

**The Headquarters Academy of Hair Design**

# Student Handbook

108 South Main Street  
Minot, North Dakota  
Local Phone: (701) 852-8329  
Outside Minot: (800) 891-5135  
[www.hqacademyofhair.com](http://www.hqacademyofhair.com)

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## ADMINISTRATION, FACULTY, AND OWNERSHIP

The Headquarters Academy of Hair Design [henceforth also referenced in this document as HAHD, school, or institution] employs a skilled team of instructors with teaching experience that reflects both contemporary and traditional techniques. Our instructors have met licensing requirements and are trained in all aspects of hairdressing and cosmetology. Administrative policies at the school keep our staff abreast of ever changing fashions and demands of the cosmetology profession. A listing of instructors and administrative staff members is provided below:

### **Floyd Roll**

School Owner  
Administrator and Registrar  
Financial Aid Administrator  
Instructor

### **Pamela Albright**

Academic Administrator  
Financial Aid Officer  
Instructor

### **Karen Hager**

Attendance Secretary  
Receptionist

### **Amanda Burner**

Instructor  
Financial Aid Officer

### **Jennifer Vollmer**

Instructor

### **Deanne Markle**

Student Instructor

## HAHD ORGANIZATIONAL CHART

SCHOOL OWNER

*(Manager, Financial Aid Administrator, and Registrar)*

Academic Administrator

Financial Aid Officer

Secretary/Receptionist

Instructors

Students

## ACCREDITATION & LICENSURE

The Headquarters Academy of Hair Design is accredited by the *National Accrediting Commission of Career Arts and Sciences* (NACCAS). The contact information for the NACCAS office is:

**NACCAS**  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

The Headquarters Academy of Hair Design's reference number with the NACCAS office is: **Reference Number 044014.**

The Headquarters Academy of Hair Design is licensed through the North Dakota State Board of Cosmetology. The contact information for the board office is:

**North Dakota State Board of Cosmetology**  
1102 S. Washington, Suite 200  
Bismarck, ND 58502  
(701) 224-9800  
(800) 249-7315  
[www.ndcosmetology.com](http://www.ndcosmetology.com)

## **STATEMENT OF MISSION AND OBJECTIVES**

The Headquarters Academy of Hair Design is a privately owned, coeducational institution serving the North Central area of North Dakota. As an institution of postsecondary education, the Headquarters Academy of Hair Design avows its belief in the value of education for the advancement of human capability. The Cosmetology program offered by this institution is designed to develop students' practical skills and educate them in the basic theoretical knowledge required to provide professional care for the hair, skin, and nails of the public, to enable them to successfully pass the state licensing examination, and to secure entry-level employment in the field of hair styling and cosmetology. This is to be accomplished within the laws, regulations, and guidelines established by the United States Department of Education, the National Accrediting Commission of Career Arts and Sciences and North Dakota State Board of Cosmetology.

## **FACILITIES**

The Headquarters Academy of Hair Design has blended the contemporary appeal of bold color and mirrors, and the charm and warmth offered by its tall ceilings and extensive use of oak to create a comfortable and exciting learning atmosphere. All space is air-conditioned and fully equipped with professional modern equipment to supplement your education. The main floor is approximately 6,000 square feet and includes thirty workstations in the clinic area, sixteen in the basics practice area, a reception, retail, and client waiting area, three shampoo areas, a dispensary, a classroom that accommodates 40 desk, an administrative and financial aid office, a library and consultation room, two rest rooms, a facial room, and a student lounge. The HAHD also has a 1,000 square foot sublevel classroom that includes twenty-seven workstations and a shampoo area. All designed for an enjoyable educational experience. The HAHD employs a wide variety of teaching aids, which include audiovisual and visual aids such as DVD and VHS modules, slides, coloration charts and samples, mannequins, and hair design photo books. The HAHD also has available a variety of professional products for students to use and retail. A computer to assist in hair color formula selection, a variety of texts and resource books in various technical areas of cosmetology, and workstations equipped with all the tools and implements required to practice cosmetology.

## ADMISSION AND ENROLLMENT REQUIREMENTS

You may begin the application process through our website at [www.hqacademyofhair.com](http://www.hqacademyofhair.com) or by visiting the school.

Entrance Qualifications: The school admits as regular students,

1. High school graduates or holders of a G.E.D. certificate. Applicants must provide the school with documentation that they have completed high school or a G.E.D. to be accepted into the course of study.
2. Applicants must be at least seventeen years of age to be accepted into the course of study (seventeen-year-old applicants need a cosigner for their enrollment to be accepted by the school).
3. Applicants must provide the school with a copy of their birth certificate to be accepted into the program of study.
4. Applicants must also complete and submit a school admissions application.
5. Applicants must make arrangements to pay for their direct school costs.\*
6. Applicants must read and certify that they have read a copy of the school's policies and procedures, a copy of the school's satisfactory academic progress policy, a copy of this Student Handbook and any updates and inserts, and the enrollment and registration agreement. Applicants are also to receive a copy of the enrollment and registration contract after being accepted by the school.

\*All students will receive a receipt of payment each time there is a financial transaction between the school and the student.

## RE-ENTRY AFTER WITHDRAWAL OR TERMINATION

If you withdrew or were terminated from the program and wish to re-enter, you must contact the registrar.

The registrar needs to determine whether you meet eligibility requirements to re-enter. The determination is based on your past rate of attendance, academic scores, the time period elapsed since your termination or withdrawal from the program, your disciplinary history, the reason for your termination or withdrawal (as applicable), whether those factors have been sufficiently addressed and other objective credentials. The school retains the discretion to grant or deny the request for any reason, based on the totality of the circumstances including the student's ability to pay tuition and other school charges.

<sup>1</sup>Credit for previous training is determined by the North Dakota State Board of Cosmetology. Program costs will be determined on an individual basis but shall not exceed \$12 per hour (*provided the "pre-clinic" portion of the program was successfully completed*). Any educational items will be sold to the student if these items are needed to gainfully participate in the course at the current rate charged for such items.

### Re-Entry Requirements

A student who re-starts after a withdrawal or a termination:

- Retains their prior attendance and academic history, including, their Satisfactory Academic Progress status for purposes of determining a student's eligibility for financial aid.
- Must pay any balance owed to the HAHD prior to re-start, unless other payment arrangements have been made.
- Must sign a new enrollment agreement. The new enrollment agreement will supersede the student's previous enrollment agreement(s) and the terms and conditions of the new enrollment agreement will be based on the program requirements at the time the new enrollment agreement is signed. This means that the new enrollment agreement may reflect any applicable tuition increases.
- Students, who re-enter within 180 days of withdrawal or termination, must re-enter in the same Title IV Payment Period (*if applicable*) that they were in at the time of withdrawal.

A re-start requires sufficient time to process the withdrawal paperwork as required by state and/or federal agencies, as well as the restart paperwork.

<sup>1</sup>The North Dakota State Board of Cosmetology credits all hours earned at any ND School of Cosmetology for 5 years from your last day of attendance to your next start date at the same or another ND School of Cosmetology.

## TRANSFER STUDENTS

Transfer students must follow the admission requirements as stated in this catalog.

Credit for previous training is determined by the ND State Board of Cosmetology.

Prospective transfer students are responsible for identifying and fulfilling all applicable state requirements for transfers. They also need to request that this school be provided with a letter from the board stating the amount of hours they credited to the transfer student.

Program costs will be determined on an individual basis but shall not exceed \$12 per hour. Workbooks, manikins, and other similar items will be sold to the student if these items are needed to gainfully participate in the course at the current rate charged for such items.

The Headquarters Academy of Hair Design cannot and does not actively recruit students from another cosmetology institution and may at its discretion refuse transfer students if its admission requirements cannot be met, which includes the students ability to pay tuition charges.

Transfer students who have not successfully completed the “Pre-Clinic” portion of their program at their prior school before they withdrew, must complete all missing requirements before being allowed to perform cosmetology services on the public. If an unacceptable time has lapsed from the last date of attendance at the former institution, the HAHD may require a transfer student to successfully pass its Pre-Clinic evaluation before allowing transfer students to perform clinic services on the public. Academic requirements will be prorated based on the time needed for the student to graduate from the cosmetology program.

## EXTEND ENROLLMENT TIME

The school includes at least 25 school days (200 clock-hours) for *personal days* in each enrollment agreement for the 1800 clock-hour program. A prorated number of hours are included in enrollment agreements for personal days for students who either re-enter or transfer into the school. Unless students have a leave of absence, which was approved by the school, students who do not complete their training on or prior to the contract expiration date are charged for extended enrollment time. Extended enrollment time fees will not exceed \$5 per hour.



# COSMETOLOGY COURSE OUTLINE

## Pre-Clinic Studies Faculty-Supervised Instruction

### The Introduction to Cosmetology

You will learn the principles of haircutting, hairstyling, manicures, pedicures, permanent waving, chemical relaxers, hair color, and skin care. Pre-Clinic practical exercises are performed on mannequins (with the exception of such services as facials and pedicures). Each unit of Pre-Clinic Studies includes practical instruction in safety and sanitation;

### Hair Shaping

- 44 Practical Exercises
- 44 Theory, Demonstrations, Educational Assessment and Review
- 88 Subtotal Hair Shaping Hours**

### Hair Styling

Practical Exercises

- 30 Wet Hair Styling Techniques
- 6 Thermal Hair Styling Techniques
- 6 Wigs, Hair Additions and Extensions
- 46 Theory, Demonstrations, Educational Assessment and Review
- 88 Subtotal Hair Styling Hours**

### Chemical Services

#### Permanent Waving / Chemical Relaxing

- 23 Practical Exercises
- 37 Theory, Demonstrations, Educational Assessment and Review

#### Hair Color and Hair Lightening

- 27 Practical Exercises
- 33 Theory, Demonstrations, Educational Assessment and Review
- 120 Subtotal Chemical Services Hours**

### Manicure, Pedicure and Artificial Nail Applications

Practical Exercises

- 4 Manicure
- 4 Pedicure
- 8 Artificial Nail Application
- 24 Theory, Demonstrations, Educational Assessment and Review
- 40 Subtotal Nail Hours**

### Facials and Skin Care

- 16 Practical Exercises
- 16 Theory, Demonstrations, Educational Assessment and Review
- 32 Subtotal Facial Hours**

### Trichology, Draping, Cleansing and Conditioning

- 9 Practical Exercises
- 23 Theory, Demonstrations, Educational Assessment and Review
- 32 Subtotal Cleansing and Conditioning Hours**

### 50 General Theory Classes and Sanitation Duties

The first 30 minutes after roll-call is devoted to sanitation duties. This is followed by an hour of theory instruction Mondays through Wednesday and an hour for testing and review on Thursdays (24Hr/week Students normally Test and Review Mondays).

## 450 Total Pre-Clinic Hours

# COSMETOLOGY COURSE OUTLINE

## Clinic Studies

## Faculty-Supervised Instruction

### Practicing Cosmetology Services for the Public

You must meet all state-hour requirement prerequisites before you will be permitted to perform public services for clients. In the Clinic you will predominately work on live guests (and mannequins when not scheduled with a client) along with regularly scheduled theory classes, demonstrations and other studies. Most of the units of Clinic Studies include practical instruction in safety and sanitation;

#### 162 Hair Shaping

You will learn about hair design, facial shapes, and handling hair growth patterns. You will also learn to design hairstyles to best suit facial shapes and how to texturize, use shear-over-comb and clipper-cut techniques.

#### 162 Hair Styling

You will create designs and patterns in hairstyling, gain proficiency and speed in both wet hair styling and thermal styling techniques.

#### 75 Permanent Waving / Chemical Relaxing

You will learn the chemistry and principles of permanent waving. You will also learn how to select the correct solution and perform design perm wraps. In Chemical Relaxing you will learn how to perform hair and scalp analysis and virgin and retouch applications. You will also learn about relaxer strengths and curl reformation procedures.

#### 105 Hair Color and Hair Lightening

You will learn about hair color formulation, levels, and tones. You will gain proficiency and speed in application techniques, learn how to apply color to hair, and create multi-dimensional color techniques.

#### 60 Manicure, Pedicure and Artificial Nail Applications

You will learn how to perform nail services (including manicures, pedicures and artificial nail application).

#### 68 Facials and Skin Care

You will learn about cosmetics, how to analyze skin, perform facials and Makeup applications.

#### 68 Trichology, Draping, Cleansing and Conditioning

You will learn about hair growth and structure, about hair care and common hair and scalp conditions. You will also learn how to drape your clients for various services, shampooing, reconditioning and scalp message.

#### 350 Theory Classes and Sanitation Duties

#### 300 Related Studies (Classroom or Clinic Instruction)

Additional Hours for Hair Shaping or Styling, Nail, Facial or Chemical Services.

Professional Development	Classes covering a healthy body and mind, effective communication and human relations.
Salon Ecology	Theory classes covering subjects such as microbiology, infection control and first aid.
Anatomy and Physiology	You will learn about cells, tissues and basic body systems.
Electricity in Cosmetology	You will learn about the effects of electric, current, electrotherapy and light therapy.
Chemistry	You will learn about elements, chemical bonds, the pH scale and the chemistry of cosmetics.
Salon Business	You will learn about the beauty industry, resumes, job interviews, networking, building a clientele, salon ownership and retailing.
Design Decisions	You will learn about design elements and principles. Communication with your clients, proportion, personality, lifestyles and clothing.
Wigs and Hair Additions	You will learn how to perform braids, cornrows, and sew-in hair extensions. Composition and construction of wigs and hair additions as well as hair addition methods.
ND Cosmetology Law	You will learn about the North Dakota Century Codes regulating the practice of cosmetology.
Reception Desk and Dispensary Training	
Educational Assessment and Review - Individual Consultations	
Drug Abuse and Domestic Violence Class	
Guest Speakers and Demonstrations	

**1800 TOTAL CLOCK-HOURS**

This program is taught in English

## COSMETOLOGY COURSE OVERVIEW

Cosmetology (from Greek, κοσμητικός, kosmētikos, “skilled in adornment”), beauty, associated with “being of one's hour”.

Hair stylists as well as skin and nail care specialists' are all part of the profession known as cosmetology. Training and licensing are required prior to being able to legally work in this profession. Licensing does not always ensure equal competence. Some stylists seem to perform their work competently and naturally, while others may lack the will to develop the skills necessary to achieve success. People tend to be loyal to a cosmetologist that does good work. It's well worth remaining a regular customer to avoid bad haircuts, hair color, permanent waves, make-up or artificial nail applications.

This career's downsides: Contrary to what many believe, the practice of cosmetology is not easy, and not everyone can do it (much less do it well). Pay tends to be low until you've improved your skills and developed a clientele. Successful stylists are on their feet all day and often into the evenings and weekends, because that's when many people want their hair cut. Cosmetologists' use their hands, arms and wrists continuously. Working with sharp implements, chemicals that may have unpleasant odors, stretching and bending are also part of the physical demands. There is possible contact with communicable disease. To succeed, you must be a great listener and develop good communications skills. A good hairstylist has an ability to unearth what the client really wants. On occasion they must react well to dissatisfied clients—we all make mistakes. Overall, you have wonderful opportunity before you that can lead to a prosperous and fulfilling career.

As a future Salon Professional you need grounding in the foundations of cosmetology. We call the initial phase of our program the Pre-Clinic. The emphasis in the Pre-Clinic is to introduce students to the fundamentals of shampooing, conditioning, hair coloring, haircutting, styling, facial and makeup application, manicures and pedicures. Ethics, interpersonal skills, salesmanship, disinfection, sanitation, and safe work practices are covered as well. Throughout the program you'll cover these topics in varying levels of depth and detail. The Instructional Methods include a combination of lecture, demonstration, visual aids, printed illustrations and interactive activities. Students will demonstrate their knowledge of cosmetology theory and technical skills through practical activities, technical rubrics, and exams. In the Pre-Clinic phase there is no substitute for good attendance. Classes are organized in a systematic and sequential manner and absences slow the learning process down. To provide you an exceptional foundation for your professional career you need to be in attendance. If you know you will be having attendance issues, start at a time when you've worked them out. If obtaining a cosmetology license is not your passion, please choose another career. You will be happier and more successful doing something you are passionate about.

The remaining phase of the program is the Clinic. Students who progress to the clinic will perform cosmetology services to the public. The practical "hands on" application accounts for 60 to 70 percent of the training. Clinic settings are structured as close to the actual working conditions of a salon as possible. Reviewing and practicing the fundamental skills and techniques learned in the Pre-Clinic are the center of the training as well as combining techniques to achieve new results. The staff of the school is aware that individuals learn at different degrees of speed and ability, therefore the training is on an individual basis. The staff makes every attempt to guide students in a unique and thorough, step-by-step, gradual method of learning. This combination of individual attention and positive motivation is important for reaching the objectives of the curriculum. Learning in a comfortable, friendly and professional atmosphere enables the student to ultimately become a highly qualified professional.

Progress in the cosmetology program is measured in clock hours (sometimes referred to as contact hours). North Dakota requires a total of 1800 hours to graduate. One clock hour is 60 minutes, with a minimum of 50 minutes of instruction. The ND State Board of Cosmetology does not allow for any excused absence (any time missed must be made up).

## **COURSE EVALUATION**

The final course score consists of the following components: At least one written test will be administered each week a student is enrolled (theory exams). The average score of all weekly theory exams become one part of the final overall course score. In each evaluation period, practical grade achievement is calculated based upon the average score of all practical tests scheduled in the period. The student's final practical score is used for the final practical score. A final written North Dakota State Law examination is administered to each student towards the end of, but prior to the completion of their education. This examination must be passed with at least 80% and is a part of the final course score. In addition to the above mentioned grades, student must have passed at least 80% of all theory test administered to them at least once. Project sheets must be completed to the satisfaction of the student's instructor for the instructor to sign off on these forms. While students will not receive a percentage grade on these project sheets, they must be satisfactorily completed as part of their graduation requirements.

## **GRADING SYSTEM**

The school considers 80% as the lowest acceptable score. Students must achieve an overall course score of 80% or higher to graduate. They must attain at least an 80% grade point average to remain eligible for Title IV financial aid funds as defined in the school's satisfactory academic progress policy (remedies for students who fall below the required score are found in this same policy). Practical skills are graded on a percentage scale, as are written evaluations. Students are notified of their progress in school at the end of each evaluation period. The factors and the method utilized to determine the grade point averages on these progress reports are outlined in the school's satisfactory academic progress policy.

The school does not issue grades of “Incomplete” in any individual unit of study. In the event that you do not pass a technical rubric in the Pre-Clinic, you will be required to retake each such rubric until passing before you will be allowed to perform the corresponding service to the public. In the event that you do not pass a theory exam, you may be allowed to retake missed or failed exams. Such retakes are administered at the discretion of the Administration. Percentages and a description of achievements are listed below:

<u>Percentage Grade</u>	<u>Description of Achievement</u>
96% through 100%	Excellent
95% through 90%	Above Average
89% through 80%	Passing
79% through 70%	Below Average
69% and below	Failing

## ATTENDANCE SCHEDULES

Monday, Tuesday, Wednesday and \*Thursday (For 40 and 30 hour per week schedules only)

Course Attendance Schedule	40 Hours Per Week 5-Day Program	30 Hours Per Week 5 Day Program	24 Hours Per Week 3 Day Program
Roll Call	8:30 – 8:35		
Sanitation	8:35 – 9:00		
Theory and Lecture	9:00 – 10:00		
Clinic - Assigned	10:00 – 12:00		
Morning Break	12:00 – 12:15		
After Noon Break	12:15 – 12:30		
Clinic - Assigned	12:30 – 4:25	12:30 – 2:25	12:30 – 4:25
Roll Call & Dismissal	4:25 – 4:30	2:25 – 2:30	4:25 – 4:30

Friday

Course Attendance Schedule	40 Hours Per Week 5-Day Program	30 Hours Per Week 5 Day Program	24 Hours Per Week 3 Day Program
Roll Call	8:30 – 8:35		
Sanitation	8:35 – 9:00		
Clinic - Assigned	9:00 – 12:00		
Morning Break	12:00 – 12:15		
After Noon Break	12:15 – 12:30		
Clinic - Assigned	12:30 – 4:25	12:30 – 2:25	
Roll Call & Dismissal	4:25 – 4:30	2:25 – 2:30	

## GRADUATION REQUIREMENTS

Students must pass a minimum of 80% of the theory exams administered to them as well as the final ND Cosmetology Law exam with a score of at least 80%. Students who do not have the required number of passing theory exams at the time of graduation will need to retake the deficient number of exams. Students must also successfully complete the final practical exam with a score of at least 80% to graduate. The ND State Board of Cosmetology sets forth the minimum number of clock-hours for course completion (below). Students must complete the required 1800 clock-hours in the manner required by the Board. The school must certify that each student has completed these requirements. To ensure these requirements are met the school assigns classes and practical exercises for all students. Forms are provided to each student to document these assignments. These forms include the description of the assignments as well as the time spent completing them. Instructors check all assignments and signs off that they were successfully completed. The school collects these forms from each student weekly and records the hours spent in each subject. Further student assignments are based on the accumulation of hours in each subject and the time remaining within the students' enrollment agreement. As such, students are required to complete all of the projects assigned to them ensuring that all graduation requirements will be fulfilled on time. Students must fulfill all graduation requirements which include full payment of tuition and fees. Students who do not graduate within the time approved by both the school, and the students within their enrollment contracts and/or contract addenda, (if applicable) will need to pay extended enrollment fees. If full payment of all tuition and fees are not made by course completion the student must establish terms of payment acceptable to the administration. Upon completion of the prescribed course as outlined above, each student is awarded a certificate of completion from the Headquarters Academy of Hair Design.

**Note:** No additional charges will be assessed prior to the expiration date of a students' enrollment agreement or the completion of the contract clock-hours (as applicable) for any exam retakes. The normal practice of the school is to allow students to retake failed or missed exams prior to contract expiration. However, the school must provide an exception for students who do not take exams seriously by not preparing themselves. All exams must be graded and instructor time is valuable to all students enrolled, not to be wasted. If graduation requirements cannot be met because of substandard scores, students may retake any exam at an additional cost to the student of \$10 each to upgrade a low score and/or unmet practical skill requirements may be made up at an extra cost to the student of \$5 per hour after the contract expiration date.

NDCC 43-11-16 and ARTICLE 32-04-01-26.1, effective July 1, 2000; amended January 1, 2012. Sets forth the hours of the cosmetology course curriculum for North Dakota Cosmetology Schools to include the following:

250	Hair Shaping	250	Hair Styling
250	Chemical Services	100	Facials, Skin Care
100	Nails	400	Study of Theory, Law, and Sanitation
450	Related Subjects (Classroom or Clinic for Instructions)		

**1800 Total Minimum Clock-hours**

## CLASS STARTING DATES

<b>Class Starting Dates: From January 2017 to November 2018</b>							
<b>Orientation Date</b>	<b>Earliest Graduation Dates</b>			<b>Orientation Date</b>	<b>Earliest Graduation Dates</b>		
	<b>40 Hours Per Week</b>	<b>30 Hours Per Week</b>	<b>24 Hours Per Week</b>		<b>40 Hours Per Week</b>	<b>30 Hours Per Week</b>	<b>24 Hours Per Week</b>
<b>January 23, 2017</b>	15-DEC-17	9-APR-18	31-JUL-18	<b>January 22, 2018</b>	13-DEC-18	5-APR-19	24-JUL-19
<b>March 13, 2017</b>	6-FEB-18	24-MAY-18	17-SEP-18	<b>March 12, 2018</b>	4-FEB-19	22-MAY-19	10-SEP-19
<b>June 26, 2017</b>	23-MAY-18	10-SEP-18	2-JAN-19	<b>June 25, 2018</b>	21-MAY-19	9-SEP-19	30-DEC-19
<b>August 28, 2017</b>	25-JUL-18	8-NOV-18	6-MAR-19	<b>August 27, 2018</b>	25-JUL-19	8-NOV-19	4-MAR-20
<b>November 6, 2017</b>	3-OCT-18	24-JAN-19	14-MAY-19	<b>November , 2018</b>	3-OCT-19	24-JAN-20	12-MAY-20

**NOTE:** Class starting dates may be provided to students in the cosmetology program who are transferring or reinstating almost any time that is agreeable to both the student and the school. Normal Completion Time (**NCT**) includes an additional **200** Clock Hours for Absence (Any Absence You Need for your Personal Needs). NCT is Rounded up to a full week. NCT for the 40 Hr/Week attendance schedule is **53** weeks, the 30 Hr/Week attendance schedule is **70** weeks, and the 24 Hr/Week attendance schedule is **88** weeks. Some start dates for the 30 or 24 Hr/Week schedules may vary (+,-) 1 week. Specific weeks are printed on the Enrollment Agreement you sign when you enroll in a specific class.

## DIRECT EDUCATIONAL COSTS

<b>\$ 15</b>	ND State Board of Cosmetology Registration Fee	
<b>150</b>	Two Manikins	
<b>105</b>	Milady STD COS Text (Hard Cover)	ISBN 9781285769417
<b>45</b>	Milady Theory Workbook	ISBN 9781439059234
<b>45</b>	Milady Practical Workbook	ISBN 9781439059227
<b>40</b>	Uniform Top	
<b>13,800</b>	Tuition Charges	

**Total Direct Charges \$14,200**

The tuition and other charges listed above are scheduled to be paid in four payments:

- 1) **\$6200** within the first month.
- 2) **\$3500** after the 450-hour pre-clinic enrollment period.
- 3) **\$2500** the midpoint of the course.
- 4) **\$2000** at the  $\frac{3}{4}$  point of the course.

These costs are subject to change without notice for students who have not entered into an enrollment agreement with the school. Fees listed are current at the time of publication.

## OCCUPATIONAL DEMANDS

The Headquarters Academy of Hair Design, in accordance with the Americans with Disabilities Act<sup>1</sup>, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 will make any necessary arrangements for a student with special needs when the need should arise. At the same time, it is our mission to teach our students the skills necessary for success in the beauty industry. In order for you to meaningfully participate in the program and receive the full benefit of the education delivered, there are certain physical demands that you must be able to meet. Specifically, to perform the essential requirements of the cosmetology curriculum, you must have the physical ability, with or without a reasonable accommodation, to;

- Tolerate exposure to and handling of products having or emitting odors, fragrances, and chemicals.
- Stand and walk for up to 8 hours consecutively, except during 15-minute or 30-minute breaks.
- Manually grasp, handle, control, move, and manipulate objects or tools standard within the beauty industry.
- Bend or twist the body, and engage in repetitive motions, as needed to perform and demonstrate the full range of services standard within the beauty industry.
- Hold the arm and hand in one position and, at other times, hold the hand steady while moving the arm.
- Lift up to 30 lbs.
- Perform and demonstrate the full range of esthetics-related services standard within the skin care industry (e.g., facial and body skin care with massage, facial and body waxing, and makeup application).
- View detail in objects within arm's length and discern the differences between colors, shades, and brightness within and between those objects.
- Perform and demonstrate the full range of hair-related services standard within the cosmetology industry (e.g., shampoo with massage, comb, haircut, hairstyle, hair color and chemical texturing, braid, sculpt, dry hair, etc.)
- Perform and demonstrate the full range of nail-related services standard within the cosmetology industry (e.g., file, buff, clip, clean, and apply polish to nails and/or attach artificial nail products).

If you may require an academic adjustment in order to meet these occupational demands, please review the Academic Adjustments Based on Disability Section of this catalog.

<sup>1</sup>Information on these acts can be found in the Policies and Procedures Manual of the institution.



## CAREER OPPORTUNITIES & COMPENSATION

The student cosmetologist has more to look forward to than ever. This is because in today's industry:

- ✓ The desire to "look good" is growing. There is a fast growing demand for people who "care" for hair, skin, and nails. In today's society, this "care" has become a social necessity.
- ✓ Specialization in our industry has created a greater variety of job opportunities. More than ever, new stylists have a choice of career directions.
- ✓ Continuous, ongoing education has created a new type of stylist. More than ever before, specialization and scientific sophistication have created competition.
- ✓ Stylists can expect an increasing competition from others, particularly from those specialists who build their reputations, fame, and fortune on the quality of their work.

In conclusion, at no other time in history has a career in Cosmetology been more attractive or lucrative than today. The public continues to bestow well-earned respect, prestige and rewards on those who strive to be the best.

With investigation, you will soon see that the industry consists of a wide variety of Entry Level career opportunities that are available in the salon:

- **Hair Stylist**
- **Hair Designer**
- **Chromatologist (hair coloring expert)**
- **Chemical Services Specialist**
- **Skin Care and Facial Expert**
- **Makeup Artist**
- **Scalp Specialist**
- **Salon Owner/Manager**
- **Manicurist and Nail Specialist**
- **Platform Artist or Lecturer**
- **School Instructor**
- **School Owner/Manager**
- **Manufacturer's Representative**
- **Sales Consultant**
- **Advertising and Promotion Manager**
- **Technical Writer**
- **Research Technician**

More information regarding career information and compensation after graduation can be obtained by visiting the web link; <http://www.onetonline.org/link/summary/39-5012.00>

## LICENSING EXAMINATION REQUIREMENTS

Graduates must submit an application for licensing in accordance with North Dakota Century Code 43-11 as provided below:

- Verification of completion of hours
- Verification that the applicant is at least 17 years of age
- Identification and moral character certification
- Verification of a secondary education
- The master curriculum from the school the applicant attended

The applicant must register for the desired examination date three weeks prior to the date of examination. The applicant must submit the Examination and the Original Cosmetologist Operators Licensing Fee.

All necessary forms needed to comply with these requirements may be obtained at the school or from the North Dakota state board of Cosmetology. The ND Cosmetologists examination consists of three parts:

1. A written examination relating to the theoretical knowledge of hairdressing and Cosmetology. The examinee must attain a score of at least 75% to be considered passing.
2. A state law examination relating to the rules and regulations that govern the practice of Hairdressing and Cosmetology in the State of North Dakota. The examinee must attain a score of at least 75% to be considered passing.
3. A practical examination in which the examinee must perform the related skills of hairdressing and Cosmetology. Examinees must attain a score of at least 75% in all skill evaluations to be considered passing.

The examinee must attain a score of at least 75% to be considered passing in all three areas of the examination in order to secure a Cosmetologists license. Failing one part would necessitate retaking that portion of the exam. If so, extra fees will apply.

## PLACEMENT

The Headquarters Academy of Hair Design is primarily an institution of learning. It cannot and does not guarantee job placement. However, the administration of the HAHD does maintain lines of communication with many of the salons and distributors in the State and offers valuable employment assistance to students. It is also our practice to educate students in ways of finding employment as part of the program of study. Students who have graduated from the program are also invited to check with the school for any employment positions the school may have on file. Prospective employers call the school regularly looking for prospective employees.

## SCHOOL HOLIDAYS

The Headquarters Academy of Hair Design recognizes the days listed below as school holidays. Days off due to recognized holidays are recorded as such and are considered in the maximum time frame of the enrollment agreement. Recognized school holidays are as follows:

**January 1:** No School

**March Break:** The school is closed the first Monday and Tuesday of March.

**Good Friday:** The school closes at 12:30 PM

**Memorial Day:** No School (Three-day weekend)

**July 4:** No School

**Labor Day:** No School (Three-day weekend)

**Thanksgiving:** No School (Four-day weekend)

**Christmas Break:** The school schedules a five-day weekend over Christmas.

## UNSCHEDULED CLOSURES

If the school must close due to extenuating circumstances, (e.g. winter storms) students will be notified by telephone. During inclement weather, if a student does not have a telephone or are unable to answer their home telephone, it is **strongly encouraged** for the student to contact the school before departing, and to listen for a public service announcement on various local radio stations. Any unscheduled school closures shall extend a student enrollment agreement by the same number of school days the school needs to close. The school will document such days after they occur. New students who have not begun classes should refer to the school's policy on starting dates, if such an occurrence should take place on a starting date.

## HOUSING

The Headquarters Academy of Hair Design does not own or operate housing facilities; we will assist students in finding suitable housing. This is done primarily by making an effort to get individual students together who are looking for roommates to share housing expenses.

## CAREER PLANNING

Prospective students are invited to take a tour of the school. While you are in the school, you are invited to discuss your career plans with the school administrator. The Administrator can provide information on the course offered at the school, provide you with a better understanding of the nature of careers in the beauty industry, and what may be required to achieve your career goals in this field. A private office is available for student counseling (including financial aid and debt management, placement, and other personal services) for the benefit of the students. Students are free to make an appointment to discuss personal problems that might affect their schooling or their future employment.

## UNIFORM AND DRESS CODE

Students are required to wear an approved uniform and name tag while in attendance at the school. The school provides each student with a uniform top. This garment is to be worn with appropriate clothing: black pants or skirt and a white shirt or blouse (supplied by the student).

**UNACCEPTABLE ATTIRE:** See through fabrics, Athletic (sweat) pants, Halter tops, midriff tops, Tank tops, Jeans may not have holes and *Blue* Jean may only be worn on specified days, Unclean or torn clothing.

## VACCINATIONS

The Headquarters Academy of Hair Design does not require the submission of vaccination records. All students, for their own safety, should ensure their vaccinations are up to date.

## STUDENT SUPPORT

A private office is available for student counseling. Students are free to make an appointment to discuss any problems that might affect their schooling or their future employment. We support our students' success in many ways through the following processes:

The Administrator is available to you throughout the program,

- ✓ To discuss any questions or concerns relating to your experience in the program.
- ✓ To assist you with payment plans, financial aid and debt management.
- ✓ To review your academic progress and status.
- ✓ <sup>1</sup>To review any requests you may have to make a schedule change, take a leave of absence, withdraw, and/or re-start, as needed.
- ✓ To assist you with placement and <sup>2</sup>other personal services.

<sup>1</sup>In connection with such requests, the Administrator will also review the sufficiency of any documentation required to support the request(s), determine if you meet any applicable eligibility requirements, and will inform you of whether the request can be met.

<sup>2</sup>Additionally, if the Administrator believes that a student may benefit from outside resources (for example, suicide prevention or domestic abuse advisors), he may provide that student with a list of local third-party resources that the student may choose to contact for assistance.

Instructors and the Attendance Secretary are available to you throughout the program to assist you with academic support,

**Academic Progress Record:** The school maintains a progress record for each student and updates these reports daily. You may review your progress report (which includes your rate of attendance and your academic average), with a staff member at any time. You will review your progress with an instructor and the Attendance Secretary monthly and upon completion of each Evaluation Period to ensure that you understand your status and to discuss steps towards improvement. In these meetings, the school will provide you with a printed copy of your progress report.

**ND State Transcript (*Cosmetology Student Record of Instruction*):** Students must complete the required clock-hours in the manner required by the ND State Board of Cosmetology. To ensure these requirements are met the school assigns classes and practical exercises for all students. Student assignments are based on the accumulation of hours in each subject and the time remaining within the students' enrollment agreement. As such, students are required to complete all of the projects assigned to them ensuring that all graduation requirements will be fulfilled on time. Progress towards meeting licensure requirements are reviewed with students on a weekly basis.

Of course all Instructors and staff members are there for you to assist with you with academic and skill development throughout the program.

## STUDENT FINANCIAL AID

Federal Student Aid is available to students who, without such help, would be unable to attend school. Students requesting financial aid must complete a needs analysis form for each year aid is requested. Awards are based upon an evaluation of the student's eligibility as determined by the needs analysis service and the availability of funds of the various aid programs.

**Who may apply:** Students who are eligible to receive Title IV funds will be able to receive assistance with their tuition. Students may be eligible if they meet the following criteria:

- ✓ Must illustrate financial need;
- ✓ Is enrolled as a regular student in one of an eligible institution's eligible programs;
- ✓ Is a U.S. citizen, U.S. national or an eligible non-citizen;
- ✓ Must possess a valid and correct Social Security Number;
- ✓ Is not currently in default on any Federal student loans;
- ✓ Does not owe money for any repayment of any Title IV grants;
- ✓ Must have a high school diploma or its equivalency;
- ✓ Males must illustrate Selective Service registration;
- ✓ Must not have been convicted of a drug offense while in receipt of federal financial aid;
- ✓ Must maintain Satisfactory Progress while in the eligible program.

**How to apply:** The Free Application for Federal Student Aid is the current financial aid application the school prefers students to use. You can also apply for student financial assistance on the *Web*. The web address is:

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

For help in filling out the FAFSA, go to **[www.studentaid.ed.gov/completefafsa](http://www.studentaid.ed.gov/completefafsa)** or call 1-800-4-FED-AID (1-800-433-3243). TTY users (for the hearing impaired) may call 1-800-730-8913.

You need to enter the Headquarters Academy of Hair Design Title IV School Code number on the application for the school to receive the results. This number is:

**016232**

**When to apply:** you should apply as early as possible. Financial aid award periods begin on July 1<sup>st</sup> each year and end June 30<sup>th</sup> the following year. The earliest that you can apply for financial aid for a particular award year is January of the preceding the award year. To receive financial aid, a new needs analysis form must be completed each year financial aid is requested.

**Caution:** students completing the need analysis form incorrectly or leaving out necessary information will be required to reprocess the need analysis form causing delay in determining a student's eligibility for financial aid. The school must have received a valid output document prior to students last day of school or they will lose eligibility.

**Student Rights and Responsibilities:**

Students have the right to know the following:

- ✓ Institutions accrediting and licensing agencies.
- ✓ The institution's facilities and faculty.
- ✓ Cost of attending and policies regarding refunds for students who withdraw prior to program completion.
- ✓ Financial assistance available, including all local, state, federal and institutional financial aid programs.
- ✓ How financial need and eligibility are determined.
- ✓ Type of aid received and how it will be disbursed.
- ✓ Appeals policies of the institution.
- ✓ How Satisfactory Academic Progress (SAP) is determined and how it affects financial aid eligibility.

It is the student's responsibility to do the following:

- ✓ To review and consider all information regarding the institution and its financial aid programs available prior to enrollment.
- ✓ Complete financial aid applications and forms accurately and truthfully.
- ✓ Follow deadlines for submitting of financial aid applications and forms.
- ✓ Provide all verification and correction documentation requested by the institution within the allotted time frame.
- ✓ Read and understand all forms you submit, sign or receive, and keep copies of them.
- ✓ Notify the institution of any changes of name, address, financial circumstances or enrollment status.
- ✓ Understand the institution's Satisfactory Academic Progress (SAP) policy.
- ✓ Understand the institution's refund policies.
- ✓ Sign any certification documents the institution may require.

## TYPES OF FINANCIAL AID

There are three types of financial aid from which students may receive funds while attending the Headquarters Academy of Hair Design: Grants, Loans, and Scholarships. Scholarships and Grants do not have to be repaid. Loans are borrowed money, which must be repaid. The Financial Aid Programs listed below represent the major programs from which students of the HAHD receive financial aid. Students are encouraged to apply for other available aid programs such as private scholarships offered through local high schools and through private organizations or associations.

**Pell Grants:** The Pell Grant program is available to undergraduate students pursuing his/her first degree. Students must meet the general eligibility requirements to be eligible to receive a Pell Grant. The amount of the grant is determined by the Federal government. The award is based on the enrollment status of the student and the estimated cost of education. Further information and eligibility guidelines can be found at;

<http://studentaid.ed.gov/PORTALSWebApp/students/english/aideligibility.jsp?tab=funding>

**The Air Force Aid Society General Henry H. Arnold Education Grant:** This grant program is competitive in its need-based selection criteria, uniquely tailored to recognize the proper weighing of family income and education cost factors. These \$2,000 grants are awarded to selected sons and daughters of Active Duty, Title 10 AGR/Reserve, Title 32 AGR performing full time active duty, retired, retired reserve and deceased Air Force members; spouses of active duty members and Title 10 AGR/Reservists; and surviving spouses of deceased personnel for their full-time undergraduate studies. There will be no extensions to the grant program deadlines!

For questions regarding the preliminary application or processing procedures, contact:

THE AIR FORCE AID SOCIETY  
1(800)429-9475  
(703)607-3072  
DSN 327-3072

For questions regarding the FFDF and GPA forms, contact:

**ACT**

1- (800) 205-6372

OVERSEAS APPLICANTS CALL (319) 341-2266

Web Address:

<http://www.afas.org/education-grants>

**MyCAA:** The Military Spouse Career Advancement Account (MyCAA) program is a career and education initiative sponsored by the Department of Defense. Military spouses can find support by going online, calling Military OneSource (1-800-342-9647) and AI Portal at;

<https://aiportal.acc.af.mil/aiportal>



Spouses work with counselors to create a plan of action that considers Financial Aid Options, Education and Training Program Resources, Credential/License Information, and, for eligible spouses, MyCAA. MyCAA provides a maximum education benefit of \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their Portable Career goals. Annual cap waivers are available for licensure and certificate programs if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000). Eligibility is limited to spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2, and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades.

**Veterans Benefits Administration:** The Veterans Administrations provides funding to veterans and in some cases their dependents, to pursue post-secondary education. For more information, contact the Veterans Administration office.

**Work Force Investment Act:** If you are interested in this program, contact your local Job Service Office.

**Vocational Rehabilitation Grant:** Disability Services Division in the Department of Human Services was formed in July 1996, through the merger of the Division of Developmental Disabilities and the Division of Vocational Rehabilitation. Division of Vocational Rehabilitation provides training and employment services to individuals with disabilities so they can become and remain employed. Anytime an individual with a disabling condition seeks Vocational Rehabilitation (VR) services from the State of North Dakota's Vocational Rehabilitation office, a VR counselor must assess the condition's effect on the person's ability to work. The knowledge gained through the evaluation helps the counselor and the consumer determine a suitable vocational goal and ascertain any need for Supported Employment services

**ND Dollars for Scholars:** Students are invited to apply before April 1 for these scholarship opportunities. Scholarship awards range from \$500 to \$15,000. Simply click on the link to see which scholarships you may be eligible for;

<http://nddfs.org/Scholarships/Scholarships.asp>

**Bureau of Indian Affairs:** The Bureau of Indian Affairs provides educational assistance to Native American students who wish to pursue post-secondary education. Native American students who wish to apply for BIA assistance must contact their tribal agency for application procedures.

**Federal Direct Loan Programs:** Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. With Direct Loans, you;

- ✓ Borrow directly from the federal government and have a single contact—the Direct Loan Servicing Center—for everything related to the repayment of your loans, even if you receive Direct Loans at different schools.
- ✓ Have online access to your Direct Loan account information 24 hours a day, 7 days a week at Direct Loans on the Web at: [www.dl.ed.gov](http://www.dl.ed.gov)
- ✓ Can choose from several repayment plans that are designed to meet the needs of almost any borrower, and you can switch repayment plans if your needs change.

**Subsidized Direct Loan:** (DSL) A student must demonstrate financial need. Application for this loan is made by completing a FAFSA and a Master Promissory Note (MPN) by going to [www.studentloan.gov](http://www.studentloan.gov). If eligible, a student may borrow up to \$3,500 for the first 900 hours and up to \$4,500 for the second 900 hours in our school. Total undergraduate study cannot exceed \$23,000 for the Subsidized Loan.

**Unsubsidized Direct Loan:** (DUL) available for both independent and dependent students. Eligibility varies for independent and dependent student borrowers. Independent undergraduates may borrow up to \$6,000 per year, to a combined total of \$57,500 from DSL and DUL programs. This amount is in addition to the DSL loan limits. Dependent undergraduates may borrow up to \$2,000 per year. If a dependent undergraduate's parent is denied a PLUS loan, they may borrow at the independent amounts (\$6,000 per academic year).

**Direct PLUS Loan:** Parent Loan Supplement for Undergraduate Students (PLUS) enable parents to borrow up to the balance of the student cost of education after all other SFA is deducted for each academic period, to a total of \$20,000, for each child who is enrolled at least half-time and is a dependent student. Application for Direct PLUS loans are made in the same manner as the DSL loans. Borrowers have to undergo a credit analysis.

**Dakota Education Alternative Loan Program:** The DEAL loan is offered exclusively through the Bank of North Dakota. The student is the borrower on DEAL loans. If you are not 24 years old you will need a cosigner on this loan. The BND will review of your and any cosigner's credit history to determine if you/they meet the credit requirements. For more information visit;

[www.mystudentloanonline.com/loan\\_types/DEAL/index.html](http://www.mystudentloanonline.com/loan_types/DEAL/index.html)

## STUDENT FINANCIAL AID DISBURSEMENT

For all Title IV financial aid programs (at the Headquarters Academy of Hair Design these include the Direct Subsidized, Unsubsidized and Plus loans, and the Pell Grant program) a student must maintain satisfactory academic progress to continue to receive financial aid. The school requires recipients to be in attendance on the day financial aid disbursement is made.

The Headquarters Academy of Hair Design defines its academic year as 900 clock-hours *and* 26 weeks. A school must have at least two equal length payment periods in its academic year. The school disburses funds in 450 clock hour payment periods for any given award year for students in the 1800 clock-hour program. Eligible students normally receive payment at least once within each regularly scheduled payment period and usually toward the beginning of the payment period.

**Pell Grants:** The school will disburse Pell Grant funds to eligible students in three ways, credit the student's tuition account when the student has an outstanding tuition balance, pay the student directly, or use a combination of these methods. Authority to credit the student's tuition account is obtained in the enrollment agreement. Students receive a receipt for all financial transactions.

**Direct Loan Programs:** Students borrowing a Federal Direct loan must complete a Federal Direct Loan Master Promissory Note (MPN) before loan money can be disbursed. Once a Federal Direct Loan MPN is completed and your first loan installment disburses, you do not have to sign a Federal Direct Loan MPN again (it is valid for 10 years). You will need your U.S. Department of Education PIN to sign your Federal Direct Loan MPN electronically. After you sign your Federal Direct Loan MPN, electronic notification from the U.S. Department of Education will be sent to the school. To complete the Federal Direct Loan MPN, visit;

[www.studentloans.gov](http://www.studentloans.gov).

The federal government requires a student to participate in loan counseling prior to receiving a Federal Direct loan. Federal Direct Loan Entrance Loan Counseling will explain various aspects of student loans, such as repayment and interest, and your rights and responsibility. It concludes with a 15-question quiz. You must get all answers correct to successfully complete Federal Direct Loan Entrance Loan Counseling. You will need your U.S. Department of Education PIN to successfully complete Federal Direct Loan Entrance Loan Counseling. After you complete Federal Direct Loan Entrance Loan Counseling, the results will be sent electronically to the Headquarters Academy of Hair Design, although you may wish to print a copy of the rights and responsibilities page for personal records. You only have to complete Federal Direct Loan Entrance Loan Counseling once, prior to your first Federal Direct loan disbursement. Federal Direct Loan Entrance Loan Counseling can be completed by visiting; [www.studentloans.gov](http://www.studentloans.gov).

Disbursements for the Direct Loan program are normally sent to the school in two equal payment amounts for each loan period. Students who are entering this institution as "First Time Borrowers" (students who do not owe any money on a federal student loan) may not have any loan proceeds disbursed to them until they have attended at least 30 days. When HAHD is notified by the Federal Direct Loan Processor that they have a valid Federal Direct Loan MPN on file for you and you have completed Federal Direct Loan Entrance Loan Counseling, your Federal Direct loan will be processed by the school. As long as all other federal student eligibility requirements are met, student financial assistance disbursements are first applied to any outstanding Direct School Costs due at the time the disbursement is made. Loan proceeds are made payable to the student with a paper check. As a general rule, students endorse Direct Loan checks, making them payable to the school. The school then issues the student a business check for any balance of funds that are not to be applied to the student's tuition account. The Direct Loan programs include Subsidized, Unsubsidized, and PLUS Loans.

**Dakota Education Alternative Loan Program:** Although the DEAL Loan program is not a Federal loan program, the Bank of North Dakota requires recipients to maintain Satisfactory Academic Progress to continue receiving funds from this loan program. Timing of disbursements for this loan program is the same as the Direct Loan program. The BND makes disbursement checks co-payable to the borrower and the school. After tuition obligations have been met, the school issues the student a business check for any remaining loan proceeds.

**The Air Force Aid Society General Henry H. Arnold Education Grant:** Funds from this grant program are disbursed by EFT to the school for eligible students. The grant funds are applied to the students tuition account.

**MyCAA:** Funds from this grant program are disbursed by EFT to the school for eligible students. The grant funds are applied to the students tuition account.

**VA Benefits:** Contact your local VA office for details on eligibility and disbursement. Tuition funds from this grant program are disbursed to the school by EFT for eligible students. The grant funds are applied to the students tuition account. Some students are eligible for stipends, paid directly to them.

**Work force Investment Act:** Students should contact their nearest North Dakota Job Service office for details on eligibility and disbursement details.

**Vocational Rehabilitation Grants:** Disbursements of funds from the Vocational Rehabilitation Grants are normally paid directly to the school in one or more disbursements by EFT. For further information students should contact their nearest vocational rehabilitation office.

**ND Dollars for Scholars:** Funds from this grant program are normally sent directly to the school for eligible students. The grant funds are applied to the students tuition account.

**BIA Grants:** For information on disbursements of grants from the Bureau of Indian Affairs, students should contact their tribal agency.

## **VERIFICATION OF INFORMATION REPORTED ON FAFSA**

Applicants may be randomly selected by the Central Processing System (CPS) to submit verification documentation. This process requires the Financial Aid Office of the institution to verify items such as household size, number enrolled in college, adjusted gross income (AGI), U.S. income tax, and certain untaxed income and benefits. Aside from the above mentioned documents, the institution and Central Processing System (CPS) can choose to have the student verify additional information. If the student is married, income tax transcripts must include the spouse's information. If the student is a dependent, a copy of the parents' income tax transcripts must be presented.

All verification documentation will be required to be submitted within thirty (30) days from the date of notification by the Financial Aid Office. Failure to submit the required verification documents within the thirty (30) day period will result in withholding of financial aid funds and the student will be required to make payments to the institution in lieu of these funds. Only under extenuating circumstances will the thirty (30) day requirement be extended.

If all verification documents are submitted and there is no conflict of information then the student's financial aid funds will be disbursed. The student will be required by the Financial Aid Office to submit further documentation if any of the verification documents conflict with the original information submitted on the initial FAFSA. The student and/or family, if applicable, will be required to resubmit the FAFSA with the correct information to the Central Processing Service. In the event the institution feels that the applicant intentionally submitted information under false or fraudulent circumstances, the institution will contact the Department of Education Office of the Inspector General.

**Citizenship Verification:** Student eligibility for Title IV financial assistance is also based on one's citizenship status. When an applicant fills out a FAFSA, the Central Processing Service (CPS) conducts an electronic database match for Social Security number, name, and birth date to verify the student's eligibility status. Determination is then reported on the student's ISIR. If the student does not match the electronic database then the institution will notify the student of steps which will need to be taken to prove citizenship.

**Corrections:** Corrections to the ISIR may be necessary after an applicant submitting verification documents or other documentation. If corrections to the ISIR are required, the Financial Aid Office will make the necessary corrections on the current ISIR. All corrections require the proper signed documentation. The Financial Aid Office of the institution will then be required to submit the revised information electronically to the Central Processor and a new ISIR will be generated. Any and all documentation, including verification, may result in the failure of a student to meet eligibility requirements for the Federal Pell Grant and other Title IV funds. If a student eligibility status changes, the Financial Aid Office of the institution will inform the students of their change of status and a new financial plan will need to be completed and agreed upon.

**Review of Financial Aid Applicant's Financial Aid History:** In compliance with federal law, the Headquarters Academy of Hair Design is required to determine any and all federal aid Title IV aid previously received by the student applying for aid. The National Student Loan Data System (NSLDS) is utilized by the institution in order to obtain the financial aid applicant's financial aid history. Financial aid will not be disbursed until there is a receipt of the confirmation of previous aid.

## EARNED TUITION AND METHODS OF PAYMENT

Normal costs of the course of study include tuition, fees, and various educational items charges. Registration fees are due on the students first day of classes and considered earned when all of the following criteria apply; three business days after the applicant's signing of the enrollment contract, the school accepted the applicants enrollment, and the applicant has entered at least one day of regular instruction. Any charges for an educational items are due on the applicant's first school day and are not refundable when all of the following criteria apply: three business days have passed since the enrollment agreement was signed, the student has entered regular classes for one school day, the student has made payment for these items, the student has either used or marked these items as their own or if the student failed to return any unused items within 20 days of withdrawal notification. If all criteria apply, these items become the personal property of the student and no refund will be made for them. Otherwise, full refund is made for the applicable items when they are returned to the school within 20 days of withdrawal notification. Specified tuition charges are due and payable on the enrollment period start date(s) stated on the students enrollment agreement. Educational costs are offset by service income as a student progresses in their education tuition charges are not the same for subsequent periods of enrollment. Tuition charges are earned progressively. Any *Other Charges* as defined in the student contract and/or this Student Handbook are earned and due when incurred.

Registration fees and charges for any educational items are most often paid for from the student's first disbursement of Student Financial Aid. Tuition charges are generally paid in full from SFA funds at the start of each payment period. As SFA funds are to be utilized for educational costs, and the primary education cost are those charged by the school these funds are first applied to amounts charged or earned before the student receives SFA money for living expenses. Students who are not utilizing any financial aid programs for tuition assistance need to make arrangements with the administration for payment of these charges if the amounts charged cannot be paid when due.

Methods of payment include payments made with Cash, Check, Money Order, Credit Card, Direct Deposit or through Non-Federal Loan Programs, Federal Direct Loan programs, Federal Pell Grants, Private Scholarship Programs, State Scholarship Programs, Veterans Affairs Grants, MyCAA Grants, Air Force Aid Society Grants, ND Department of Humans Services Grants, Bureau of Indian Affairs Grants, as well as any other student financial assistance programs you may qualify for.



## ESTIMATED LIVING COSTS

Each institution participating in Title IV programs must establish a student budget for personal living expenses for the time they are in school. The budget needs to coincide with the way the institution defines its' academic year and various other Title IV regulations. The budgets used by the school are as follows:

**Please Keep this in Mind!** The amounts listed below are not paid to the school. They are simply projected costs for living expenses. As the school does not have student housing, *Off-Campus* applies to anyone not living with their parents.

Student Weekly Budget Amounts	Living With Parents	Living Off-Campus
Room and Board	126	244
Transportation	98	98
Miscellaneous Expenses	69	69
<b>Total:</b>	<b>293</b>	<b>411</b>

## HOW STUDENT FINANCIAL AID IS SCHEDULED FOR LIVING COSTS

The purpose of all Student Financial Aid (SFA) is to provide funding for you to go to school, and the primary costs of post-secondary education are the tuition and fees charged by the school (direct costs). A student may receive SFA for their personal living costs only if and when their financial aid disbursements for the payment period exceed the direct costs due to the school for the same payment period. This includes both student loans that the student must repay as well as any other aid disbursed through the school that is not specifically earmarked to be disbursed directly to the student for living costs such as some BIA grants.

This school's payment periods are based on *both* calendar time and clock hours. You earned one clock hour when you are in school for one hour. All subsequent disbursements are based on both calendar time and attendance. Attendance may not have been too important in a term-based school you, your friends, or family members may have attended but it is at this school. This school also has three different attendance schedules and attendance will differ from one person to the next. Individual disbursement times for students are not necessarily the same. Student absence will practically always delay subsequent SFA disbursements. Due to federal regulations, no subsequent Federal Family Educational Loan Program (FFELP) disbursements can be made until both the clock hour and calendar time requirements have been met.



## WITHDRAWAL AND SETTLEMENT POLICY – NOTICE OF CANCELLATION

The school will not accept any funds from any applicant whose enrollment has not been accepted by the school. 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 or withdrawals for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due a student or applicant who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. Official notification of cancellation or withdrawal shall occur on the earlier of the dates where a:

- <sup>1</sup>Student [or in the case of a student under legal age, his/her parent or guardian] cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- <sup>2</sup>Student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the \$15 Registration Fee.
- <sup>3</sup>Student notifies the institution of his/her withdrawal in writing.
- <sup>4</sup>Student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- <sup>5</sup>Student who's enrollment is withdrawn or terminated by the school.

In notification types 1, 2, 3, or 4, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. All refunds will be calculated based on the students last date of attendance. Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days. All costs for books, equipment, and personal property are listed separately in the Enrollment Agreement. These costs are not included in the tuition charges and they are not refundable when all of the following criteria apply; 3 business days have passed since the Enrollment Agreement was signed, the student has entered regular classes, the student has made payment for these items, and the student has either used or marked these items as their own or failed to return any unused, unmarked items within 20 days of withdrawal. If all criteria apply these items become the personal property of the student and no refund will be made for them. Otherwise a full refund is made for them. For students who enroll and begin classes but withdraw prior to course completion or who's enrollment has been withdrawn by the school [after three business days of signing the contract], the following schedule of TUITION earned by the school applies. All refund settlements are based on scheduled hours:

<b>Ratio of Scheduled Hours to the Total Time of the Course</b>	<b>Ratio of Total Tuition the School Shall Retain or Receive</b>
At least 1 hour, but less than 5%	20%
At least 5% to less than 10%	30%
At least 10% to less than 15%	40%
At least 15% to less than 25%	45%
At least 25% to less than 50%	70%
At least 50% to less than 100%	100%

If a course is canceled subsequent to a student’s enrollment either before or after instruction in the course has begun, the school (at its option) shall provide completion of the course at a later time or a full refund of all monies paid. If the school closes permanently and ceases to offer instruction after a student has enrolled and instruction has begun, the school shall provide a pro-rata refund. A termination or withdrawal fee of \$150 may apply to applicants who withdraw prior to completion of the contracted length of the course. Any collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution will clearly acknowledge the existence of this Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution. Any collection procedures will reflect good taste and sound, ethical business practices. In withdrawal situations which involve mitigating circumstances the school, at its option, may refund more than the amounts set forth above. Examples of refunds can be provided upon request.

## INSTITUTIONAL POLICY FOR FEDERAL TITLE IV AID REPAYMENT AND DISTRIBUTIONS

The Higher Education Amendments of 1998, Public Law 105-244 substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds (**T4**) withdraws from school. Final regulations, published on 01-Nov-1999, implemented these statutory requirements, which schools' are required to implement on or before 07-Oct-2000. The new requirements do not dictate an institutional refund policy. Instead, a statutory schedule used to determine the amount of T4 funds a student has earned as of the date he/she ceased attendance. The amount of T4 Program assistance earned is based on the amount of time the student was expected to spend in academic attendance. It has no relationship to the student's incurred institutional charges. The change in the law makes clear that T4 funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of T4 funds that the student was originally scheduled to receive. Up **through the 60%** point in each \*payment period or period of enrollment (*as defined by 34 CFR 668.4*), a prorated schedule is used to determine the amount of T4 funds the student has earned at the time of withdrawal. **After the 60%** point in the payment period or period of enrollment, a student has earned 100% of the T4 funds. If the student receives more T4 aid than the amount earned, the school, the student, or both, must return the unearned funds in a specific order. The amount of assistance that the school is responsible for returning must be allocated between the T4 accounts first. The student's repayment obligation is determined after the school's share is calculated. The school must return the lesser of: The amount of T4 funds that the student does not earn, or the amount of institutional charges that the student incurred for the payment period or the period of enrollment multiplied by the percentage of funds that was not earned. The percentage not earned is determined by subtracting the percentage of T4 aid earned from 100 percent. T4 aid which is considered unearned by the U.S. Department of Education and due from the institution must and will be returned to the appropriate T4 program(s) regardless of any amount the institution may otherwise consider paid up amounts to have been earned, up to the total net amount disbursed from each source in the following order: Unsubsidized FFELP/Direct Unsubsidized Stafford Loan; Subsidized FFELP/Direct Subsidized Stafford Loan; Perkins Loan (this institution does not participate in the Perkins Loan Program); FFELP/Direct Plus; Pell Grant; FSEOG (this institution does not participate in the FSEOG Program); other T4 programs. Any remaining unearned T4 aid amounts after the school return has been calculated must be returned by the student in the same order with the following exception; only 50% of the unearned Pell Grants and/or FSEOG amounts need to be returned *by the student*. Unearned loan amounts due *from the student* are returned in

accordance with the terms of the promissory note. The school will notify a student that they owe a T4 grant repayment within 30 days from the date of withdrawal determination. A student has 45 days from the date of notification or after 30 days of the school's determination that a student who withdrew (whichever is earlier), who owes a T4 grant overpayment to take what is considered to be positive action to repay the overpayment amount. Students who owe a repayment will be notified by regular mail. There are three positive actions a student can take to extend the student's eligibility for T4 funding beyond the 45 days specified above: The student may repay the overpayment to the school in full, the student may sign a repayment agreement with the school, or the student may sign a repayment agreement with the Department of Education. If the student fails to take positive actions during the 45-day period, the student's overpayment obligation will be reported to the Department of Education and referred to the Department for collection from the student. The student should contact the school to discuss his or her options.

The student will be billed for deficiencies in any amount that the institution may otherwise consider as earned under the institution's refund policy caused by the return of unearned T4 aid by the institution as outlined above. Likewise, any amounts considered unearned under the school's refund policy will be refunded regardless of the Department's formula for calculating T4 earned amounts (i.e. Aid amounts considered earned by the Department of Education by students who pass the 60% point in the payment period or period of enrollment which exceed the amount the school can retain under its refund policy).

**34 CFR 668.4 Subpart A;** Payment Period: (1) For a student enrolled in an eligible program that is one academic year or less in length - (i) The first payment period is the period of time in which the student completes the first half of the program as measured in credit or clock hours; and (ii) The second payment period is the period of time in which the student completes the second half of the program as measured in credit or clock hours. (2) For a student in an eligible program that is more than one academic year in length-- (i) For the first academic year and any subsequent full academic year as measured in credit or clock hours-- (A) The first payment period is the period of time in which the student completes the first half of the academic year as measured in credit or clock hours; and (B) The second payment period is the period of time in which the student completes the second half of that academic year; (ii) For any remaining portion of an eligible program that is more than one-half as academic year but less than a complete academic year-- (A) The first payment period is the period of time in which the student completes the first half of the remaining portion of the eligible program as measured in credit or clock hours; and (B) The second payment period is the period of time in which the student completes the remainder of the eligible program; and (iii) For any remaining portion of an eligible program that is not more than half of an academic year as measured in credit or clock hours, the payment period is the remainder of that eligible program.

## **DRUG AND ALCOHOL-FREE SCHOOL POLICY**

The Headquarters Academy of Hair Design embraces the spirit of the public law that requires schools to provide a drug-free campus and workplace. As part of our philosophy, we are dedicated to the advancement and well-being of the population we serve. The use and abuse of alcohol and other drugs can lead to physical and psychological health risks. These risks depend upon the type of drug used and the intensity of the use. Long-term use of drugs can lead to organic damage to the body and psychological problems. And even short-term use carries a risk of an overdose that can result in effects as serious as death. Drug and alcohol use also carries other direct and indirect health risks, including a heightened risk of blood-transmitted disease for users of intravenous drugs, the risk of pregnancy complications and birth defects in women who use drugs or alcohol while pregnant, and the impairment of the ability to operate motor vehicles. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on the institution's property including grounds, parking areas, anywhere within the buildings or while participating in school-related activities. Students are also prohibited from being present on the institution's property under the influence of alcohol or controlled substances. Students who violate this policy will be subject to disciplinary action up to and including termination of enrollment. If there is a reasonable suspicion that a student of the HAHD is under the influence of alcohol or a controlled substance while on the institution's premises, the student will be required to clock out for the day and asked to leave and may be subject to formal discipline. In all cases, the HAHD will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol, including the full enforcement of applicable underage drinking laws.

Any student who suspects that he or she or someone else may be at risk is invited to seek services that can be of help. The HAHD maintains drug and alcohol education information and a list of counseling and support services, including local services, which can be obtained from the Administrator.

## SFA ELIGIBILITY AND PENALTIES FOR DRUG CONVICTIONS

As per the Higher Education Opportunity Act (HEOA), any student convicted of an illegal drug violation while receiving financial aid will result in denial of federal financial aid for a specific period. In addition to losing federal financial aid eligibility, the student will face other legal consequences.

Any students convicted of possessing or selling illegal drugs while receiving Title IV assistance will be ineligible for federal financial aid based on the chart below. If convicted of both possessing and selling illegal drugs and the periods of ineligibility are different, the longer penalty will apply. In addition, violations of federal, state, or local laws and ordinances concerning drugs and alcohol can lead to felony or misdemeanor convictions and legal sanctions, which include but are not limited to: fines, imprisonment, forfeiture of property, and loss of driving privileges.

### **Possession of Illegal Drugs:**

**First Offense:** Loss of eligibility for federal financial assistance for one year from the date of conviction.

**Second Offense:** Loss of eligibility for federal financial assistance for two years from the date of conviction.

**Third Offense:** Indefinite loss of federal financial assistance eligibility from the date of conviction.

### **Sale of Illicit Drugs:**

**First Offense:** Loss of eligibility for federal financial assistance for two years from the date of conviction.

**Second and Subsequent Offenses:** Indefinite loss of federal financial assistance eligibility from the date of conviction.

Available in the Policies and Procedures Manual and Administrative Office of the school is further information on the following:

- ✓ Federal, State, and Local Sanctions for Illegal Drug and Alcohol Use.
- ✓ Penalties for Violations of the Drug and Alcohol Policy Imposed on Students and Employees.
- ✓ Health Risks Associated with Drug Use and Alcohol Abuse.
- ✓ Federal Law Regarding Possession and Distribution Drug Convictions.
- ✓ Regaining Eligibility for Federal Financial Aid.
- ✓ Other Legal Consequences.

## ATTENDANCE POLICIES

All students are expected to be in regular attendance. The training situation is similar to actual employment where absence or reporting late interferes with daily work and affects the employee's record. Employees with poor attendance are seldom promoted to advanced positions. Absence of any duration has a bearing and effect on the individual's progress. Because of the intensive and systematic schedule of training, absence from class work, demonstrations, lectures, technical explanations, tests, and reviews, can result in difficulty in maintaining satisfactory progress or acquiring the highest possible grades in that training.

1. The school provides students with a specific number of days for *personal days* in their enrollment and registration contracts. Only an approved leave of absence will provide the student with additional enrollment time in which to complete their course of study without additional costs. The school approves all leaves of absence at its discretion. All such leaves are to be arranged in advance whenever possible. If such leaves are not approved in advance, the school does not guarantee approval of any extended enrollment time. Student absenteeism slows the educational process for all students in a class and is an added financial burden on the school. There for, the school cannot be lenient in regards to absenteeism. Individual students are charged for any extended enrollment time required to complete their training beyond the expiration date of their enrollment and registration contracts. The leave of absence and any additional leaves of absence must not exceed 180 days in any twelve-month period. Provided below are *examples* of absences that may be considered excused by the school for a leave of absence to be approved:
  - a. Extended illness of a serious nature or maternity;
  - b. Jury duty or court appearances;
  - c. Family emergencies or death in the students' immediate family.
2. Students who need to leave for medical appointments must obtain permission to leave from their instructor and are to sign in or out on the appropriate form provided in the office.
3. Students must attend at least 67% of the scheduled hours in the Evaluation Period to be considered as achieving satisfactory progress (Please refer to the Satisfactory Academic Progress Policy for the timing of these periods).
4. If a student finds it impossible to attend school for a particular day or period of time, they are expected to inform the school in advance of their absence or as early as possible.



5. Any student who is absent for five consecutive days: without informing the school as to the extent and reason for their absence, or without what the administration considers to be a legitimate reason for this absence, may be subject to expulsion. Any student who has not attended for thirty calendar days must be and will be withdrawn from their course of study (unless a leave of absence has been approved for the student).
6. Students must follow the school's policy in requesting a leave of absence.
7. Students who are not in attendance during morning roll call will be recorded as absent. If students arrive late, they must sign in and have an instructor verify their sign in time in order to be given credit for their attendance. Students who arrive late, but prior to the completion of the morning class, are not allowed into the theory class.
8. In view of the North Dakota century code, article #32-04-01-19, (no student can be given credit for any hour or work that is not entirely completed). The school will record and give a student credit only for hours they attended and for which they wholly completed. Students who must leave early are to leave after their last fully completed unit of training.
9. Students requesting to leave class early must obtain permission from an instructor and must sign out on the appropriate form provided in the office. If the students request for an early leave is not for medical reasons (or reasons of a similar nature) the school reserves the right not to grant the request. Although the school cannot prevent students from actually leaving early, the student will not be leaving in good standing with the administration. The school reserves the right not to allow students to sign in more than once a day.

**Note:** The Administration of the Headquarters Academy of Hair Design will enforce these attendance policies by counseling, probation, suspension, written warning, and/or expulsion. In the event that a student's enrollment is terminated, any refund due the student shall be calculated upon the students last day of physical attendance in school. Any refund due to students upon termination shall be made within thirty days of that determination.

In the event that you withdraw from the program, your student record will note the withdrawal and the reason for withdrawal, if known.



## **EXTENDED ENROLLMENT FEE POLICY**

The HAHD will charge a student for the *extended enrollment hours* needed to complete his/her course when, The personal leave days allowed within a enrollment agreement or contract period have been exhausted. The amount charged per unit of instruction (hour) is clearly stated on the enrollment agreement, tuition and fee information is provided to students upon enrollment. A student is under no obligation to pay for extended enrollment fees prior to the contract completion date as provided in the enrollment agreement. However, if a student so desires to pay for projected extend enrollment fees prior to the completion date appearing on the enrollment agreement, this student must provide the school with an acknowledgment of credit to their account and the school in turn will document the students' files that a credit does exist. All Moines received for extended enrollment fees prior to completion of the student contract are refunded if the student terminates to the appropriate agencies as per the school refund and repayment policy. If the student submits a Schedule Change Request to the HAHD after entering classes, the school administrator will calculate an updated contract completion date based on the students prior attendance and enrollment data. If a student is still in attendance after the adjusted date, the student can be charged for extended enrollment fees in the manner described above. Students must pay for prior extended enrollment time to continue attending beyond their contract expiration date.

## **POLICY ON CHANGES IN ATTENDANCE SCHEDULES**

Students may request a change in their attendance schedules or the school may suggest that the student make such a change in their scheduled attendance for financial or academic reasons. If the student desires such a change, they need to complete and submit the appropriate form to the Administrator for approval. All schedule changes will result in an adjusted contract expiration date. Fees may be charged if the student fails to graduate on or before this date (as in the original agreement with the school). The administration may deny the schedule change request or he may adjust the requested effective date for such requests. Any schedule change can and usually does affect the student's financial aid eligibility and/or scheduled disbursements. If the student is not satisfied with any adjustment make by the school to their schedule change request or the resulting adjustments required by the change in their student financial aid package, they are under no obligation to accept it and will simply continue attendance as per their former enrollment and schedule agreement made between them and the school. Students who make such requests will receive documentation to inform them of approval, denial, and/or any administrative changes made to the submitted request as well as any changes in their student financial aid as a result of the schedule change.

## STUDENT CONDUCT

A student is expected to show, within and outside the Headquarters Academy of Hair Design, respect for law and order, personal honor and the rights of others. The student is subject to the school's policies and standards of conduct. Failure to comply may result in termination.

While attending school, it is of the utmost importance to cultivate a professional manner in personal appearance and attitude. Avoid discussing personal problems with fellow students and clients. Be prompt, courteous, and neat. These are important attributes of a successful cosmetologist. If any of the following school policies and standards is not honored by a student, it is the responsibility of the instructor or other designated school staff member(s) to respond appropriately. The HAHD reserves the right to take disciplinary measures for insubordination, refusal to cooperate with the instructors and schedules or in any case where we feel the students are not appearing or conducting themselves in a professional manner that is a credit to the school and the profession. Students must:

- Mentally and physically participate in all classes, lectures and demonstrations.
- Maintain a sober state of mind without the use of alcohol or nonprescription drugs.
- Vulgar language, threats or violence will not be tolerated.
- Possession of weapons on school property will not be tolerated.
- Present a professional manner, appearance, and observe personal hygiene.
- Be in proper dress code (uniform and nametag) while in attendance.
- Maintain tuition obligations as agreed to in the Student's Enrollment Agreement.
- If you are not in attendance at Roll-Call you must sign in/out on the Attendance Roster.
- Check out/in with the Attendance Secretary when leaving the school mid-day.
- When signing in/out, you need a staff member to initial the appropriate time.
- When you know you are going to be absent, call the school by 8:30 a.m.
- Observe the time allotted for rest and breaks.
- Food and beverages are allowed in the student lounge only.
- Work will be assigned only by instructors and the school secretary.
- Students are required to complete the sanitation duties assigned to them.
- A student refusing to do a service or an assignment will be dismissed for the day.
- Remain on the clinic with your client until full service is completed.
- Practical Services-Exercises must be inspected by an instructor upon completion.
- Assignment Sheets must be available at your workstation for instructors.
- Sanitize workstations and remove any waste materials immediately after every service.

- No standing by other students while they are working on a client.
- Students cannot teach other students (if you need assistance, get an instructor).
- Students who are assigned to the clinic area are to make productive use of all time slots between client appointments when assigned to the clinic.
- Students are not allowed to review any school or student records at the school unless supervised by an instructor.
- Students are expected to prepare themselves for and successfully complete all evaluations administered by the school.
- Students are expected to refrain from dishonesty such as cheating on exams.
- Cell phones are not allowed on the clinic floor.
- The business phone is to be used only for business (Unless it's an emergency).
- Except for emergencies, telephone calls should not interrupt the educational process.
- Students will not be interrupted for telephone calls while in class, or when attending to a client.
- Personal visits from family members and friends should not interrupt the educational process.
- Students are responsible for their personal equipment and property.
- Students are required to get an instructor's permission for a personal service.
- All personal services performed on fellow students are to be done under the supervision of an instructor within the classroom situation.
- The required fee (if any) must be paid prior to a student receiving any personal service.
- Waste or excessive use of product or cosmetics while performing services on a student or client is to be avoided.
- Students will be held responsible for damage or loss of school equipment assigned to them for class participation.
- Nothing belonging to the school is to be taken out of the school.
- Anyone caught stealing risks being expelled.

**Note:** Violations of any or a combination of the fore mentioned rules shall lead to counseling, probation, written warning, suspension, or termination of enrollment, as deemed appropriate by the administration. Students who misuse, damage, or lose school or fellow classmate's property may be required to make reparation for the same as a condition of continued enrollment if deemed appropriate by the administration and when reasonable grounds for such reparation can be established by the school. Also, note that an excessive number of written or practical evaluation failures may lead to additional cost to a student if graduation requirements cannot be met at the time of graduation. Students need to refer to the graduation policies for their course of study and to the enrollment and registration contracts signed by all students enrolled in this

school. Students are expected to complete evaluations on the day and at the scheduled time of the evaluation. Students who do not take evaluations seriously by not properly preparing themselves for such exams or by not being present when exams are administered, may be charged for examination retakes at course end if they are deficient of the graduation requirements for their course of study. No examination retakes will be administered to any students prior to the expiration of their enrollment agreements if the student is to be charged for these exam retakes. A student may be allowed to retake an examination with no extra charge imposed on the student, for students who have been denied disbursement of financial aid for lack of meeting satisfactory academic progress standards.

### **POLICY REGARDING STUDENT LOCKERS**

Lockers are the property of the Headquarters Academy of Hair Design. This school reserves the right to randomly open and search all lockers used by students at any time. In the event a student withdraws, anything left in your locker or on the school premises for a period of thirty (30) days or more shall become property of the Headquarters Academy of Hair Design. This pertains to all students.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

A student must meet satisfactory academic progress requirements as determined by the Headquarters Academy of Hair Design (HAHD). This policy is applicable to all students regardless of their participation in Student Financial Aid Programs.

### **Maximum Time Frame for Course Completion**

The maximum time frame is the clock-hours in the students Enrollment Agreement times 150% measured in Hours.

### **Academic Evaluation Periods**

Academic progress is evaluated at the end of each evaluation period based on hours attended in the Evaluation Period.

For students with 1800 clock-hour Enrollment Agreements the Evaluation Periods are as follows:

**1<sup>st</sup> Evaluation Period**, The completion of 450 clock-hours.

**2<sup>nd</sup> Evaluation Period**, The completion of 900 clock-hours.

**3<sup>rd</sup> Evaluation Period**, The completion of 1350 clock-hours.

**4<sup>th</sup> Evaluation Period**, The completion of the 1800 clock-hour program.

For students Re-Entering or Transfer-In students the Academic Evaluation Periods are the midpoint of the clock-hours the student contracted to attend in their Enrollment Agreement or the established evaluation periods above, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **Transfer Hours**

The Headquarters Academy of Hair Design accepts all hours the ND State Board of Cosmetology has approved for all Transfer-In students whose enrollment is accepted by the school. These hours will be counted as both attempted and successfully completed hours for maximum time frame purposes.

### **Academic Progress Status for Re-entering Students**

All students who re-enter the HAHD, return with the same satisfactory academic progress status as when he/she interrupted training. A student who re-enters within 180 days of their last day of attendance will re-enter in the same Payment Period as when he/she interrupted training.

\* For Federal Title IV, HEA programs purposes, the HAHD defines its academic year as 900 hours and 26 weeks. Students re-entering the school within 180 days of withdrawal, re-enter into the same Payment Period and the same Academic Progress Determination as they had at the time of withdrawal.

### **Attendance Progress Evaluation (Pace)**

A student must maintain a 67% cumulative attendance rate to achieve satisfactory attendance progress. Upon the completion of the hours in each of the Evaluation Periods, the school calculates the students' cumulative attendance by dividing the hours attended in the Evaluation Period(s) by the cumulative hours that were available for the student to complete at the end of each of the Evaluation Periods.

### **Academic Progress Evaluation (Grades)**

A student must maintain an 80% cumulative average academic score to achieve satisfactory academic progress. The average score of all written and practical tests administered to the student at the completion of the evaluation period are used to measure academic performance. Students must maintain a Grade Point Average (GPA) of 80% to achieve satisfactory academic progress. The GPA is the average score of all written test and all practical test. Students may be allowed to retake missed or failed written or practical tests (at no cost to the student) in the course of regular enrollment (the contracted starting and ending dates) if needed to achieve or maintain satisfactory academic progress. Retakes are administered at the discretion of the Administration.

### **Grading Scale**

Grade of "A"	96-100	Excellent
Grade of "B"	95-90	Above Average
Grade of "C"	89-80	Passing
Grade of "D"	79-70	Below Average
Grade of "F"	69-0	Failing

### **Meeting Satisfactory Academic Progress Requirements**

Students attending in their 1<sup>st</sup> Evaluation Period are considered to be making Satisfactory Academic Progress and may receive any Federal Title IV, HEA program funds they are eligible to receive that are scheduled to be disbursed within the Evaluation Period.

A student who meets (or exceeds) the minimum cumulative attendance requirement (67%) and who also meets (or exceeds) the minimum cumulative academic requirements (80% GPA) upon completion of each Evaluation Period has met the school's Satisfactory Academic Progress requirements. These students' are consider to be making satisfactory academic progress (SAP) until the next scheduled Evaluation Period.

A student may re-establish Satisfactory Academic Progress and if applicable, Title IV, HEA program funds eligibility, by meeting minimum cumulative attendance and academic requirements by the end of the warning or probationary evaluation period.

### **Failure to Meet Satisfactory Academic Progress Requirements**

The consequences for failing to make satisfactory academic progress include Academic/Financial Aid Warning, Academic Suspension, Academic/Financial Aid Probation, possible loss of Federal Title IV, HEA program funds, and possible dismissal from the school.

Upon completion of each Evaluation Period, each student will receive documentation informing them of their satisfactory progress achievement for the period (within 3 days of completion). The documentation includes the data necessary for a student to determine why the required standards for attendance and academic achievement have been met or not met.

### **Academic Warning**

If a student does not meet the requirements for attendance and/or academic progress upon completion of either their initial Evaluation Period or a subsequent Evaluation are placed on Academic Warning. A student placed on Academic Warning is still considered to be making satisfactory academic progress during the warning period (until the completion of the next scheduled Evaluation Period). Students who are eligible to receive Federal Title IV, HEA program funds may receive funding during the warning period.

Students who regain a satisfactory academic progress status only to lose it again, will begin with a new Warning Period in the evaluation period following an unsatisfactory progress determination.

A student not meeting at least the minimum academic and the attendance standards at the end of an Academic Warning period is determined to not be making satisfactory academic progress and is ineligible to receive any further Federal Title IV, HEA program funding unless the student submits an appeal and has prevailed upon appeal, resulting in a status of Academic Probation.

### **Academic Suspension**

Students who fail to meet minimum cumulative requirements for attendance and academic progress after the Academic Warning may be placed on Academic Suspension. Such students are required to take a Mandatory \*minimum two week Leave of Absence. At this time the student may be withdrawn unless the student makes an appeal to remain in school within \*7 calendar days of receiving the Suspension notice. During this time the student will be deemed NOT making Satisfactory Academic Progress and NOT eligible for Title IV, HEA program funds.

Any approved leave of absence including Academic Suspension, will not add any additional school charges to the student and will extend the student's contract expiration date and the Maximum Time Frame for Course Completion is extended by the number of days (scheduled hours) covered within the beginning and end dates of



the Academic Suspension or leave of absence. A student who takes or is placed on a leave of absence will return with the same satisfactory academic progress status as when he/she began the leave. Students placed on an Academic Suspension/Leave are subject to all requirements outlined in the school's Leave of Absence Policy included in the school's Student Handbook which includes returning to school on the date scheduled for return.

\*The school may allow more time than the two weeks if the student requires more time to collect the documentation needed for an appeal. In such cases the appeal must be submitted to the school 7 calendar day prior to the expiration date of the Academic Suspension/Leave of Absence.

### **Appeal Process**

If a student is determined to not be making satisfactory academic progress in an evaluation period subsequent to an Academic Warning period, the student may appeal the determination within the time limits outlined above in the manner described below.

Valid reasons for submitting an appeal include, but are not limited to illness or injuries, being a victim of severe crime, children's illness or injuries, temporary loss of day care (*where a attendance schedule change or taking a leave of absence is not practical*), family emergencies, maternity/paternity difficulties, disabilities or legal matters, or any other allowable special or mitigating circumstance. (These situations do not ensure that an appeal will be approved; they are merely examples of the situations that have been reviewed in the past and might be considered as extenuating circumstances).

A student wishing to appeal a negative academic progress determination must submit a written/type signed and dated appeal request to the school. The request for appeal must be submitted to and will be reviewed by the Financial Aid Administrator. The Appeal must outline in detail the extenuating circumstances that negatively impacted his/her academic progress, why they failed to meet satisfactory academic progress standards, and how the student's situation has changed that will allow the achievement of satisfactory academic progress upon completion of the next evaluation period or by a specific point within the maximum time frame established for the individual student. Documentation that can validate the student's situation of why the unsatisfactory progress determination should be reversed must be submitted with and as part of the Appeal request. Documents submitted to the school will be maintained in the students file along with the decision to grant or deny the request. The student will be notified in writing within 7 days of receipt of the appeal with the decision. Decision results will not be provided over the phone.

An Appeal can only be granted for a student if the HAHD determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period or if an academic plan can be developed for the student (by the institution) that, if followed, will ensure that the student is able to meet the institution's satisfactory



academic progress requirements by a specific point within the maximum time frame established for the individual student.

### **Academic Probation**

A student whose appeal is granted is permitted to continue his/her enrollment on Academic/Financial Aid Probation. Only a student who has the ability to meet (at least) the minimum cumulative Satisfactory Academic Progress Requirements upon completion of an Evaluation Period following two consecutive Evaluation Periods where the minimum cumulative Satisfactory Academic Progress Requirements were not met, *OR* a student for whom the institution has developed an academic plan that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student, may have their Appeal granted and be placed on probation. The satisfactory academic progress determination for students who prevail upon Appeal will be reversed and, if applicable, \*further Federal Title IV, HEA program funding will be reinstated, despite failing to make satisfactory academic progress.

\*Only 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 completion of the Evaluation Period described above, or by a specific point within the maximum time frame established for the individual student.

A student who's Appeal was granted and was placed on Academic Probation that fails to meet (at least) the minimum cumulative Satisfactory Academic Progress Requirements by the end of an Evaluation Period following two consecutive Evaluation Periods where the minimum cumulative Satisfactory Academic Progress Requirements were not met, *OR* a student for whom the institution developed an academic plan that fails to follow the specific requirements set forth in the Academic Plan, is again deemed NOT making Satisfactory Academic Progress and NOT eligible for further Title IV, HEA program funds and may be dismissed. Any student that is dismissed by the school whom later wishes to re-enter the program will need to follow through with the requirements outlined in the school's Re-Entry after Withdrawal or Termination Policy in the school's Student Handbook.

### **Non-Credit, Remedial Courses, and Course Repetitions**

Noncredit, remedial courses and repetitions do not apply to the Headquarters Academy of Hair Design. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study.

An Approved LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return calculation.

If a Leave of Absence does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a Return calculation.

At the Headquarters Academy of Hair Design students must comply with the following rules for a Leave of Absence to qualify as an approved Leave of Absence:

**1.** All leaves of absence are approved at the discretion of the Administrator.

If you are considering a leave, you need to talk with the Administrator about the particular circumstances. The Administrator will determine if you are eligible for a leave, inform you of any supporting documentation that must accompany the request, how the leave may impact your academic progress and receipt of any financial assistance.

**2.** All leave requests must be submitted in writing.

**3.** The Administrator must have a reasonable expectation that the student requesting the leave will return to school. This condition is specified to make clear that a school may not grant a student an LOA merely to delay the return of unearned Title IV funds, therefore

**4.** The reason for a student's leave request must be included on the leave application.

**5.** The leave application must include a specific starting and return date.

For students attending classes in the Pre-Clinic LOA approval by the Administrator may require the student to take a longer leave than request to ensure the student resumes classes at the beginning of a particular unit of instruction. You will be informed as to the day you are required to return to the program.

**6.** Requests for a LOA must be made in advance of the beginning date of the leave (unless unforeseen circumstances prevent the student from doing so).

For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance.

**7.** The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school can document the reason for its decision and collects the request from the student at a later date.

In the example above, the beginning date of the approved LOA would be determined by the school to be the date the student was unable to attend school because of the accident.

*If you do not obtain an approved LOA prior to missing 30 consecutive days, you must be withdrawn from the program.*

**8.** If you wish to extend an approved LOA, you must do so in writing prior to the return date on the approved leave application. Two business days' notice is required, except in extraordinary circumstances. Again, the request to extend the date of return on the leave must include the reason you wish to extend it. A phone call will not suffice!

An email to the Administrator at; [hahd@srt.com](mailto:hahd@srt.com) is considered a written request.

Emails must be sent from the email account you listed on your Enrollment Application. A simple request for an extension on a previously approved LOA does not guarantee approval on the request to extend the leave. The Administrator must review the request to extend and determine if the additional days fall within the limits of this LOA Policy. If the extension is approved the LOA application will be amended, showing the modified return date and the further extension to the students Enrollment Agreement or Contract expiration date.

**9.** A student may return early from a leave of absence.

**10.** The leave request must be signed and dated.

**11.** An approved LOA will not add any additional institutional charges to the student.

An LOA is a temporary break in the student's attendance during which, for purposes of determining whether a Return calculation is required, the student is considered to be enrolled. Since students who are continuously enrolled are not assessed additional charges, any additional charges to a student, even minimal re-entry charges, indicate that the institution does not truly consider the student to be on an approved LOA.

*Student Enrollment Agreements or Contract expiration dates will be extended by the same number of school days or scheduled hours covered by the actual approved LOA period.*

**12.** The student's need (Cost of Attendance) may not and will not increase. Therefore,

**13.** The student is not eligible for any additional Federal Student Aid.

Since an institution may not assess any additional charges to a student returning from LOA, the institution may not award any additional Title IV aid until the student has completed the Payment Period in which the student was enrolled when the leave was granted.

**14.** No Title IV funds can be disbursed to a student on a LOA.

**15.** Students on an approved LOA are not considered to be scheduled for any classes.

Enrollment hours included in an approved LOA are not counted as scheduled hours in the schools Satisfactory Academic Progress Policy (SAP Policy). As such, hours included in the LOA will not affect a students' attendance requirement in the SAP Policy. The Maximum Time Frame for Title IV completion will be extended by the same number of school days or scheduled hours covered by the actual approved LOA period.

**16.** The LOA must not exceed a total of 180 days in any 12-month period;

If the school has a scheduled break that would extend the LOA request to more than the 180 days in any 12-month period, the LOA return date must be scheduled prior to the scheduled break.

**17.** The Administrator, at his discretion, may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period. This 12-month period begins on the first day of the student's initial LOA.

**18.** When a student fails to return from a leave of absence the withdrawal date for the same student would be the student's last day of attendance. In effect, students failing to return from an approved LOA never had a leave.

The time elapsed between the start of the leave and the date that was scheduled for return is simply the number of days since the student withdrew from school. This time will exhaust part of or all of the Grace Period granted Title IV Loan recipients, depending on the length of the LOA. However, a student who has exhausted their grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance of payment.

**19.** Title IV Student Aid recipients requesting an approved LOA must note:

All leaves of absence will result in additional accrued interest on any unsubsidized loans. Future Pell Grant disbursements may be lost if the student cannot complete the Payment Period they were in prior to the leave, before the end of the Award Year.

For clock-hour programs, the payment period is the period of time it takes a student to complete half the number of clock hours and half the weeks of instructional time in the academic year. Award Years end on June 30<sup>th</sup>.

**20.** A student returning from an approved leave or other official interruption of training will return to school at the same Satisfactory Academic Progress status they had immediately prior to the leave.

21. The student must follow the school's policy in requesting the LOA.
22. The student's application for a leave must indicate that it has either been approved (or not), be signed by the Administrator and a copy must be provided to the student.
23. The school must approve the student's request for an LOA in accordance with the school's policy.

A student granted an LOA that meets the criteria in this policy is not considered to have withdrawn, and no Return calculation is required.

Upon the student's return from the leave, he or she continues to earn the Federal Student Aid previously awarded for the period.

For a clock-hour program, once the student has completed half the number of clock-hours *and* half the number of weeks in the Payment Period, the student has earned the Title IV funds he or she was previously paid. At that point, if otherwise eligible, the student may receive a second or subsequent disbursement of Title IV program funds.

Leave of Absence may be approved for the following reasons:

- ✓ Family or Medical Leave
- ✓ Administrative Leave<sup>1</sup>
- ✓ Academic Leave<sup>2</sup>
- ✓ Personal Leave<sup>3</sup>

<sup>1</sup>If you are called for jury duty, at your request the Administrator will provide a letter notifying the court that you are enrolled at the HAHD and stating that an absence for jury duty would have a negative impact on your training. If you wish to attend jury duty or if appeals to be released from duty are denied, you must provide the Administrator with documentation from the court certifying the day(s) required for jury duty. If you are called to military duty, you must likewise contact the Administrator to provide the school with documentation from the applicable military branch certifying the day(s) required for military duty.

<sup>2</sup>Includes a student's failure to meet Satisfactory Academic Progress Standards after a Warning Period where the Administration needs time to review a student's Appeal to reinstate Title IV Student Financial Aid, and/or develop an Academic Plan for the student to continue in school).

<sup>3</sup>If you are requesting a Personal Leave, please keep in mind that if approved you are still considered enrolled in school, as you can return early the school must maintain an instructional staff able to meet the demands of the student population. Even though you are not in class over the course of the leave you are still counted in the student population. This may add an additional financial burden to the school that cannot and will not be passed on to you. In view of these facts, please do not ask the Administration to approve a leave for frivolous reasons.

Time spent on any approved leave count towards the student's combined leave limits of 180 days.

### **Unapproved leaves of absence**

The school may grant a student an LOA that does not meet the conditions to be an approved LOA for Title IV purposes (for example, for academic reasons).

An Unapproved Leave of Absence is considered a withdrawal for Title IV purposes.

An unapproved LOA may not be treated as an unofficial withdrawal. An unofficial withdrawal is one where the school has not received notice from the student that the student has ceased or will cease attending the school. If a school has granted a student an unapproved LOA, the school would know immediately that the student had ceased attendance for Title IV purposes, and must use the specified withdrawal date in the Return calculation.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY**

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law that states (a) that a written policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student educational records.

The Headquarters Academy of Hair Design accords all the rights under the law to students who are declared independent and the parents or guardians of dependent minors. No one outside the institution shall have access to nor will the institution disclose any information from student's educational records without written consent of students for each third party request except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Headquarters Academy of Hair Design community, only those members, individually or collectively, acting in the student's educational interest is allowed access to student educational records. These members include personnel in the offices of financial aid, admissions, and the academic personnel within the limitations of their need to know.

At its discretion the institution may provide directory information in accordance with the provisions of the act to include; student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and the weight and height of members of athletic teams. Students may withhold directory information by notifying the school's Administrator in writing within two weeks after the first day of their class starting date.

Requests for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the administration office.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory to the student, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable to the student. The school Administrator at the Headquarters Academy of Hair Design has been designated by the institution to coordinate the inspection and review procedures for student educational records, which include

admissions, personal, academic, and financial files, and academic cooperative education, and placement records. Students wishing to review their educational records must make written request to the school Administrator listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere). These copies would be made at the students' expense at not more than \$1 per copy. Educational records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students choosing.

Students may not inspect and review the following as outlined by the act: Financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their right of inspection and review; or educational records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. Students who believe their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy rights may discuss their problems informally with the school Administrator. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that their records will not be amended, and they will be informed by the school Administrator of their right to a hearing. Student requests for a formal hearing must be made in writing to the school Administrator who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels, which will adjudicate such challenges, will be the school Administrator, and the school's Academic Administrator.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the records, statements commenting on the information in the records, or statements are setting forth any reasons disagreeing with the decision of the hearing panels. The statement

will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed. All student records are maintained at the school for three years after the ending date of the students last FFELP loan period, the ending date of the last program year in which the student may have received a Pell Grant Award, or three years from the students last day of physical attendance in this institution, whichever is later.

Students who believe that the adjudication's of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the president of the institution to aid them in filing complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202. Revisions and clarifications will be published as experience with the law and institutions' policy warrants.



**In compliance with State and Federal regulations,  
*The Headquarters Academy of Hair Design*  
Makes the following statements:**

The *Headquarters Academy of Hair Design* does not discriminate on the basis of age, race, color, sex, religion, national or ethnic origin in the administration of its educational admission, student aid, employment or other school policies and programs.

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In compliance with the Family Educational Rights and Privacy Act of 1974, students may request to delete part or all of their personal directory information. A form for this request is available in the administration office as is information about each type of record kept for students by the Headquarters Academy of Hair Design. Any request to delete any directory information must be made by the student in writing, by Friday of the second week from the date the student entered instruction. Failure to notify as outlined above indicates implied consent to release directory information.

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As authorized by the Family Educational Rights and Privacy Act of 1974, a student is granted the right to inspect and review personal records maintained in his or her name by the Headquarters Academy of Hair Design. A student may request, in writing, a hearing regarding the content of his or her records and possible change in them. This request should be directed to the school Administrator. Hearings will be granted within ten days of the date of the request. A copy of the Family Rights and Privacy Act of 1974 is on file and available for inspection in the Administrators office.

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Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about the institutions that issue the same. Announcements contained in such printed material are subject to change without notice; they are not to be regarded in the nature of binding obligations on the institution. In times of changing conditions, it is especially necessary to have this definitely understood. Therefore, school makes this announcement in all Student Handbooks and bulletins or information releases being issued.



## **INTERNAL COMPLAINT POLICY**

Any complaints by Faculty, Students, or Clients of the HAHD that cannot be immediately resolved through discussion with a school faculty or administrative person should be brought to the attention of the school owner. The complainant should outline the allegation or nature of the complaint in writing. The school owner or his assignee will meet with the complainant within 10 days of receipt. If after careful evaluation the problem again cannot be resolved through discussion, the complaint will be referred to the complaint committee. The school must record all meetings between the school representative and the complainant and maintain such documents in the appropriate school files for at least ten years. The complainant will also be provided with a copy of this written record at the time of the meeting. A minimum of three individual will be on the complaint committee. The complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegation. If more information is needed from the complainant, a letter will be written outlining the additional information requested. If no further information is needed the complaint committee will act on the allegations and a letter be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

A complainant who has tried to resolve the matter through the HAHD internal complain procedure that is not satisfied with the outcome and wishes to pursue the matter further, may bring their issue to the attention of the schools licensing agency:

**North Dakota State Board of Cosmetology**

1102 South Washington, Suite 200

Bismarck, ND 58502-2177

(701) 224-9800

e-mail: [cosmo@midconetwork.com](mailto:cosmo@midconetwork.com)

If the complainant remains disgruntled and wishes to pursue the matter further still, they may obtain a complain form through the schools accrediting agency:

**National Accrediting Agency of Career Arts & Sciences (NACCAS)**

3015 Colvin Street

Alexandria VA 22314

(NACCAS will not take up the complainant's issue if the complainant has not followed through with the procedure outlined above).

## STUDENT CONSUMER INFORMATION

The following information is published and is readily available to currently enrolled and prospective students and their families upon request. Most of the information listed is published in this catalog. Student consumer information mentioned here, but not contained in this publication is either produced by other institutions or agencies and made available through the school, or it is produced by the school in a different form of information release. To obtain or to review any of the information listed below, submit a written request for the desired information to the attention of the school administrator. Include your name and address. Depending on the type of information requested, copies will either be mailed to you or an appointment will be made for you to review the information at the school.

1. A description of all federal, state, local, private, and institutional financial assistance programs available to students who enroll at this institution, including both need-based and non-need-based programs. For each program of assistance the school will provide:

- The procedures and forms by which students apply for assistance and requirements for accurately preparing such forms;
- The student eligibility requirements;
- The criteria for selecting recipients from the group of eligible applicants;
- The criteria for determining the amount of the student's award.

2. The rights and responsibilities of students receiving financial assistance in general and specifically, assistance under the Title IV programs, including:

- Criteria for continued student eligibility under each program;
- Standards which the student must maintain in order to be considered to be making satisfactory academic progress in his or her course of study for purpose of receiving financial assistance payments;
- Criteria by which the student who has failed to maintain satisfactory academic progress may reestablish his/her eligibility for financial assistance.

3. The method by which financial assistance disbursements will be made to the student and the frequency of those disbursements.

4. The term of any loan received by a student as part of the student's financial assistance package, a sample loan repayment schedule for sample loans, and the necessity for repaying loans.

5. The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance programs.

**Note:** *The Headquarters Academy of Hair Design does not participate in any college work-study financial assistance programs.*

6. Verification deadlines and consequences of failure to comply with requests for documentation. This information shall include:

- Who is required to verify data submitted on the application;
- What documents are required;
- What will happen if the student does not complete the verification process by the deadline (Aid eligibility is lost);
- How the institution will notify the student if any award changes because of verification; **Note:** The Headquarters Academy of Hair Design considers that it has notified a student of the result of the verification process if there is no change in the student's award when the award is distributed to the student.
- Whether the institution will disburse any funds or certify any Title IV student loan applications prior to completion of verification and the student's responsibility to repay if ineligible as a result of the verification or if the process is not completed.
- **Note:** *The Headquarters Academy of Hair Design will not disburse any Title IV funds or certify any Title IV student loan applications for students who are selected for verification, until the verification process is completed.*
- How the institution requires students to correct information.

7. The cost of attending the institution, including:

- Tuition and fees charged to full-time and part-time students;
- Estimates of necessary books and supplies;
- Estimates of typical charges for room and board;
- Transportation costs for commuting students;
- Any additional cost of a program in which the student is enrolled or expresses a specific interest.

8. A statement of the refund policy of the institution for the return of unearned tuition and fees or other refundable portion of costs paid to the institution.

9. A statement of the institution's policy regarding any refund due to the Title IV student assistance programs as required by the regulations.

10. An accurate description of the academic program of the institution, including:

- The current degree programs (we have none) and other educational and training programs;
- The institutional, laboratory, and other physical facilities that relate to the academic program, and; the institutions faculty and other instructional personnel.

11. The names of associations, agencies, or governmental bodies, which accredit, approve, or license the institution and its programs and the procedures by which the documents describing that activity may be reviewed by a current or prospective student upon request.

12. A description of any special facilities and services available to handicapped students.

13. The titles of persons designated by the institution to disseminate consumer information to students and prospective students, and information as to how and where such persons may be contacted.

14. All licenser or certification requirements established by the State of North Dakota for the particular career field.

15. The pass rate of graduates of the program of any licenser or certification examination required by the state of North Dakota for employment in the particular career field (for the most recent calendar year that ended not less than six months prior to the disclosure):

**In the Annual Report year 2015 Data (Submitted November 2016), 23 of our graduates wrote the North Dakota Cosmetology Licensing Examination. Of these graduates, 21 passed the licensing exam. This represents a licenser rate of 91.3%. This is the latest Official Calculation for data reported to this school's accrediting agency (NACCAS) at the time of this publication.**

16. The job placement rate for students who were originally scheduled at the time of enrollment, to complete the program in the most recent calendar year that ended not less than 18 months prior to the date of disclosure. If the Headquarters Academy of Hair Design does not have documentation in the graduate's file showing that the graduate has obtained employment in the occupation for which the program is offered, that graduate must be considered as not having obtained employment.

**This school's official placement rate for 2015 is 84.0%. Of 25 graduates in 2015, 21 found employment in the field of cosmetology. This is the latest official data from our accrediting agency (NACCAS) at the time of this publication.**

17. The number of graduates of the program included in the calculation of the job placement rate who indicated in writing that they have chosen not to obtain employment in the occupation for which the program was offered, and the number of graduates who fail to indicate within 60 days, in response to a questionnaire seeking that information sent by the institution, whether or not they have obtained employment.

**The Headquarters Academy of Hair Design does not have any written documentation that any student has chosen not to obtain employment in the occupation for which the program was offered.**

18. The completion rate for students in the program for the most recent calendar year that ended not less than 18 months prior to the date of disclosure. This rate is calculated by determining the percentage of students enrolled who were originally scheduled, at the time of enrollment, to complete the program in that calendar year that successfully completed the program, or obtained full time employment in the occupation for which training was offered.

**This school's official completion rate for 2015 is 58.14%. Of the 43 students scheduled to graduate in 2015, 25 graduated at the time our NACCAS annual report was due. This is the latest official data from our accrediting agency (NACCAS) at the time of this publication.**

19. Any other information necessary to substantiate the truth of any claim made by the institution as to job placement.

20. If this institution makes a claim to a prospective student regarding the starting salaries of its graduates, the starting salaries in a field, or the local availability of jobs in a field, it must disclose, to the prospective student, detailed statistics and other information necessary to substantiate the truthfulness of that claim.

More information regarding career information and compensation after graduation can be obtained by visiting the web link; <http://www.onetonline.org/link/summary/39-5012.00>

21. The school is required to designate an employee or a group of employees who are available on a fulltime basis to assist students or potential students in obtaining the information specified above.

**Note:** *The student consumer information specified above may be obtained or reviewed at the school. Include your name, address, zip code, and telephone number. The school will either mail you the information, inform you as to where to obtain the information, or make an appointment for you to review the information at the school, send your request by regular mail to:*

Administrators Office  
**The Headquarters Academy of Hair Design**  
108 South Main Street  
Minot, North Dakota 58701

22. This schools' Fiscal Year **2013 Official 3YR Cohort Default Rate** on loans made to students for attendance at our school under Federal Direct Subsidized Loan and Federal Direct Unsubsidized Loan programs is **13.3%** (this is the latest Official Cohort Default Rate made available to us at the time of this publication).

23. The safety precautions for the career field in which prospective students are entering. These safety precautions include but are not limited to the following list:

- ✓ **Cosmetologists use chemical and sanitizing agents, the use of which involves certain dangers unless safety measures are taken to prevent mistakes.**
- ✓ **Cosmetologists work around hot implements as well as implements that are sharp so both the cosmetologist and their clients are at risk for burns and cuts.**
- ✓ **When working with the public you are also at risk of serving people with contagious diseases and other similar problems.**

**Safety precautions include but are not limited to:**

- ✓ **Educating yourself about the types of chemicals and solutions that you will be using and precautionary requirements for these products.**
- ✓ **You need to protect yourself and your clients from any exchange of body fluids in events of cuts or open sores.**
- ✓ **You need to take appropriate precautions around hot implements and electrical implements in general.**
- ✓ **Cosmetologists need to wear shoes suited for standing for extended periods of time and for working on tile floors that can get wet.**
- ✓ **Certain chemical services also necessitate cosmetologists to wear gloves to protect their hands.**

24. Institutions participating in Title IV financial aid programs are required to gather applicable information and produce annual reports of any campus crime to all prospective students of the institution.

**During the period beginning August 1, 2015 through August 1, 2016 there have been no reported cases of motor vehicle theft, burglary, aggravated assault, robbery, rape, liquor violations, drug abuse violations or weapons possessions at the Headquarters Academy of Hair Design.**