loan Fees	\$56.00	\$44.00
TOTAL	\$31,936.00	\$13,564.00
	<b>All Others AY1</b>	<b>All Others AY2</b>
# of Months	15	10
Tuition	\$10,700.00	N/A
Books/Supplies	\$900.00	N/A
Room & Board	\$31,705.00	\$14,470.00
Transportation	\$9,330.00	\$6,220.00
Miscellaneous Expenses	\$4,515.00	\$3,010.00
Student Loan Fees	\$98.00	\$72.00
TOTAL	\$47,248.00	\$23,772.00

**MANICURING (FULL-TIME) – 600 clock hours and 24 weeks**

COA Component	Dependent (living at home) AY1
# of Months	6
Tuition	\$3950.00
Books/Supplies	\$510.00
Room & Board	\$4,392.00
Transportation	\$2,712.00
Miscellaneous Expenses	\$1,008.00
Student Loan Fees	\$38.00
TOTAL	\$12,610.00
	<b>All Others AY1</b>
# of Months	6
Tuition	\$3950.00
Books/Supplies	\$510.00
Room & Board	\$8,682.00
Transportation	\$3,732.00
Miscellaneous Expenses	\$1,806.00
Student Loan Fees	\$66.00
TOTAL	\$18,746.00

**MANICURING (PART-TIME) – 600 clock hours and 43 weeks**

COA Component	Dependent (living at home) AY1
# of Months	10
Tuition	\$3950.00
Books/Supplies	\$510.00
Room & Board	\$7,320.00
Transportation	\$4,520.00
Miscellaneous Expenses	\$1,680.00
Student Loan Fees	\$38.00
TOTAL	\$18,018.00
	<b>All Others AY1</b>
# of Months	10
Tuition	\$3950.00
Books/Supplies	\$510.00
Room & Board	\$14,470.00
Transportation	\$6,220.00
Miscellaneous Expenses	\$3,010.00
Student Loan Fees	\$66.00
TOTAL	\$28,226.00

**ESTHETICS (FULL-TIME) – 750 clock hours and 31 weeks**

COA Component	Dependent (living at home) AY1
# of Months	7
Tuition	\$6500.00
Books/Supplies	\$545.00
Room & Board	\$5,124.00
Transportation	\$3,164.00
Miscellaneous Expenses	\$1,176.00
Student Loan Fees	\$46.00
TOTAL	\$16,555.00
	<b>All Others AY1</b>
# of Months	7
Tuition	\$6500.00
Books/Supplies	\$545.00
Room & Board	\$10,129.00
Transportation	\$2,107.00
Miscellaneous Expenses	\$4,354.00
Student Loan Fees	\$82.00
TOTAL	\$23,717.00

**ESTHETICS (PART-TIME) – 750 clock hours and 53 weeks**

COA Component	Dependent (living at home) AY1
# of Months	12
Tuition	\$6500.00
Books/Supplies	\$545.00
Room & Board	\$8,784.00
Transportation	\$5,424.00
Miscellaneous Expenses	\$2,016.00
Student Loan Fees	\$46.00
TOTAL	\$23,315.00
	<b>All Others AY1</b>
# of Months	10
Tuition	\$6500.00
Books/Supplies	\$545.00
Room & Board	\$17,364.00
Transportation	\$7,464.00
Miscellaneous Expenses	\$3,612.00
Student Loan Fees	\$82.00
TOTAL	\$35,567.00

**DEPENDENT (LIVING AT HOME)**

**ALL OTHERS**

<b>ROOM &amp; BOARD (per month):</b>	<b>\$732.00</b>	<b>\$1447.00</b>
<b>PERSONAL EXPENSES (per month):</b>	<b>\$168.00</b>	<b>\$301.00</b>
<b>TRANSPORTATION (per month):</b>	<b>\$452.00</b>	<b>\$622.00</b>
<b>TOTAL:</b>	<b>\$1352.00</b>	<b>\$2370.00</b>

**SAFEGUARDING CONSUMER INFORMATION – PERSONAL IDENTIFIABLE INFORMATION (PII)**

The following is the procedure for maintaining and safeguarding student records:

- All consumer information is safeguarded. All student financial, admission, and other records are kept in a locked filing cabinet in the Administrative Office.
- The Administrative Office is locked when unoccupied.
- The Director, Admissions Director, and Financial Aid Officer are the only persons who have keys to the student files. No other employees have keys to these filing cabinets.
- Student records are maintained on a computer system called Genesis. The data is backed up daily.
- Bristol School of Hair Design continually monitors the sufficiency of the safeguards in place and any risks posed to the safeguarding of consumer information. The school evaluates and adjusts its information security program in light of the results of this monitoring.

**FINANCIAL AID CODE OF CONDUCT**

This policy applies to Bristol School of Hair Design employees and owners, and it prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of Bristol School of Hair Design's commitment to the highest ethical standards and conduct by its employees.

Bristol School of Hair Design expects the highest levels of professionalism and ethical behavior from all employees whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 487(a)(25)].

**SCHOOL RESPONSIBILITIES**

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or



regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal interest or benefit.
- Refrain from awarding financial aid to themselves or their immediate family members.
- Have a designated person in the institution, handle financial aid for immediate family members, to avoid the appearance of a conflict.
- Refrain from compiling a preferred lender list.
- Be transparent, complete, and accurate, do not auto-assign to any particular lenders.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Refrain from denying, impeding, or unnecessarily delaying the borrower's choice of lender.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity; and
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.
- Ensure award notifications and/or other materials shall have a breakdown of cost of attendance, all potential billable charges, identification of each award, standard terminology and definitions, as well as, renewal requirements for each award.
- Ensure that this consumer information will be in a prominent location on our website.
- Disclose to the institution any potential conflict of interest with any of the institution's business relationships.

The primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. Our members are required to exemplify the highest level of ethical behavior in helping students and families find the best ways to pay for college and demonstrate the highest level of professionalism. We take great pride in our essential task of helping our students and families determine the best ways to meet their educational expenses. The Financial Aid Professional shall:

- Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- Make every effort to assist students with financial need free of charge.
- Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
- Adhere to all applicable laws and regulations.
- Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- Always deal with others honestly and fairly, and always act in a manner that creates trust and confidence.
- Educate students and families through quality consumer information and teach them to responsibly manage expenses and debt.
- Educate students and their families through quality information that includes transparency and full disclosure on award notices.
- Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- Inform all entities of any changes in financial aid programs that could affect student aid eligibility.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Ensure private information provided to the financial aid office by the applicant is protected in accordance with FERPA and the higher education act, section 483 (a) (3) (20 U.S.C. 1090) and state and federal statutes and regulations.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception

thereof.

- Ensure FAFSA information is only used for the application, award, and administration of financial aid awarded under title IV of the higher Education Act.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

### **REPORTING VIOLATIONS OF THIS POLICY**

Bristol School of Hair Design expects officers and employees covered by this policy to report violations of this policy to the Director. Failure to comply with this policy will result in disciplinary action, which may include termination of employment.

### **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.

### **TITLE IV FUNDING – GENERAL INFORMATION**

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 – G.I. BILL**

Some students may be eligible for financial assistance through the U.S. Department of Veterans Affairs. Please contact the Certifying Official, Candice West, at (276) 791-0544 for more information regarding Veterans Affairs financial assistance eligibility.

#### **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 on 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
- o **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(r) (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 be provided a line item 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.

## **FEDERAL DIRECT LOANS**

### **GENERAL INFORMATION**

- If the student receives other forms of financial assistance such as scholarships it may reduce the student or the student's parent eligibility for Federal Aid.
- Loans must be repaid, even if the student does not finish their education. Loan repayment begins 6 months from the date of graduation or withdrawal.
- If a student does not return from a maximum of 180 day Leave of Absence, the student's loans immediately enter repayment.
- Failure to repay a student loan will leave a negative mark on the borrower's credit.
- Over borrowing of student loans may cause a borrower to pay more than their earning potential can handle, especially during the early years of repayment.

### **LOAN DISCLOSURES**

- Student loan information published by the US Department of Education (The Guide to Federal Student Aid) is available in the Financial Aid Office.
- NSLDS (National Student Load Data System) – student loans will be submitted to the NSLDS and will be accessible by guaranty agencies, lenders and Bristol School of Hair Design determined to be authorized users of the data system.

### **PRIVATE LOAN DISCLOSURES**

Bristol School of Hair Design does not offer educational/institutional loans.

### **ANNUAL AND AGGREGATE LOAN LIMITS FOR FEDERAL DIRECT LOANS**

<b>Year</b>	<b>Dependent undergraduate students (except students whose parents are unable to obtain PLUS loans)</b>	<b>Independent undergraduate students (and dependent students whose parents are unable to obtain PLUS loans)</b>
First Year	\$5,500-No more than \$3,500 of this amount may be in subsidized loans.	\$9,500-No more than \$3,500 of this amount may be in subsidized loans.
Second Year	\$6,500-No more than \$4,500 of this amount may be in subsidized loans	\$10,500 -No more than \$4,500 of this amount may be in subsidized loans

### **Terms and Conditions**

<b>Loan Program</b>	<b>Eligibility</b>	<b>Fixed annual interest rate</b>	<b>Annual loan limit</b>	<b>Maximum loan amount allowed when you graduate</b>	<b>Details</b>
Direct Subsidized Loans	Undergraduate and graduate students enrolled at least half time. Must demonstrate financial need	For loans first disbursed on or after July 1, 2019 and before July 1, 2020: 4.53%	\$3,500 - \$4,500, depending on year in school	Undergraduate students: \$23,000	The US Department of Education is the lender and pays the interest on the loan while you are in school at least half time and during grace and deferment periods.
Direct Unsubsidized Loans	Undergraduate and graduate students enrolled at least half time. Financial need is not required	For loans first disbursed on or after July 1, 2019 and before July 1, 2020: 6.08%	\$5,500-\$10,500 (less any subsidized amount received for the same period) depending on year in school and dependency status	Dependent undergraduate students: \$31,000 (no more than \$23,000 of this amount may be in subsidized loans) Independent undergraduate students: \$57,500 (no more than \$23,000 of this amount may be subsidized loans)	The US Department of Education is the lender. You are responsible for paying all interest on the loan starting on the date the loan is first disbursed.

Direct PLUS Loans	Graduate and professional students and parents of dependent undergraduate students. Students must be enrolled at least half time. Financial need is not required. Those qualifying must not have adverse credit history.	For loans first disbursed on or after July 1, 2019 and before July 1, 2020: 7.08%	The student's cost of attendance (determined by the school) minus any other financial aid received	No aggregate limit for PLUS loans	The US Department of Education is the lender. The loan is unsubsidized. (i.e. You are responsible for paying all interest).
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### STUDENT (BORROWER'S) RIGHTS

You have a right to know the details of your loan (depending on your loan, some of the following might be included as part of your entrance counseling). Below is what you need to know and must receive from Bristol School of Hair Design, lender or the Direct Loan Servicing Center:

- The full amount of the loan and the current interest rate;
- The date you must start repayment;
- A complete list of any charges you must pay (loan fees) and information on how those charges are collected;
- Information about the yearly and total amounts you can borrow;
- Information about the maximum repayment periods and the minimum repayment amount;
- An explanation of default and its consequences; and
- An explanation of available options for consolidating your loans and a statement that you can prepay your student loan(s) at any time without a penalty.

Before you leave Bristol School of Hair Design, you will receive the following information about your loan (as part of exit counseling) from Bristol School of Hair Design, lender or the Direct Loan Servicing Center:

- A current description of your loans, including average anticipated monthly payments.
- The amount of your total debt (principal and estimated interest), your current interest rate and the total interest charges on your loan;
- If you have FFEL Loans, the name of the lender or agency that holds your loans, where to send your payments and where to write or call if you have questions;
- If you have Direct Loans, the address and telephone number of the U.S. Department of Education's Direct Loan Servicing Center;
- An explanation of the fees you might be charged during the repayment period, such as late charges and collection or litigation costs if you're delinquent or in default;
- A reminder of available options for loan consolidation and a reminder that you can prepay your loan without penalty at any time.
- A description of applicable deferment, forbearance and discharge (cancellation) provisions;
- Repayment options and advice about debt management that will help you in making your payments;
- Notification that you must provide your expected permanent address and the name and address of your expected employer; and
- Notification that you must also provide any corrections to Bristol School of Hair Design's records concerning your name, social security number, references and driver's license number (if you have one).

If you are attending Bristol School of Hair Design at least half-time, you have a set period of time after you graduate, leave Bristol School of Hair Design or drop below half-time status before you must begin repayment on a Direct or Perkins Loan. This period of time is called a grace period.

- You will receive a grace period before your repayment period begins on a Direct or Perkins Loan.
- Your grace period will be six or nine months depending on the type of loan.
- PLUS Loans do not have a grace period. For more information, see [www.studentaid.ed.gov](http://www.studentaid.ed.gov).
- If you are in active military duty for more than 30 days, the grace period will be delayed.

Bristol School of Hair Design, lender or the Direct Loan Servicing Center, as appropriate, must give you a loan repayment schedule that states:

- when your first payment is due;
- the number and frequency of payments; and
- the amount of each payment.

If you or your parents borrow under the FFEL Program, you (or your parents, or graduate and professional degree students for PLUS Loans) must be notified when the loan is sold if the sale results in making payments to a new lender or agency. Both the old and new lender must provide this notification. You must be given:

- the identity of the new lender or agency holding the loan; and
- the address where you or your parents must send payments, and the telephone numbers of both the old and new lender or agency.

## **STUDENT (BORROWER'S) RESPONSIBILITIES**

**Borrower** – it is the responsibility of the student to:

- Think about how much you are borrowing: how the amount of loan will affect your future finances, and what your repayment obligation means before you take out a student loan.
- Students will need to accept or decline eligible aid. Accepted aid will be listed on the student's award letter.
- Sign a promissory note: you are agreeing to repay the loan according to the terms of the note even if you do not complete your education, can't get a job after you complete the program, or you didn't like the education that you received. You can do this online at [www.studentloans.gov](http://www.studentloans.gov). This promissory note can be signed electronically or hard copy before any loan funds can be disbursed.
- Make payments on time: you are required to make payments on time even if you don't receive a bill, repayment notice, or a reminder. You also must make monthly payments in the full amount required by your repayment plan. Partial payments do not fulfill your obligation to repay your student loan on time.
- Continue to pay your loans while waiting for deferment or forbearance approval.
- Keep in touch with your loan servicer: notify your servicer when you graduate; withdraw from Bristol School of Hair Design, drop below half-time status, change your name, address, or social security number; or transfer to another school.

**Entrance Counseling:** First-time borrowers must complete an entrance counseling session before your first loan disbursement. This session includes useful tips and tools to help you develop a budget for managing your education expenses and help you to understand your loan responsibilities. Each student will complete the Department of Education's entrance counseling online at [www.studentloans.gov](http://www.studentloans.gov).

- Review deferment
- Importance of keeping financial aid papers
- Reinforce the importance of repayment
- Importance that loan repayment is required even if the student does not finish their education
- Default and its consequences
- How to use the MPN or E-MPN
- Explain interest and capitalization
- Provide sample monthly repayment amounts and the importance of not over borrowing
- NSLDS and how to access the system
- Contact information for questions
- Notification of change of name or address
- Withdrawal from the program and how the withdrawal will affect the student

**Exit Counseling:** Students must complete exit counseling before you leave Bristol School of Hair Design to make sure you understand your rights and responsibilities as a borrower. The exit counseling interview will be scheduled prior to graduation but after all loans have been disbursed.. Each student will complete the Department of Education's exit counseling online at [www.nsls.ed.gov](http://www.nsls.ed.gov) and [www.studentloans.gov](http://www.studentloans.gov), as well as discuss the following during the personal appointment with the FAO :

- Review information concerning loans from entrance interview
- Review repayment options including seriousness and importance
- Review average in-debtness of student borrowers and anticipated monthly repayment amount
- Provide information on loan consolidation (pros and cons)
- Discuss how to contact the party servicing the student borrowers direct loans
- Discuss debt management strategies
- Provide information on forbearance, deferment and cancellation options

- Describe the likely consequences of default
- How to access the NSLDS website and availability of FSA Ombudsman's Office
- Help the borrower understand their rights and responsibilities concerning loan repayment
- Collect updated personal contact information for the borrower

**Repayment of Loans:** There is a set time period after a student graduates, leaves Bristol School of Hari Design or drops below half-time status before the student must begin repayment of loan(s). This period of time is called a grace period and gives the student the time to get financially settled and select a repayment plan. The grace period for a Direct Loan is six months. PlusLoans do not have a grace period. Depending on the type of loan a student receives and the repayment plan chosen, the student may have from 10-25 years to repay the loans. Monthly repayment amount will depend on the type of loan, size of debt, length of repayment period and repayment plan chosen. For more information, go online to [www.studentaid.ed.gov/repaying](http://www.studentaid.ed.gov/repaying).

<b>Sample of Schedule of Repayment</b>				
Total Monthly Payments at Various Interest Rates				
Amount Owed	6%	6.80%	7.50%	8.25%
\$1,000	\$50	\$50	\$50	\$50
\$2,000	\$50	\$50	\$50	\$50
\$3,000	\$50	\$50	\$50	\$50
\$4,000	\$50	\$50	\$50	\$50
\$5,000	\$56	\$58	\$59	\$61
\$6,000	\$67	\$69	\$71	\$74
\$7,000	\$78	\$81	\$83	\$86
\$8,000	\$89	\$92	\$95	\$98
\$9,000	\$100	\$104	\$107	\$110
\$10,000	\$111	\$115	\$119	\$123
\$15,000	\$167	\$173	\$178	\$184
\$20,000	\$222	\$230	\$237	\$245
\$25,000	\$278	\$288	\$297	\$307
\$30,000	\$333	\$345	\$356	\$368
\$35,000	\$389	\$403	\$415	\$429
\$40,000	\$444	\$460	\$475	\$491
\$45,000	\$500	\$518	\$534	\$552
\$50,000	\$555	\$575	\$594	\$613

This chart is intended to show monthly payments at various debt and interest rates. This chart is for a standard ten year repayment plan. The amounts above include all outstanding loan balances at the time of entering repayment. The last payment in the ten year cycle may be smaller than the amount listed above.



## **FEDERAL FINANCIAL AID & CONSUMER LOAN DISCLOSURES – CODE OF CONDUCT**

Private educational/institutional loans are not offered by Bristol School of Hair Design.

### **SCHOOL RESPONSIBILITIES**

Bristol School of Hair Design's primary goal is to assist students in achieving the educational career goals by providing appropriate financial resources. The Financial Aid Office is committed to:

- Making every effort to assist students and families with their financial need
- Informing students and removing financial barriers for those desiring to further their education
- Educating students and families concerning all consumer information and aid available for those who qualify
- Protecting and respecting the privacy of students
- Ensuring the confidentiality of student records and personal circumstances
- Performing a needs analysis for each student desiring to apply for financial assistance with all needs analysis performed in a consistent manner
- Providing services that do not discriminate on the basis of race, gender, religion, age, economic status, ethnicity or sexual orientation
- Attending training seminars after approved for Title IV funding to stay current with all DOE regulations
- Remaining at the highest level of ethical behavior
- Refraining from co-branding or sharing of logos with the lender(s)

Bristol School of Hair Design is expected to always maintain ideal standards of professionalism in relation to interacting with students and families while carrying out the responsibilities of their position. All Bristol School of Hair Design faculty involved will:

- Remain objective in making decisions and advising in relation to the student's financial aid
- Provide accurate information without any personal bias
- Abstain from taking any actions for personal benefit
- After approved for Federal funding, follow the Title IV laws and regulations
- Will keep the best interest of the student and families first and foremost
- Refrain from soliciting or accepting gifts from loan agencies, or any government agency

### **CODE OF CONDUCT REQUIREMENTS FOR SCHOOL – AFFILIATED ORGANIZATIONS**

- Bristol School of Hair Design will administer, enforce, and review the Code of Conduct for all school faculty involved annually.
- Lenders are also required to enforce and review the same Code of Conduct with the affiliate's agents annually.
- Bristol School of Hair Design prohibits a conflict of interest between the school's Financial Aid Officer and the preferred lenders.
- Bristol School of Hair Design does not promote any lender during the Entrance/Exit Interview process.
- Bristol School of Hair Design does not promise any loan volume to any preferred lender.
- The Code of Conduct prohibits revenue-sharing arrangements with any lender.
  - Bristol School of Hair Design will not collect a fee in exchange for promoting a lender nor collect any revenue or profit sharing.
  - The Financial Aid Department or Officer or Owner will not receive gifts from any preferred lender
    - "Gifts" include: gratuity, favor, discount, entertainment, hospitality, loan, services, transportation, lodging, meal, or other items deemed as a "gift".
    - The term "Gift" does not include: food or refreshments during a professional training session meant to improve service and does not include favorable terms to student, standard marketing material, and philanthropic contributions from a lender in exchange for advantages to related loans, or any state aid.
    - Bristol School of Hair Design will utilize marketing materials advantageous to the applicant from the lender(s) to counsel, aid in financial literacy and debt management as long as the lender discloses that the lender prepared the provided materials.
- Bristol School of Hair Design does not hire any consultants contracted by any private lender.
- Bristol School of Hair Design does not have any affiliates of lenders serve on their Advisory Board.
- Bristol School of Hair Design's owners/faculty will not participate on any affiliated lenders Advisory Board.
  - Bristol School of Hair Design's Financial Aid/Assistance Office is prohibited from directing borrowers to certain lenders or delaying loan certifications. Bristol School of Hair Design does not assign lenders to any student's aid award package and does not refuse or delay loan certification based on the borrowers choice of lender.

- Bristol School of Hair Design is not involved in payment to any lenders, whether directly or indirectly, in exchange for points, premiums, or interest of financial support in exchange for extending credit to a student.

Academies offering federal aid under the program participation agreement will:

- Develop, publish, and administer and enforce the code of conduct with respect to loans guaranteed under the Title IV programs or Higher Education Act (HEA) loan programs.
- Compile yearly, maintain, and make available to all students, a list of lenders for loans issued or guaranteed under the Title IV programs or HEA loan programs.
- Bristol School of Hair Design, upon request from a student or prospective student, must provide a Department of Education/FRB self-certification form and information needed to complete the form.
  - Self-certification form must contain disclosures stating the applicant may qualify for Federal, State, or school aid. The applicant will be encouraged to discuss available options with the Financial Aid Officer and that private education loans may affect the applicant's eligibility for Federal, State, or school aid. Bristol School of Hair Design will aid the applicant in reviewing what information the applicant must provide on the self-certification form obtained in the Financial Aid Office. Information reviewed with applicant will include Cost of Attendance (COA), the student's Estimated Financial Assistance (EFA), and the difference between the two.
  - The lender may provide to the applicant a pre-filled self-certification form. This self-certification form must be signed by the applicant.
  - The lender must obtain the signed self-certification form before consummation of the loan.
  - Lender may receive the self-certification from the applicant or Bristol School of Hair Design.

Administrative Capability:

- When the PPA is originally signed and upon continuing to participate in Title IV aid or HEA programs, Bristol School of Hair Design will:
  - Report annually to The Department of Education any "reasonable reimbursements" in accordance with State or Federal reimbursement policies that are paid by any private education lenders to any Bristol School of Hair Design employee in the Financial Aid Office who is responsible for education loans.

Right to Cancel:

- The applicant may cancel within 3 business days of receipt of the lenders final disclosure form. Funds will not be disbursed until the cancellation period expires.

## **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 and the documentation required to complete the verification process. 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).

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).

### **Identity/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 the corrections that occur as a result of the verification process result in a change in EFC and Title IV Aid, the student is notified via email of the changed amounts. 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.

### **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/>.

## **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</u>	<u>Amount of Total Tuition Owed to/</u>
<u>Enrolled to Total Course</u>	<u>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.

## **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 Compliance Officer, Candice West, at (276) 791-0544 in order to set up other means of submitting the notice of withdrawal (via mail or email).

## **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 you were 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 and 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 allow part of a post-withdrawal disbursement of Title IV loan funds must 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:
  - o 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)
  - o 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 repayment 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 POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school and complies with the guidelines established by 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 the first day of class. 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:

<b>Course</b>	<b>Weeks</b>	<b>Maximum Time Allowed</b>	
		<b>Scheduled Hours</b>	
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
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), 14 hrs/wk) – 600 hrs		64.3 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, 14 hrs/wk) – 600 hrs		64.3 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 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 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  
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 on Financial Aid Probation unless the student appeals and prevails on appeal.

#### **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 at the next evaluation period. If the student has not met academic and attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory academic progress and will be terminated.

#### **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 Financial Aid 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.

## **OUTCOME RATES**

Per our reporting requirements with the National Accrediting Commission of Career Arts and Sciences (NACCAS) for the annual report period of 2017, our rates are as follows:

Graduation Rate: 60.41%

Licensure Rate: 100%

Placement Rate: 89.65%

The placement rates listed above represent students who were scheduled to complete a program between January 1, 2017 and December 31, 2017 and actually completed, became licensed and employed by November 30, 2018.

## **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.

## **COMPENSATION EXPECTED**

The U.S. Department of Labor provides current (May 2018) job information at <http://www.bls.gov>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, and knowledge, skills & abilities needed for each position. As reported by the U.S. Department of Labor, state & national median wages for cosmetology related positions are as follows:

39-5011 BARBER

<http://www.bls.gov/oes/current/oes395011.htm>

39-5012 HAIRDRESSERS, HAIRSTYLISTS AND COSMETOLOGISTS

<http://www.bls.gov/oes/current/oes395012.htm>

39-5094 SKIN CARE SPECIALISTS (ESTHETICS)

<http://www.bls.gov/oes/current/oes395094.htm>

29-5092 MANICURISTS AND PEDICURISTS

<http://www.bls.gov/oes/current/oes395092.htm>

25.1194 VOCATIONAL EDUCATION TEACHERS, POSTSECONDARY:

<http://www.bls.gov/oes/current/oes251194.htm>

Job outlook and growth statistics can be found at the below link:

<https://www.bls.gov/ooh/occupation-finder.htm?pay=&education=&training=&newjobs=&growth=&submit=GO>

### **O\*NET RESOURCE CENTER**

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation. The O\*NET codes for cosmetology related positions can be found below:

BARBER - <http://www.onetonline.org/link/summary/39-5011.00>

COSMETOLOGY - <http://www.onetonline.org/link/summary/39-5012.00>

SKINCARE SPECIALISTS (ESTHETICS) - <http://www.onetonline.org/link/summary/39-5094.00>

MANICURING - <http://www.onetonline.org/link/summary/39-5092.00>

VOCATIONAL EDUCATION TEACHER, POSTSECONDARY: <http://www.onetonline.org/link/summary/25-1194.00>

## **IPED STATISTICS**

The College Navigator website (<http://nces.ed.gov/collegenavigator>) provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male / Female
- Self-identified members of a major racial or ethnic group
- Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

### **NATIONAL CENTER FOR EDUCATION STATISTICS**

BARBER: not yet applicable

COSMETOLOGY: not yet applicable

ESTHETICS: not yet applicable

MANICURING: not yet applicable

INSTRUCTOR TRAINING: not yet applicable

### **STUDENT BODY DIVERSITY**

Active **full-time** students during academic award year 2018-2019 (July 1, 2018 – June 30, 2019)

<b>CURRENT STUDENT ENROLLMENT</b>	<b>TOTAL (#/%)</b>
African American	<b>5</b>
Asian	<b>0</b>
American Indian or Alaskan Native	<b>0</b>
Caucasian	<b>30</b>
Hispanic (of any race)	<b>1</b>
Native Hawaiian or other Pacific Islander	<b>0</b>
Two or more races	<b>1</b>
Unknown	<b>0</b>
Female	<b>20</b>
Male	<b>17</b>
Pell Grant Recipients	<b>8</b>

## **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,

# **CAMPUS SAFETY & ANNUAL SECURITY REPORT**

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.

Schools are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Violence Against Women Act.

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.

## **NOTIFICATION OF AVAILABILITY**

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) 791-0544. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on Bristol School of Hair Design's campus.

- Date Document Last Updated: 07/01/2019
- Date Policies & Procedures Updated: 10/01/2018

## **NO EXEMPTIONS**

No employee, contract worker, student, vendor, or other person is exempt from the prohibitions in these policies.

**PREPARING ANNUAL CAMPUS SAFETY & SECURITY SURVEYS**

The crime statistics report is prepared and completed by the Director and submitted to the Department of Education annually. The crime statistics report includes crime statistics for the three most recent calendar years occurring on campus or crimes in the immediate area and parking facilities for the following offenses:

- Criminal Homicide (murder and non-negligent manslaughter)
- Sex Offenses (forcible and non-forcible sex offenses)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests for Liquor Law Violations, Drug Law Violations, and Illegal Possession (including persons referred for campus disciplinary action)
- Hate Crimes (Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin, and Disability of the Victim)

These statistics are determined by contacting the correct police department district for statistics.

**CLERY ACT ANNUAL SECURITY REPORT STATISTICS**

CRIME CATEGORIES	CALENDAR YEAR STATISTICS			LOCATION: C = Campus N = Non-campus P = Public Area
	2016	2017	2018	
<b>PRIMARY CRIMES</b>				
Criminal Homicide: Murder & Non-Negligent Manslaughter Negligent Manslaughter	0	0	0	
Sex Offenses:				
Rape	0	0	0	
Fondling	0	0	0	
Incest	0	0	0	
Statutory Rape	0	0	0	
Robbery	0	0	0	
Aggravated Assault	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Burglary	0	0	0	
Motor Vehicle Theft (do not include theft from a motor vehicle)	0	0	0	
Larceny – Theft	0	0	0	
Destruction, Damage, or Vandalism of Property	0	0	0	
Any other crime involving bodily injury	0	0	0	
Arson	0	0	0	
<b>HATE CRIMES</b>				
Hate Crimes Related to Any of the Above Crimes Based On:				
Race	0	0	0	
Gender	0	0	0	
Religion	0	0	0	
Sexual Orientation	0	0	0	
Gender Identity				
Ethnicity	0	0	0	
Disability	0	0	0	
National Origin	0	0	0	
<b>ARRESTS &amp; REFERRALS</b>				
Arrests For: Liquor/Drug/Illegal Weapons Violations:	0	0	0	
Liquor Law Violations	0	0	0	
(Do NOT include drunkenness or driving under the influence in liquor law violations).				
Drug Abuse Violations	0	0	0	
Weapons Violations (carrying, possessing, etc.)	0	0	0	
Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions:	0	0	0	
<b>VAWA CRIMES</b>				
Domestic Violence	0	0	0	
Dating Violence	0	0	0	
Stalking	0	0	0	

## REPORTING CRIMES OR OTHER EMERGENCIES

1. All employees & students are asked to report criminal actions and/or emergencies occurring on campus to the administrative office. Witnesses and victims who choose to remain anonymous may report crimes on a voluntary, confidential basis for inclusion in the Annual Security Report. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without a signature. *The Compliance Officer of the school, Candice West, is responsible for Campus Safety and Security Compliance. You may contact the Compliance Officer at (276) 791-0544 or via email at [bristolschoolofhairdesign@gmail.com](mailto:bristolschoolofhairdesign@gmail.com).*
2. Any school official receiving the report will take action as appropriate, including reporting any crimes to the Director.
3. All substantiated reports will appear in the Annual Security Report's annual crime statistics for the year.
4. In the event of a Clery Act crime, we will issue a timely warning through the Remind system identified below.
5. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted on the bulletin board in the classroom within two business days after the reporting of the crime and be available for no less than sixty days during normal business hours, unless this disclosure is prohibited by law, would jeopardize the confidentiality of the victim, an ongoing criminal investigation, or the safety of the individual, or cause a suspect to flee or evade detection, or result in destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution will disclose the information as stated above. If there is a request for information that is older than sixty days, the information will be available within two business days of the request.
6. If appropriate, professional counseling will be recommended.

**Remember, preserving evidence for proof of a criminal offense is very important.**

## CAMPUS FACILITIES & SECURITY

Bristol School of Hair Design does not have on-campus living facilities and does not employ campus police. Although Bristol School of Hair Design does not employ security officers, Bristol School of Hair Design has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

Access to campus facilities is secured by keys provided to employees. Students are not allowed on campus without an Instructor or Administrative staff member present. Each campus limits access to all campus facilities to authorized personnel, students, and visitors. Unauthorized persons will be considered "trespassers" and will be dealt with accordingly.

Adequate lighting is provided, and security is maintained through regular inspections of access points. When the school closes, the designated school staff inspects each area of the school to ensure all areas are secure and locked.

## CRIME AWARENESS AND PREVENTION

Campus security policies and practices, evacuation procedures, and crime awareness are specifically addressed during student & employee orientation & throughout the year as necessary. This includes the description of campus security measures and procedures for reporting any criminal activity or emergency. Students are required to follow campus guidelines to protect their own personal property and are encouraged to report suspicious activity. Students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. Students are informed to not leave personal property in classrooms, to report all suspicious persons to an institutional official, to walk in groups when outside the school premises, and to wait for rides within sight of other people.

Students and employees are instructed on how to acquire the complete policies and procedures and annual security report. This information is updated and notification of availability is distributed to all existing students and staff on an annual basis.

Bristol School of Hair Design does not maintain any off-campus student organizations.

Employees ensure the school is securely locked when closing for the day. As needed, we will make special announcements to re-enforce Campus Security Procedures & Practices.

## CRIME PREVENTION & RISK REDUCTION

Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk.

Prevention efforts can be effective in reducing the opportunities for criminal activity.

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in their vehicle. The school encourages students and staff not to bring expensive jewelry, excess money, or other valuables to school. Such items should be left at home in order to reduce the chance of theft.

The following list is a compilation of tips devoted to crime prevention and risk reduction:

- Do not leave books or personal property unattended in the school
- Report suspicious individuals to the administrative office
- At night, always walk in groups of at least two
- Stay on the main walkway, avoid secluded streets and pathways or alleys
- Keep your vehicle in good condition and park in lighted areas
- Always lock your vehicle and secure your valuables
- Have your keys in your hand before you reach your vehicle
- Check the interior of your vehicle before entering it
- If you believe you are being followed, DO NOT DRIVE HOME. Stay on busy streets and drive to the police department
- Always carry your picture ID
- Do not carry large amounts of cash
- Be aware of your surroundings and what is going on around you
- Let someone know where you are and when you will be finished
- Avoid dangerous situations

- Always keep your keys in your possession as keys can be duplicated
- Report all thefts immediately

Students and employees:

- Shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at any/all school sponsored functions.
- Shall not be permitted to have illegal or dangerous weapons in their possession or on school property. Any violation will result in confiscation of the weapon, possible prosecution as well as possible termination from enrollment or employment.
- Must keep their property securely locked in their vehicle or left at home.
- Must park their vehicles in the designated areas and should always keep cars securely locked.
- Must never remain alone within the facility when it is closed without administrative approval. If approved, the outside door must remain locked at all times, and no unauthorized persons will be permitted inside.
- Shall report hazardous conditions to management: examples include but are not limited to faulty or broken equipment, water leaks, chemical spills, exposed electrical wire, etc.
- Shall handle all hazardous conditions with appropriate caution. Proper procedures may require management to notify appropriate agencies for correction of the condition.
- Shall not attempt to repair damaged electrical equipment or exposed wire. Report these conditions to management.
- Shall notify management of any damage to the building or dangerous structural problems.
- Should handle all equipment correctly with the manufacturers' specifications. The school will not be responsible for accidents caused by inappropriate or negligent use of any equipment.
- Shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.
- Should report any serious or unusual health conditions upon admission or employment. Arrangements must be made with his/her physician for appropriate preventative measures. All such information will remain confidential among school management.

**INFORMATION ABOUT REGISTERED SEX OFFENDERS**

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students and campus community the location of sex offender registries and where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials. Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant. Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to <http://www.sexoffender.com> for the national registry. Information can also be obtained on registered sex offenders of the campus community at [www.familywatchdog.us](http://www.familywatchdog.us).

**PASTORAL & PROFESSIONAL COUNSELORS**

Bristol School of Hair Design does not employ pastoral or professional counselors. However, we are aware that an administrative staff member might be perceived as a counselor. We encourage all employees and students to report crimes for inclusion in the annual disclosure of crime statistics.

## **SEXUAL MISCONDUCT POLICY & PROCEDURES**

Bristol School of Hair Design is committed to providing an education and work environment that is free from all forms of sex discrimination, sexual violence, and sexual and gender-based harassment (collectively referred to as "sexual misconduct"). This policy governs sexual misconduct involving students that occurs on any school property or in connection with any school-sponsored event or program. This policy applies to all students, employees, and third parties conducting business with Bristol School of Hair Design, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion, or other protected status.

Bristol School of Hair Design prohibits and will not tolerate sexual misconduct of or by students, employees, clients, or visitors. Bristol School of Hair Design will take prompt and fair action to eliminate such conduct, prevent its recurrence, and remedy its effects through interim protective measures and accommodations, equitable investigations, and disciplinary processes. Employees and students in violations of this policy may face sanctions up to and including termination or expulsion.

The administration, through its Title IX Coordinator, has the authority to conduct investigations, to determine when there have been violations of this policy based on the standard of preponderance of evidence, and then make recommendations in accordance with the relevant institution policies for students, employees, clients, or visitors.

Bristol School of Hair Design encourages good faith reports of sexual misconduct and prohibits retaliation against any person who reports sexual misconduct and/or participates in a Title IX investigation or resultant disciplinary process. Bristol School of Hair Design encourages victims of sexual violence to talk to somebody about what happened – so victims can receive the support they need and so the school can respond accordingly. As further described in this policy, Bristol School of Hair Design will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

All employees are considered to be "Responsible Employees" with the authority and responsibility to report sexual misconduct to Institutional Officials. Employees who are exempted from this reporting requirement are campus advocates who provide confidential victim assistance and employees who are otherwise prohibited by law from disclosing information received in the course of providing professional care and treatment.

For the purposes of this policy and these procedures, the term "complainant" means the person who makes the allegation(s) of sexual misconduct, and the term "respondent" means the person alleged to have committed sexual misconduct.

### **PROHIBITED CONDUCT**

Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature.

Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found at the end of this Policy statement. Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship. Misconduct can be committed by anyone regardless of gender identity and can occur between people of the same or different sex or gender. *This Policy prohibits all forms of sexual misconduct.*

### **TITLE IX COORDINATOR**

The Title IX Coordinator is responsible for monitoring and overseeing each school's compliance with Title IX and the prevention of sexual harassment, sexual misconduct, and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in Bristol School of Hair Design's policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about campus and community resources and reporting options;
- Available to provide assistance to any school employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and time frames; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture

Inquiries and concerns about Title IX may be referred to our Title IX Coordinator. The Campus Title IX Coordinator is Candice West. She may be reached at 276-791-0544 or via email at [bristolschoolofhairdesign@gmail.com](mailto:bristolschoolofhairdesign@gmail.com).

### **EDUCATION AND PREVENTION PROGRAMS**

Bristol School of Hair Design will provide appropriate programming to promote the awareness of sexual misconduct for all employees and students on an ongoing basis. This program will include information regarding safe and positive options for bystander intervention and information on risk reduction. Bristol School of Hair Design is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of the schools' policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction.

Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Title IX Coordinator tailors additional programming to campus needs and climate.

As part of Bristol School of Hair Design's commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the school community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

### **BYSTANDER INTERVENTION**

Bristol School of Hair Design's primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.



All employees and students of Bristol School of Hair Design have a responsibility to create a safe, supportive, and inclusive learning environment. Bystander intervention involves taking action in a situation when another individual needs help. This includes when someone may be at medical risk due to using drugs or alcohol, or vulnerable to sexual or intimate partner violence.

There are three important components to consider before taking action:

1. Assess for safety. Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
2. Be with others. If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
3. Care for the person. Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

To actively intervene, follow these steps:

1. Notice the event – pay attention to your surroundings.
2. Interpret the event as a problem. Recognize that someone is being taken advantage of, vulnerable, or in danger. When in doubt, trust your gut, and intervene at the earliest possible point.
3. Take personal responsibility to intervene. If you do not intervene, it is unlikely anyone else will.
4. Decide how you are going to intervene. Do not put yourself at risk or make the situation worse.
5. Decide to intervene. Take action and intervene at the earliest possible point. If you are not able to fully intervene in a situation, consider responding by asking the victim if they need help or assistance, contacting the police, or seeking out others for assistance.

Types of Intervention:

- Direct Intervention: Directly addressing the situation in the moment to prevent harm.
- Delegation: Seeking help from another individual. This may be someone who is in a role of authority, such as a police officer or administrator.
- Distraction: Interrupting the situation without directly confronting the offender by distracting the offender's attention or directing the potential victim away from the situation.

Most importantly, if you see something, say something.

## **RISK REDUCTION**

Bristol School of Hair Design's primary prevention and awareness program includes information on risk reduction.

Sexual assault, like all other forms of violence, is never the fault of the person assaulted. Below are some general safety tips to consider that may help you avoid or escape situations where someone is trying to harm or take advantage of you sexually or physically:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one else is around.
- Listen to your intuition. If you feel like a situation or location is unsafe, it probably is not the best place to be.
- Walk with purpose. Even if you don't know where you are going, act like you do. Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.
- Avoid putting headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Make sure that your cell phone is with you and charged and that you have your keys readily available or money for a cab in hand.
- Don't be afraid to make a scene and yell, scream, or run for protection.
- Remember, alcohol and drugs can impair your perceptions and reactions. Be especially careful when you drink and when you're with someone who has been drinking.
- Watch your beverage at all times. Date rape drugs are tasteless, colorless, and odorless. Victims do not know that they have ingested these drugs until the effects are well under way.
- Go with a group of friends when you go out to a social gathering or to bars – look out for each other.
- Speak up or call authorities if you see someone who could be in trouble.

## **REPORTING POLICIES AND PROTOCOLS**

Bristol School of Hair Design strongly encourages all members of the school community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the school and/or to law enforcement.

An incident of sexual misconduct may be reported directly to the campus Title IX Coordinator. If the campus Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the Owner of Bristol School of Hair Design. Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. Bristol School of Hair Design is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available. Bristol School of Hair Design will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

An incident of social misconduct can be reported to law enforcement at any time – 24 hours a day / 7 days a week – by calling 911.

At the complainant's request, Bristol School of Hair Design will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, will provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later, and will assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault. For purposes of collecting evidence in a criminal investigation, the victim will ideally refrain from washing, douching, using the toilet, or changing clothing prior to a medical/legal exam.

The victim of the sexual assault may choose for the investigation to be purposed through the criminal justice system and Bristol School of Hair Design's disciplinary procedures. The school and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision.

Bristol School of Hair Design strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

## EVIDENCE PRESERVATION

Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns. Victims of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a school or police investigation.

## THIRD PARTY & ANONYMOUS REPORTING

In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

## NO RETALIATION

Bristol School of Hair Design prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). The school will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the campus Title IX Coordinator or the Director of Bristol School of Hair Design.

## COORDINATION WITH DRUG FREE SCHOOL POLICY

Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to Bristol School of Hair Design's alcohol or drug policies. The school encourages students to report all instances of sexual misconduct and will take into consideration the importance of reporting sexual misconduct in addressing violations of the school's alcohol and drug policies. This means that, whenever possible, Bristol School of Hair Design will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct.

## SUPPORT SERVICES AVAILABLE

Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the school's disciplinary or criminal process. Bristol School of Hair Design does not provide counseling or health care services. Personal counseling offered by Bristol School of Hair Design will be limited to initial crisis assessment and referral. Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies. Information about the appropriate agencies is published in the Resources section at the end of the report.

## CONFIDENTIALITY

Bristol School of Hair Design encourages victims of sexual misconduct to talk to somebody about what happened. This ensures victims can get the support they need and allows the school to respond appropriately. There are various reporting and confidential disclosure options available to victims, and these are disclosed so students/employees can make informed choices about where to turn should they become a victim of sexual misconduct. Bristol School of Hair Design encourages victims to talk to someone identified in one or more of these groups.

### ▫ Privileged & Confidential Communications – Professional & Pastoral Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. Bristol School of Hair Design does not provide professional or pastoral counseling, but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies. Contact information for the support organizations is published at the end of this report.

A victim who at first requests confidentiality may later decide to file a complaint with Bristol School of Hair Design or report the incident to local law enforcement, and thus have the incident fully investigated.

- NOTE: While these professional and pastoral counselors and advocates may maintain a victim's confidentiality in relation to Bristol School of Hair Design, they may have reporting or other obligations under state law.
- ALSO NOTE: If Bristol School of Hair Design determines that the alleged perpetrator(s) poses a serious and immediate threat to the school community, the Director may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

### ▫ Off-campus Counselors & Advocates

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Bristol School of Hair Design unless the victim requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found at the end of this report.

### ▫ Reporting to the Title IX Coordinator

- When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect Bristol School of Hair Design to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the school's response to the report. The Title IX Coordinator should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.
- Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that Bristol School of Hair Design will consider the request, but cannot guarantee that the school will be able to honor it.
- The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for Bristol School of Hair Design to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready to do so.

- If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Bristol School of Hair Design must weigh that request against the school's obligation to provide a safe, non-discriminatory environment for all students, including the victim. *If Bristol School of Hair Design honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.*
- Although rare, there are times when Bristol School of Hair Design may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students. The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:
  - The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as
    - whether there have been other sexual misconduct complaints about the same alleged perpetrator;
    - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
    - whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
    - whether the sexual misconduct was committed by multiple perpetrators;
  - Whether the sexual misconduct was perpetrated with a weapon;
  - Whether the victim is a minor;
  - Whether Bristol School of Hair Design possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
  - Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.
- The presence of one or more of these factors could lead Bristol School of Hair Design to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.
- If Bristol School of Hair Design determines that it cannot maintain a victim's confidentiality, the school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. Bristol School of Hair Design will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. Bristol School of Hair Design will also:
  - assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
  - provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
  - inform the victim of the right to report a crime to local law enforcement – and provide the victim with assistance if the victim wishes to do so.
- Bristol School of Hair Design may not require a victim to participate in any investigation or disciplinary proceeding. Bristol School of Hair Design is under a continuing obligation to address the issue of sexual violence campus-wide. Reports of sexual violence (including non-identifying reports) will also prompt the school to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.
- If Bristol School of Hair Design determines that it can respect a victim's request for confidentiality, the school will also take immediate action as necessary to protect and assist the victim.

## INVESTIGATION PROCEDURES AND PROTOCOLS

The Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff. The Title IX Coordinator will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

### - NOTICE OF INVESTIGATION

The Title IX Coordinator will inform the complainant before starting an investigation. The complainant may request that an investigation not be undertaken. The Title IX Coordinator will consider such a request in light of Bristol School of Hair Design's commitment to provide a safe and non-discriminatory environment for all students. If the Title IX Coordinator determines not to investigate, she will notify the complainant in writing, including that the determination was made at the complainant's request. At the complainant's request, the Title IX Coordinator will also notify the respondent in writing, including that the complainant asked Bristol School of Hair Design not to investigate. The investigator will direct the complainant, respondent, witnesses and other interested individuals to preserve any relevant evidence. If an investigation proceeds, Bristol School of Hair Design will notify the respondent in writing that a report has been filed. The notice will describe the allegations in the report. The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review the Policy and these Procedures.

### - INVESTIGATION PROCESS

Bristol School of Hair Design's process for responding to, investigating and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding. The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information.

### - INVESTIGATION REPORT

The investigator will prepare a report detailing the relevant content from the interviews and the documentation gathered. The report will include the assessment of individual credibility and recommended findings of responsibility. The respondent and complainant will each have the opportunity to review a copy of the investigative report and any other information that will be used during the disciplinary proceedings. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would

interfere with the purpose of Title IX to eliminate sex-based discrimination. The Title IX Coordinator will supervise this review and ensure that reasonable time is afforded for review prior to the hearing.

- **TIME FRAME FOR INVESTIGATION**

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days, from receipt of written notice from the complainant of the intent to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for school breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

- Where necessary, Bristol School of Hair Design will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedules; withdraw from/retake a class without penalty; access academic support such as tutoring; issue no contact orders; and change the alleged perpetrator's class schedule.

- **IMPACT OF VICTIM'S CONFIDENTIALITY REQUEST**

A victim's request for confidentiality will likely limit Bristol School of Hair Design's ability to investigate a particular matter. The school may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing Bristol School of Hair Design's policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

## **VOLUNTARY RESOLUTION**

Voluntary resolution, when selected by the complainant and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the Bristol School of Hair Design community. Voluntary resolution is not appropriate for all forms of conduct under the Policy.

Bristol School of Hair Design retains the discretion to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution, and the Title IX Coordinator concludes that voluntary resolution is appropriate, then the Title IX Coordinator will take appropriate action by imposing remedies designed to maximize the complainant's access to all employment, educational, and extracurricular opportunities and benefits at the school and to eliminate a potential hostile environment. A complainant may request and decide to pursue voluntary resolution at any time. In those cases in which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent's decision whether to accept voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedies imposed will focus on supporting the complainant with no participation or involvement by the respondent. In other forms of voluntary resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for a complainant to maintain anonymity.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or to the Bristol School of Hair Design community. Restorative models will be used only with the consent of both parties, and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

Bristol School of Hair Design will not compel a complainant to engage in mediation, to confront directly the respondent, or to participate in any form of informal resolution. Mediation, even if voluntary, is never appropriate in sexual misconduct cases and will not be used in such cases. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly, a complainant can request to end an investigation and pursue voluntary resolution.

The time frame for completion of voluntary resolution may vary, but Bristol School of Hair Design will seek to complete the process within 15 days of the complainant's request.

## **GRIEVANCE/ADJUDICATION PROCEDURES**

- **HEARING PANEL**

If voluntary resolution is not available, Bristol School of Hair Design will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage. The hearing panel will generally include the Title IX Coordinator and two additional members who will be individuals associated with Bristol School of Hair Design. These additional hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the hearing room is equipped with telephone equipment that allows the panel member to hear all the participants and to be heard by all the participants throughout the hearing proceedings. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct. The complainant and respondent will be informed of the panel's membership before the hearing process begins.

- **ADVISORS**

Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

- **WRITTEN SUBMISSIONS**

Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

- **HEARING PROCEDURES**

The Title IX Coordinator will, whenever possible, give the complainant and respondent at least five days advance notice of the hearing. The Title IX Coordinator will arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary Bristol School of Hair Design personnel may be present during the proceeding. The Director will work with school staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation via alternate means.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
- Additional hearing rules include:
  - Questioning: Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.
  - Information Regarding Romantic or Sexual History: The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. If such information is offered by the complainant or respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.
  - Prior Conduct Violations: The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.
- Bristol School of Hair Design will keep an audio recording of the hearing for the use of the panel, for sanctioning, and for purposes of appeal. The panelists may request a transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

- **PANEL DETERMINATIONS / STANDARD OF PROOF**

The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a decision within 10 days after the conclusion of a hearing. The panel's decision will include an explanation of the basis for the decision. If the panel finds the respondent responsible, the matter will proceed to the sanctions stage.

- **SANCTIONS & OTHER REMEDIES**

The Title IX Coordinator, with the advice and counsel of the other hearing panel members, shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with Bristol School of Hair Design's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

The Title IX Coordinator will consider relevant factors, including if applicable: (1) the specific sexual misconduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the Bristol School of Hair Design community; and (7) the respondent's conduct during the disciplinary process.

The Title IX Coordinator will render a sanctioning decision within five days following the receipt of the panel's determination. The sanctioning decision will be communicated in writing to the complainant and the respondent. Bristol School of Hair Design may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning
- Changing the respondent's academic schedule
- Disciplinary probation
- Restricting access to Bristol School of Hair Design facilities or activities
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Dismissal or restriction from Bristol School of Hair Design employment
- Suspension (limited time or indefinite)
- Expulsion

In addition to any other sanction (except where the sanction is expulsion), Bristol School of Hair Design may require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual misconduct violation at issue. Bristol School of Hair Design may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional accommodations and the Title IX Coordinator will determine whether such measures are appropriate. Potential ongoing accommodations include:

- Providing an escort for the complainant
- Changing the complainant's academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or re-take a class.

Bristol School of Hair Design may also determine that additional measures are appropriate to respond to the effects of the incident on the school community. Additional responses for the benefit of the Bristol School of Hair Design community may include:

- Increased monitoring, supervision, or security at locations or activities where the misconduct occurred
- Additional training and educational materials for students and employees
- Revision of Bristol School of Hair Design's policies relating to sexual misconduct
- Climate surveys regarding sexual misconduct

#### - **APPEALS**

Either the respondent or the complainant or both may appeal the determination of the hearing panel and/or the sanctions. Appeals are decided by the Director of Bristol School of Hair Design.

The three grounds for appeal are:

1. A procedural error affecting the determination or sanction;
2. New information that was not available at the time of the investigation or hearing and that may change the determination or sanction; and
3. Excessiveness or insufficiency of the sanction.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The appealing student must submit the appeal in writing to the Owner of Bristol School of Hair Design within five days after receiving the sanctioning notice. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing student may submit a written response within five days after notice of an appeal.

If the Owner concludes that a change in the hearing panel's determination is warranted, the Owner may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. After consultation with the Title IX Coordinator, the Owner may also change the sanction.

If both the complainant and respondent appeal, the appeals will be considered concurrently.

The Owner will notify the complainant and respondent of the final decision in writing. Appeals decisions will be rendered within 15 days after receipt of the written appeal. All appeal decisions are final.

#### **RECORDS DISCLOSURE**

Disciplinary proceedings conducted by Bristol School of Hair Design are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside Bristol School of Hair Design without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances. Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct, or required to be produced through other compulsory legal process.

#### **AMENDMENTS**

Bristol School of Hair Design may amend its Sexual Misconduct Policies & Procedures from time to time. Nothing in such policies or procedures shall affect the inherent authority of the school to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the school community.

#### **DEFINITIONS FOR CRIMES**

(Defined by the FBI Uniform Crime Report)

- **CRIMINAL HOMICIDE:** These offenses are separated into two categories: Murder Non-Negligent Manslaughter and Negligent Manslaughter.
  - **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
  - **Negligent Manslaughter:** Killing of another person through gross negligence.
- **SEXUAL ASSAULT:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
- **SEX OFFENSES:** Below are the definitions for forcible and non-forcible sex offenses.

- **FORCIBLE SEX OFFENSES:** Any sexual act directed against another person, forcibly and/or against the person's will; not forcibly or against the person's will when the victim is incapable of giving consent.

There are four types of forcible sex offenses: •

- Forcible Rape - The penetration, no matter how slight, of the vagina, or anus with any body part, or object, or oral penetration by a sex organ of another person without consent of the victim including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
- Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and or against the person's will.
- Sexual Assault with an Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
- Forcible Fondling - The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.

- **NON-FORCIBLE SEX OFFENSES:** Unlawful, non-forcible sexual intercourse.

There are two types of offenses included in this definition:

- Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape - A non-forcible sexual intercourse with a person who is under the statutory age of consent.

- **CONSENT:** Consent is a voluntary agreement to engage in sexual activity. The absence of "no" is not consent. Silence or an absence of resistance does not imply consent. A verbalized "yes" that is coerced does not constitute a freely given "yes". Individuals who consent to sex must be able to understand what they are doing. A person may not be able to give consent if: they are under the age of 16, if they are legally mentally incapable, mentally incapacitated or physically helpless. This may include impairment due to drug or alcohol use. Someone who is incapacitated cannot consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to one form of sexual activity does not imply consent to any other forms of sexual activity. Previous relationships or prior consent does not imply consent to further sexual acts. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force or threat of either invalidates consent.
- **BYSTANDER INTERVENTION:** The term bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.
- **ROBBERY:** Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **BURGLARY:** The unlawful entry of a structure to commit a felony or theft.
- **MOTOR VEHICLE THEFT:** Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle.
- **ARSON:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property or another, etc.
- **HATE CRIMES:** A hate crime is a criminal offense committed against a person or property which is motivated in whole or in part by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.
- **LARCENY/THEFT:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another.
- **SIMPLE ASSAULT:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **INTIMIDATION:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control of it.
- **LAW VIOLATIONS:**
  - **WEAPONS: CARRYING, POSSESSING, ETC.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
  - **DRUG ABUSE VIOLATIONS:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those in relation to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
  - **LIQUOR LAW VIOLATIONS:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **DOMESTIC VIOLENCE:** A felony or misdemeanor crime of violence committed by any of the following individuals:
  - A current or former spouse or intimate partner of the victim; or
  - A person with whom the victim has a child in common; or
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
  - A similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
  - Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- **DATING VIOLENCE:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - Dating violence does not include acts covered under the definition of domestic violence.
- **STALKING:** Engaging in a course of conduct directed at a specific person that would cause a reasonable to:
  - Fear for the person's safety or the safety of others; or
  - Suffer substantial emotional distress
 For purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.



## **EMERGENCY RESPONSE & EVACUATION PLAN**

Bristol School of Hair Design is committed to the safety and security of students, staff, and visitors on its campus. In order to support that commitment, Bristol School of Hair Design maintains and Emergency Response & Evacuation Plan. Bristol School of Hair Design maintains this policy for the purpose of emergency mitigation/prevention, preparedness, response, and recover procedures relevant to natural and human-caused disasters.

The Emergency Response & Evacuation Plan includes plans and instructors to be followed by campus administration, faculty, staff, students, and guests in the event of emergencies and evacuations. The Director is the Campus Security Authorities responsible for reporting and ensuring the evacuation of the campus in the case of an emergency. The Emergency Plan includes:

- A provision for immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on campus.
- Procedures for testing and publishing the plan on an annual basis.
- Procedures for disseminating updated emergency information, which explain how this information will be communicated to the campus and relevant members of the community on a regular basis.

This plan is simple and should be followed by everyone in the building to ensure safe evacuation from the building.

### **EMERGENCY PROCEDURES:**

#### **FIRE OR OTHER INDOOR EMERGENCY:**

The following steps must be followed in sequence:

1. Alert students, employees, and clients that there is a fire or other emergency.
2. The Campus Security Authority calls 911 immediately. In absence of the CSA, the administrator or faculty member present should call 911 immediately. Confirm and advise them that there is a fire (or other emergency). If time allows, describe the nature and location of the fire within the building. State the location of the school: 805 Commonwealth Avenue, Bristol, VA 24201.
3. Make sure ALL students, clients, and employees evacuate the building safely, if deemed necessary.
4. If the fire is small, use a portable extinguisher located throughout the building.
5. If the fire is large, and time permits, shut down all electrical equipment and appliances. Close all interior and exterior doors & windows as you exit, but do not lock them.
6. Exit the building and move to the far side of the parking lot. This allows the CSA or administrator/faculty member present to confirm that everyone has exited the building safely. The CSA should assign one employee to meet the responding fire department with a key to allow firefighters quick entry.

#### **TORNADO/STORM OR OTHER OUTDOOR EMERGENCY:**

- Electrical Storm: Campus Security Authority or acting administrator/faculty member will make any decisions as to whether electrical equipment and appliances should be turned off and/or unplugged. All persons should stay away from any faucets or plumbing and avoid contact with any electrical equipment appliances.
- Tornado: Assuming there is sufficient warning, shut off all electrical equipment and appliances and evacuate clients, students, and employees. If there is NOT sufficient warning, take shelter immediately against the interior wall between the classroom and clinic or against the interior walls of the office or restrooms. Stay away from windows and glass doors to avoid the danger of injury from flying glass.
- Earthquake: In the event of an earthquake, and when you feel shaking, immediately take cover under something sturdy, a station or table, for example. When the initial shock is over, students and staff should evacuate the building.

#### **CHEMICAL SPILL**

1. Close down all operations and ask all persons to evacuate. Remain calm and do not unnecessarily alarm clients.
2. If time permits (based on the hazard) perform an orderly shutdown of all electrical equipment.

#### **UTILITY LOSS OR FAILURE**

- In the event of a gas leak, the Director or administrator will call 911 to inform local authorities of the leak and initiate Emergency Evacuation Procedures.
- In the event of a power outage, students and staff are directed to remain in their designated areas until further instruction is given from the Director or administrator. The Director will contact the local utility company and will determine the anticipated duration of the outage.

#### **STRUCTURAL FAILURE**

1. In the event of structural damage and/or failure, students, staff, and clients are directed to vacate the affected area.
2. In the event of a collapse, all persons in the affected area are directed to drop, cover, and hold.
3. The Director will make a determination for evacuation based on the severity and scope of the failure. If an evacuation is determined, follow the Emergency Evacuation Procedures.
4. The Director will contact local authorities.

#### **BOMB THREAT**

1. Take any bomb threat seriously.
2. If it is a written bomb threat, do not handle it more than necessary and place it in an envelope to preserve any fingerprints. Notify the Director and local police immediately.
3. If you receive a telephoned threat, notify another person, if possible, by writing a note, indicating the call is a bomb threat. The other individual can then inform local police and the Director. Note the exact time of the call and attempt to write down the exact words of the caller. Ask the caller to repeat information. Get as much information as possible by asking about when the bomb is going to explode, the type of bomb, the appearance of the bomb, and the location of the bomb. Give all information to local police when they arrive.
4. The Director will provide further instruction based on counsel from local authorities. If an evacuation is determined, follow Emergency Evacuation Procedures.

## **BURGLARY/LARCENY**

1. Remain calm and agreeable.
2. Do not attempt any heroic measures.
3. Report to local police – give the name of Bristol School of Hair Design, your name, date and time of incident, any known injuries, number of suspects involved, any descriptive information.
4. Notify the Director.

## **MEDICAL EMERGENCY**

1. In the event of a medical emergency, contact the local authorities immediately by dialing 911.
2. Notify the Director.
3. The Director will assess the situation, assign a faculty member to remain with the injured or sick person, and assign an additional staff member to meet emergency medical service responders and lead them to the injured or sick person.

## **CHEMICAL CONTACT**

- In the ordinary day-to-day activity of the beauty school environment, you will come in contact with various chemicals both by breathing and dermal intake.
- Some of the chemicals include, but are not limited to: acetone, ethyl acetate, ethyl methacrylate, alcohol, thioglycolic acid, methacrylic acid, aerosols, and many others. You may come in contact with these chemicals via providing services to others, by receiving services yourself, and in some cases, by simply watching technical demonstrations.
- You should be advised that these chemicals could create allergic reactions in some people. We recommend you check with your physician if you have known allergies or health-related problems such as asthma, emphysema, pregnancy, and other miscellaneous conditions that could be affected by exposure to and working with these chemicals.
- Bristol School of Hair Design maintains MSDS (Material Safety Data Sheets) for chemical products; MSDS binders are located in the administrative office and/or in electric format on the school computer. Students and staff are directed to familiarize themselves with this information.

## **EMERGENCY EVACUATION PROCEDURES**

In the event of an emergency evacuation, the administrators and instructors will announce the evacuation and ensure all students and clients have heard the announcement, direct all occupants to exit the building via the front door exit if possible or the emergency back exit if necessary, and instruct all to meet at the far end of the front parking lot. The evacuation plan is posted on the bulletin board in the classroom for reference.

Staff members will exit the building after they have ensured the building has been successfully evacuated by all students, guests, and staff. Staff members are aware that individuals with a self-identified disability or those with disabilities that are unobservable or not self-identified may need additional help during emergency situations. Instructors and faculty will assist those needing special assistance during any emergency evacuation.

Students and staff will be notified of emergency situations that require the school to be closed for the day, evening, and/or extended periods of time.

## **EMERGENCY NOTIFICATION & TIMELY WARNINGS**

Bristol School of Hair Design will immediately notify the campus community upon confirmation of a significant emergency, Clery Act crime, or dangerous situation involving an immediate threat to the health and safety of students or employees; including, but not limited to events occurring on the campus reported to campus security authorities or local police agencies considered to represent a serious or continuing threat to students and employees. The decision to issue an emergency notification and what information to post will be made on a case by case basis by the Campus Security Authority or their designee.

The CSA or designee will be responsible for confirming the significance, danger, and immediate threat to the safety and security of the school campus. This emergency notification will be made without delay unless issuing a notification will in the professional judgment of the responsible authorities compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In such a case, notification may be delayed. Any notifications to the larger community will be authorized by the CSA or their designee. For a dangerous situation and immediate threat, the students, faculty/staff, and clients will be directed to safe location.

Students, faculty, and clients are encouraged to accurately and promptly report all crimes and public safety-related incidents to the administrative staff or to their local law enforcement agency. Reports submitted to the administrative staff or local law enforcement agencies will be included in the annual disclosure of crime statistics and assessed for issuance of a Timely Warning Notice when deemed necessary. Witnesses and others are also encouraged to accurately and promptly report crimes and emergencies to the administrative staff or to local law enforcement when the victim of a crime elects to or is unable to make such a report.

A timely warning is a short description of the crime or incident, time and date, location, reported offense, suspect description, and any other pertinent information pertaining to the crime. This timely warning will also include personal safety information to protect individuals from becoming victims. The timely warning will be distributed via public announcement and may include a memo to a bulletin board. If deemed necessary by the Director, other methods of notification may be employed – including, but not limited to, flyers, notices on the school website, and local media.

Students and staff members are required to provide a phone number and email address for contact in the event of a significant emergency situation. Students and staff will be notified of significant emergency situations that require the school to be closed for the day, evening, and/or extended periods of time. In an effort to ensure the timeliness of notification to students and staff of a significant emergency situation, personal contact information changes should be communicated to the Director as soon as possible.

Communication of the emergency notification may include any or all of the following options: email, messaging, emergency phone alert system, college website, verbal communication, posted notices in buildings and/or local media. Regular updates and notifications will be sent in the same and/or additional methods as the original message. One system utilized by Bristol School of Hair Design is the "Remind Program" ([www.remind.com](http://www.remind.com)).

All employees and students are encouraged to participate in the Remind Program – a text and/or email notification program. Text and email alerts are managed by the Director, Ann West. Text alerts will be sent out regarding safety and announcements required by unforeseen circumstances; including, but not limited to, school closures from weather. Registering for the program is free & information is included in the Catalog, the school website, and below. While it is the student's choice to register, it is highly recommended to receive timely warnings. 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. Or 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.

### **MISSING STUDENT NOTIFICATION**

None of our campuses offer student housing. However, missing students are of concern. If you are aware or believe a student is missing, please contact local law enforcement and make school administration aware. It is our policy to ensure that all law enforcement and others are notified promptly and in accordance with applicable state and federal law. We will provide confidential contact information to authorized officials needed in a missing student investigation.

### **INCLEMENT WEATHER**

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, Facebook page or via WCYB news. 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. Students participating in our Remind Program for texts and/or email notifications will receive updates regarding delays and closures due to inclement weather via this system.

## **DRUG & ALCOHOL POLICIES & PENALTIES**

### **DRUG & ALCOHOL ABUSE AWARENESS & PREVENTION PROGRAM**

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.

For the purpose of this policy, "campus" includes any and all sites associated in any way, either directly or indirectly, such as during field trips.

#### **PROHIBITED ACTIVITIES**

It is the policy of Bristol School of Hair Design that the following activities are strictly prohibited during working/school hours by all employees and students, and that illegal use of drugs and/or alcohol is prohibited at any time.

1. It is prohibited for an employee to work or student to attend class with the presence of a controlled substance (drugs or alcohol) in his or her body, including the presence of a drug metabolite, unless legally prescribed to her or him.
2. It is prohibited for an employee or student to sell, use, purchase, distribute, dispense, manufacture, or be in possession of a controlled substance (drugs or alcohol), including drug paraphernalia, while on Bristol School of Hair Design time, conducting Bristol School of Hair Design business, on Bristol School of Hair Design property, attending class, or while representing Bristol School of Hair Design on or off school property.
3. It is prohibited for an employee or student to sell, use, purchase, distribute, dispense, manufacture, or be in possession of controlled substances (drugs or alcohol), including prescription medications that are controlled substances, on Bristol School of Hair Design time, business, property, or while attending class, unless the prescription medication is legally prescribed to the employee or student.
4. It is prohibited for an employee or student to operate any equipment while under the influence of any drug(s) or alcohol, including prescription over the counter medications, that render the employee or student incapable of safely and adequately using the equipment or performing any other job duties.
5. It is prohibited to consume any alcoholic beverage or alcohol containing liquid within four hours of a scheduled work or class period or assignment.
6. It is prohibited for any student or employee to use over-the-counter drugs in a manner not intended by the manufacturer and/or prescribed by a licensed medical professional.
7. It is prohibited for Bristol School of Hair Design supervisors to allow an employee to work or student to attend class if they have actual knowledge that an employee or student has violated this policy.

#### **PROCEDURES & REQUIREMENTS FOR EMPLOYEES OR STUDENTS**

If an employee or student suspects that she or he has a substance abuse or alcohol problem, the employee or student is expected to contact an administrator of Bristol School of Hair Design. Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in rehabilitation or treatment programs. Any employee or student who voluntarily seeks such assistance or rehabilitation shall not be subject to disciplinary action for violation of the policy as long as the employee continues to participate satisfactorily in a counseling or rehabilitation program. The employee or student must obtain a work release from a counselor or treatment provider before returning to work or school.

Any investigation by law enforcement or conviction for controlled substance or alcohol activity may be cause for dismissal from employment or school. Failure to report any conviction for illegal drug use or alcohol misuse to Bristol School of Hair Design may result in immediate termination from employment or school attendance. The use of prescription or over-the-counter medications that may impair an employee's or student's ability to safely or adequately perform his or her essential functions on the job must be reported to the employee's or student's supervisor. Some medication use may require reassignment or temporary leave of absence without pay/credit. Employees and students must only take medication as directed on the medication label and must heed any warnings listed on medication labels.

#### **DISCIPLINARY ACTION**

Violations of the Bristol School of Hair Design Drug & Alcohol Prevention Policy shall result in disciplinary action including and up to termination of employment/enrollment. Such violations may also have legal consequences. Employees and students who violate this policy by illegally selling, manufacturing, distributing, or possessing controlled substances will be terminated from employment or enrollment.

Bristol School of Hair Design reserves the right to implement random drug and alcohol testing at any time, with our without prior notice. Such testing may be implemented for use of current employees and/or students and/or prospective employees and/or prospective students. Refusal to test will result in disciplinary action up to and including termination of employment/enrollment and/or required participation in a substance abuse rehabilitation or treatment program.

#### **SUBSTANCE ABUSE EDUCATION PROGRAMS**

We do not offer and are not qualified to offer substance abuse education programs; however we offer, our assistance to any employee or student in obtaining education about substance abuse and how to overcome addiction. Employees or students with potential alcohol or controlled substance related problems are encouraged to discuss their individual situations with the Director. Every effort will be made to ensure confidentiality and help in seeking assistance. Bristol School of Hair Design can supply you with a list of local alcohol and controlled substance counseling centers.

## SUSPICION OF ALCOHOL OR DRUG USE

Any employee suspecting a fellow employee or student might be suffering from alcohol or drug use should contact the Director. The information below is intended to assist you in identification of potential abuse behaviors or patterns of behavior that may indicate that you or someone else may be having difficulty with substance abuse. The following descriptions are not intended to be all-encompassing, but simply to serve as a guideline.

Behavior which may suggest alcohol/drug abuse include, but are not limited to, the following:

- Repeated accidents (on or off campus)
- Repeated illness absences
- Chronic lateness or early departures
- Significantly diminished task performance (with no other explanation)
- Odor of alcohol, slurred speech, unsteady gait, disorientation, paranoia, hallucinations, and other physical signs of impaired function, not caused by a known medical condition

Identification of drug paraphernalia is sometimes a difficult thing. Many common household items are misused to manufacture and abuse drugs. Employees and students alike are encouraged to be observant and to report items and/or behaviors that may be an indicator of drug and alcohol use and/or abuse.

Due to the wide variety of reactions people display or manifest when under the influence, all employees/students are advised to use caution when dealing with such a person. It is recommended that direct contact with the employee/student be limited to persons in supervisory roles when there is a perceived or true need for confrontation/advising. However, documentation may be provided by person(s) with direct involvement in an incident and/or accident resulting from the use of a controlled substance or person(s) with direct knowledge of the use of or possession of controlled substances covered in this policy.

## HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG USE AND ALCOHOL ABUSE

Below are summaries of the health risks and the signs and symptoms associated with illicit drug use and alcohol abuse. This is an overview and not a complete list. Each individual will experience the drug in a different way depending on individual characteristics such as body size, sex, and other physical and psychological factors.

Adverse health effects can range from nausea and anxiety to coma and death. There are risks associated with the chronic use of psychoactive drugs, including alcohol. Substance abuse may involve not only controlled substances and illegal drugs, but also alcohol and other substances that pose a health risk. When drugs are combined, their negative effects on the mind and body are often multiplied beyond the effects of the same drugs taken singly, which can be deadly.

A pregnant woman who uses alcohol, cigarettes, or other drugs exposes herself and her fetus to serious risks, such as miscarriage, low birth weight, or brain damage.

- **Alcohol** - Alcohol is the drug most frequently abused. Even small amounts of alcohol can impair the judgment and coordination required to drive a car, increasing your chances of having an accident. Alcohol may be an interacting factor in the incidence of aggressive acts, including vandalism and assault and serious health problems, such as liver damage. Consuming moderate to large amounts of alcohol impairs your ability to learn and remember information. Because alcohol is a depressant, very large amounts can cause respiratory and cardiac failure, resulting in death.
- **Cannabis** - Marijuana and hashish impair the user's short-term memory and comprehension. They can cause confusion, anxiety, lung damage, and abnormalities of the hormonal and reproductive systems. Hours after the feeling of getting high fades, the effects of cannabis on coordination and judgment may remain, heightening the risks involved in driving or performing other complex tasks. Cannabis, a fat soluble substance, may remain in the body system for weeks. An overdose or long-term use may bring about paranoia, panic attacks, or psychiatric problems.
- **Club/Designer Drugs** - The terms "club drugs" and "designer drugs" refer to a wide variety of drugs including MDMA (Ecstasy), GHB, rohypnol (roofies), ketamine (special K), methamphetamine (meth), and LSD (acid). Research indicates that these drugs can cause serious health problems or even death. They can have even more serious consequences when mixed with alcohol. Club/designer drugs are also occasionally used or administered to facilitate a sexual assault.
- **Depressants** - Barbiturates, benzodiazepines (e.g., valium), Quaaludes, and other depressants cause disorientation, slurred speech, and other behaviors associated with drunkenness. The effects of an overdose of range from shallow breathing, clammy skin, dilated pupils, or a weak and rapid pulse that can result in coma or death.
- **Hallucinogens** - Hallucinogens such as LSD, MDMA PCP (angel dust), mescaline, peyote, and psilocybin (shrooms) can cause powerful distortions in perception and thinking. Intense and often unpredictable emotional reactions can trigger panic attacks or psychotic reaction. An overdose of hallucinogens can cause heart failure, lung failure, coma, and death.
- **Narcotics/Opiates** - Heroin, codeine, morphine, methadone, and opium are narcotics/opiates. There is a high likelihood of developing a physical and psychological dependence on these drugs. Health effects include anxiety, mood swings, nausea, confusion, constipation, and respiratory depression. Overdose may lead to convulsions, coma, and death. The risk of being infected with HIV, the virus that causes AIDS, or other diseases significantly increases if you inject drugs and share needles.
- **Stimulants** - Cocaine/crack, amphetamines, and other stimulants can cause agitation, loss of appetite, irregular heartbeat, chronic sleeplessness, and hallucinations. All non-prescribed stimulants are extremely dangerous and psychologically and physically addictive. An overdose can result in seizures and death.
- **Tobacco** - Nicotine, the active ingredient in tobacco, increases your heart rate and raises your blood pressure. The tar in cigarette smoke is a major cause of cancer and other respiratory problems. The carbon monoxide in cigarette smoke can promote arteriosclerosis. Long-term effects of smoking cigarettes may include emphysema, chronic bronchitis, heart disease, and lung cancer.

## ALTERNATIVES TO DRUG AND ALCOHOL USE

Bristol School of Hair Design encourages its employees and students to live healthy lifestyles that are free from the use and/or abuse of controlled substances. Many alternatives are available that allow for a more rewarding and safer life span. Some alternatives include physical activities or sports, cultural events, and volunteerism. Contact your local community organizations and schools in your area to find out about programs they offer or volunteer assistance they may need.

## FEDERAL, STATE, & LOCAL PENALTIES – PUNISHABLE BY LAW

The legal consequences for the illegal use, possession, sale, distribution, trafficking, and/or the manufacturing of illicit drugs or alcohol are numerous. Local, state, and federal laws exist that may be used to punish violators. Penalties can range from suspension, revocation or denial of a driver's license to 20-50 years imprisonment without benefit of parole. Property may be seized. Community services and/or restitution may be mandated.

### - Federal

Possession and delivery (includes sale) of controlled substances is prohibited by the United States Code, Uniform Controlled Substance Acts [21 U.S.C. 801 and following]. Individuals can be penalized on the quantity of confiscated drugs, the type of drug(s) found, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug. Any individual who knowingly possesses a controlled substance that is an amount that, as specified by regulation of the Attorney General, is a personal use amount shall be liable to the United States for criminal and civil penalties.

There are a number of federal anti-drug laws that affect a number of areas in everyone's lives. Students, for example, could lose eligibility for federal financial aid and could be denied other federal benefits such as: Social Security, retirement, welfare, disability and/or veteran's benefits. In fact, it is required that all applicants for federal student aid answer drug related questions on their application. Other federal laws allow the Department of Housing and Urban Development (which provides funds to states and communities for public housing) to now have the authority to evict residents and members of their household if they are associated with a drug-related crime. Businesses can lose their ability to seek or gain federal contracts and schools can lose federal assistance for students if the company/school does not promote a drug-free environment. State or local laws are also punitive to violators and in some cases have stiffer penalties than federal laws.

For information on Federal Trafficking Penalties, please visit the following link; <http://www.justice.gov/dea/agency/penalties.html>

### - Virginia

For Virginia schedules, see Virginia Code Annotated at 54.1-3446.

#### - First Offense

Manufacturing, selling, distributing, giving or possessing with the intent to manufacture, sell, give or distribute (Va. Code Ann. at 18.2-248 and 18.2-11):

- Schedule I and II drugs, and transporting into Virginia one or more ounces of cocaine and five or more pounds of marijuana with intent to sell or distribute: not less than five years nor more than 40 years; fine not more than \$500,000.

- Schedule III, IV or V drugs: not more than 12 months; fine not more than \$2,500.

- Trafficking in the following amounts is punishable by imprisonment of 20 years to life and a fine of not more than \$1 million:

Heroin: 100 kilograms or more

Cocaine: 500 kilograms or more

Cocaine base: 1.5 kilograms or more

- Simple possession of a controlled substance is punishable as follows:

Marijuana: a misdemeanor; not more than 30 days; fine of not more than \$500. (Va. Code Ann. at 18.2-250.1)

Schedule I or II drug: not less than one year nor more than 10 years; or, in some cases, up to 12 months and fine of \$2,500.

Schedule III drug: not more than 12 months; fine not more than \$2,500.

Schedule IV drug: not more than six months; fine not more than \$1,000.

Schedule V drug: fine not more than \$500.

Schedule VI drug: fine not more than \$250 (Va. Code Ann. at 18.2-250.1, 18.2-11, and 18.2-10).

- Penalties for the sale, gift, distribution or possession with intent to sell, give or distribute marijuana (Va. Code 18.2-248.1):

Not more than one half ounce of marijuana: not more than 12 months, fine of not more than \$2,500.

More than one half ounce of marijuana but not more than 5 pounds of marijuana: up to 10 years, fine of not more than \$2,500.

More than five pounds of marijuana, not less than five years, nor more than 30 years.

Manufacturing marijuana: not less than five years nor more than 30 years, fine not to exceed \$10,000.

#### - Other Penalties, Second and Later Offenses

Sale of drugs on or near school property (including universities), state hospital grounds, a public recreation or community center, or any public library is a felony punishable by a mandatory sentence of not less than one year nor more than five years; fine of not more than \$100,000 (Va. Code Ann. at 18.2- 255.2).

Forfeiture of driver's license may also occur as a result of drug violations. (Va. Code Ann. at 18.2-259.1). For penalties for sale of drugs to someone under age 18 who is at least three years younger than the seller, see Va. Code Ann. at 18.2-255.

Enhanced penalties also apply to subsequent offenses

## POLICIES REGARDING DRUG & ALCOHOL TESTING

Baseline, random, reasonable suspicion, post-accident, and follow-up testing may be conducted, with or without prior notice, and as a student or employee, you consent to these tests in order to continue in the program. You are advised that observed testing may take place to prevent use of altered specimens in testing. You, as a student or employee, understand and consent to observed testing by the designated testing facility. This test will be paid for by the school.

### Drug Testing Circumstances

- Pre-Employment Procedures: Prospective employees or students may be asked to submit a drug test at a collection facility designated by Bristol School of Hair Design as part of a potential job offer or as part of the acceptance/enrollment process.
- Post-Accident Tests: Bristol School of Hair Design may require drug and/or alcohol testing of any employee or student involved in an on-the-job accident/injury where the following occurs: a fatality, an injury to an employee/student/client/other individual that requires medical attention away from the workplace or accident scene, and/or damage to school property that exceeds \$500. Post-accident testing may also be required of any individual whose actions or inaction could have reasonably contributed to the cause of the accident.
- Random Testing: Unannounced random drug and/or alcohol testing may be conducted on all employees or students and will be administered by a third-party administrator. Selection for random testing will be computer generated. All employees/students will have equal chance of selection in each selection period.
- Unit or Blanket Testing: Drug and/or alcohol testing of all company employees/students in one location or job category may be conducted at the discretion of Bristol School of Hair Design.

- **Reasonable Suspicion:** Chemical substance tests may be ordered with reasonable suspicion, based on a reasonable belief that a student/employee is using a controlled substance, using alcohol while at school/work, or reporting to school/work under the influence of controlled substance or alcohol in violation of Bristol School of Hair Design's Drug Prevention Policy. The suspicion may be based on:
  1. Direct observation of controlled substance and/or alcohol use.
  2. Physical symptoms or manifestations of being under the influence of a controlled substance and/or alcohol in the classroom, clinic floor, or on campus.
  3. Abnormal conduct or erratic behavior such as absenteeism, tardiness, or significant deterioration of performance.
  4. A report of controlled substance and/or alcohol provided by reliable and credible sources, which have been corroborated by the School.
  5. A drug-related investigation, arrest, or conviction, or an investigation of theft

#### **Reasonable Suspicion**

An educator or supervisor who suspects that a student or other employee is under the influence of alcohol or a controlled substance shall submit a written statement to the Director specifically documenting the basis for the suspicions. This statement shall set forth specific facts and a reasonable basis for the suspicion.

If the Director finds insufficient reasonable suspicion to justify chemical substance testing, the Director shall so state directly on the written statement, and no chemical substance testing will be done at that time. The written statement shall be included in the student or employee's file and may, at a future time, be considered in determining whether individualized reasonable suspicion justifying conducting a chemical test exists at that time.

#### **Right to Explain Test Results**

If any student or employee tests positive for being under the influence of a controlled substance or alcohol, the individual will be given written notice of the positive test result, including the type of substance involved. The individual will be given an opportunity to discuss and explain the positive test result with the Director.

If an employee, student or applicant believes the laboratory analysis is in error, he or she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. Re-analysis will be on the original specimen only and must be performed by a certified laboratory. The cost of re-analysis is at the employee/student's expense. If the secondary laboratory does not detect the same controlled substance, the individual will be reimbursed the cost of re-analysis.

An employee who has a test result other than negative shall have the right to request a copy of the laboratory report from the employer in writing.

#### **Other Policy Violations**

If at any time a student/employee refuses to submit to testing during the random or reasonable suspicion screening, that person will be considered to be in violation of the School policy. It will also be considered a violation of this policy to submit an altered sample, a sample that was provided by another individual but is represented as the sample of the student or employee to be tested, and/or ingesting or adding something to sample in order to dilute or obtain a negative test result. Any one or more of these violations will result in disciplinary action, up to and including termination for misconduct.

### **CONFIDENTIALITY**

All disciplinary actions, documentation including but not limited to drug and alcohol test results, will remain confidential to the extent required or allowed by law and in accordance with FERPA requirements.

### **DRUG & ALCOHOL POLICY REVIEW**

Bristol School of Hair Design will conduct a policy effectiveness review of the Drug and Alcohol 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. Annual distribution to new enrolling students will take place during the orientation process. Annual distribution to current students will occur during monthly report card evaluations. Annual distribution to faculty members will occur during our annual faculty meeting. Any faculty members absent from the faculty meeting will be given a copy upon their return. Any new hires will receive the annual distribution during employee orientation.

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.

## **RESOURCE INFORMATION**

### **POLICE DEPARTMENTS:**

Bristol Police Department  
501 Scott Street  
(276) 645-7400

State Police, Bristol, VA  
868 Bonham Road  
(276) 669-2641

### **FIRE DEPARTMENTS:**

City of Bristol Virginia Fire Department  
211 Lee Street  
(276) 645-7304

Bristol Fire Station  
1601 Euclid Avenue  
(276) 645-7307

Bristol Fire Department, Station 3  
105 Suncrest Drive  
(276) 645-7309

### **HOSPITALS:**

Bristol Regional Medical Center  
1 Medical Park Boulevard, Bristol TN  
37620  
(423) 833-1121

### **POISON CONTROL:**

(800) 222-1222

### **ALCOHOL/DRUG TREATMENT CENTERS:**

Tri Cities Recovery  
1119 Commonwealth Avenue, Bristol,  
VA 24201  
(276) 644-3133

Love your Life Drug Rehab  
Bristol, TN  
(423) 301-6842

Comprehensive Community Services  
1241 Volunteer Parkway, Bristol, TN  
37620  
(423) 764-2196

Frontier Health  
26 Midway Street, Bristol, TN 37620  
(423) 989-4502

### **ALCOHOL/DRUG SUPPORT GROUPS:**

Alanon  
Central Presbyterian Church  
301 Euclid Avenue, Bristol, VA 24201

Alcoholics Anonymous, Bristol  
Fellowship Chapel  
201 Crockett Street, Bristol, VA 24201  
Central Presbyterian Church  
301 Euclid Avenue, Bristol, VA 24201

### **GENERAL COUNSELING:**

Bristol Regional Counseling Center  
26 Midway Street, Bristol, TN 37620  
(423) 989-4500

### **SHELTERS:**

Haven of Rest Rescue Mission  
624 Anderson Street, Bristol, TN 37621  
(276) 968-2011

Salvation Army Bristol  
137 Martin Luther King Junior Blvd.,  
Bristol, TN 37620  
(423) 764-6156

Abuse Alternatives (Emergency Shelter)  
104 Memorial Drive, Bristol, TN 37620  
(423) 652-9093

### **WOMEN'S SHELTERS:**

Haven of Rest Rescue Mission – The  
Grace Home  
624 Anderson Street, Bristol, TN 37620  
(423) 968-2011

The Shepherd's Inn  
P.O. Box 2214, Elizabethton, TN 37643  
(423) 542-0180

### **SEXUAL ASSAULT VICTIM ADVOCACY PROGRAM:**

Bristol Crisis Center  
100 Oakview Avenue, Bristol, VA 24201  
(276) 466-2218  
Crisis Center Hotline: 800-273-8255  
National Sexual Assault Telephone  
Hotline: 800-656-4673

For more information, check the Director of Community Services (United Way), the Yellow Pages, or the phone directory.