

All correspondence and/or course materials are in English.

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2024

2025

For the most recent copy please contact the school.

# Winonah's International School of Cosmetology Catalog & Handbook



**Federal Student Aid**  
An OFFICE of the U.S. DEPARTMENT of EDUCATION  
**School Code: 042735**

**Licensed By:**

Private School Licensure Division of the Alabama Community College System & Alabama Board of Cosmetology & Barbering

**Accredited By:**

National Accrediting Commission of Career Arts & Sciences, Inc.



Owned & Operated by ZEN LLC



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## Welcome

Winonah School of Cosmetology was founded in 1984 and has been committed to guiding our students to their career goals ever since. This catalog contains valuable information about the programs we offer that will help guide you as you take the next important steps toward your future. Additional information can be found on our website at [www.winonah.net](http://www.winonah.net). As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

## Mission Statement

Our mission is to consistently provide up-to-date, quality training to all students enrolled at Winonah School of Cosmetology. Our primary emphasis is to prepare students for licensure. Additionally, Winonah School of Cosmetology equally strives to prepare students for employment in an industry that is constantly progressing and expanding.

## History

Winonah School of Cosmetology has a history of over 36 years that makes it one of the oldest cosmetology schools in the State of Alabama. We are proud that Winonah School of Cosmetology has a good reputation with Alabama State Board of Cosmetology & Barbering and the rate of our students passing the state board exams has always been high.

Winonah School of Cosmetology is a family owned/operated school, and we work hard to keep a healthy, safe, and friendly environment here and treat everyone like a family member.

## School Facilities

Winonah School of Cosmetology is located at 1870 Chace Drive, Suite # 140 & 130 in the Cedar Place Plaza in the heart of Hoover, Alabama 35244 (Near the Galleria Shopping Center). The approximately 5000 square-foot facility is new and modern with high ceiling, air-conditioned and well-lit, and includes student lounges and lockers, client reception and work areas, management offices, private classrooms, workstations, and equipment.

## Ownership/Administration/Faculty

Winonah School of Cosmetology is owned and operated by ZEN LLC.

- |                                    |                                  |
|------------------------------------|----------------------------------|
| • Owner/CEO/CFO                    | Mondonna Movahed                 |
| • Director/ Financial Aid Director | Hossein Movahed                  |
| • School Administrator             | Rebecca Elder                    |
| • Financial Aid Officer            | Rexanne Patterson                |
| • Admissions, Recruiting           | Rebecca Elder, Rexanne Patterson |
| • Administration - Advertising     | Luz Rodriguez                    |
| • Instructor                       | Tammanika Watkins                |
| • Instructor                       | Lelanda Lee                      |
| • Instructor                       | Mildred Causey                   |
| • Instructor                       | Latrice Wright                   |
| • Instructor                       | Shannon Haskell                  |
| • Instructor                       | Sharon Avery                     |
| • Instructor                       | Arynn Hall                       |
| • Instructor                       | Kelly Barr                       |
| • Instructor                       | Shanteria Johnson                |

## Date of Publication

September 2015

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## State and Accreditation Agencies

### State Agencies

- Alabama Board of Cosmetology  
RSA Union Building  
100 North Union Street  
Suite 324  
P.O. Box 301750  
Montgomery, Alabama 36130-1750  
(334) 242-1918 or (800) 815-7459  
[www.aboc.alabama.gov](http://www.aboc.alabama.gov)  
School License Number: 925107
- Alabama Community College System**  
135 South Union Street  
Montgomery, Alabama 36130  
(334) 293-4500  
[www.accs.cc](http://www.accs.cc)

### Accreditation Agency

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

## Non-Discrimination

Winonah School of Cosmetology in its admission, instruction, and graduation policies, does not discriminate based on race, sex, religion, handicap, creed, color, national origin, ethnic origin, marital status, sexual orientation, military status, and age.

## Qualified individuals with disabilities

To comply with our local, state, and federal laws it is Winonah School of Cosmetology policy to make reasonable accommodations for known physical and mental limitations of an otherwise qualified student with a disability. Winonah School of Cosmetology may request confirmation from a doctor stating what limitations a student may have to complete the course.

## Holiday Calendar and Scheduled Breaks

Year	New Year	Memorial Day	Juneteenth	Independence Day	Labor Day	Thanksgiving	Christmas
2022	January 1	5/30/2022	June 19th	July 4th	9/5/2022	11/24/2022	Dec 24 & 25
2023	January 1st	5/29/2023	June 19th	July 4th	9/4/2023	11/23/2023	Dec 24 & 25
2024	January 1st	5/27/2024	June 19th	July 4th	9/2/2024	11/28/2024	Dec 24 & 25
2025	January 1st	5/26/2025	June 19th	July 4th	9/1/2025	11/27/2025	Dec 24 & 25
2026	January 1st	5/25/2026	June 19th	July 4th	9/7/2026	11/26/2026	Dec 24 & 25
2027	January 1st	5/31/2027	June 19th	July 4th	9/6/2027	11/25/2027	Dec 24 & 25
2028	January 1st	5/29/2028	June 19th	July 4th	9/4/2028	11/23/2028	Dec 24 & 25
2029	January 1st	5/28/2029	June 19th	July 4th	9/3/2029	11/22/2029	Dec 24 & 25
2030	January 1st	5/27/2030	June 19th	July 4th	9/2/2030	11/28/2030	Dec 24 & 25

### Unexpected Closures

Students are requested to listen to local radio and TV stations for announcements. If the school is unexpectedly closed due to extenuating circumstances, the school's administrator will communicate the situation with students via phone call, email, or text messaging. Students are to return the next scheduled day, unless otherwise instructed. School closures due to inclement weather do not adversely affect a student's attendance rate; a student's Enrollment Agreement end date will be changed, and NO absent hours are accumulated.

## **Constitution Day**

On or near September 17 of each year, the institution will hold a day dedicated to the Constitution of the United States. Prior to holding this event we will gather activity request suggestion from both our current student body and staff on how we could best commemorate the September 17, 1787, signing of the Constitution. For more information visit [www.constitutionday.com](http://www.constitutionday.com)

## **Voter Registration**

To participate in Alabama elections, you must **register to vote** with the Alabama Board of Registrars. You can also register to vote through the Alabama Driver License Division (DLD) of the AL Department of Public Safety. Please check with the state's Secretary of State [Website](#) to receive the most current information on upcoming elections and [voter identification requirements](#).

To apply to register to vote, you must meet the following requirements:

- You must be a citizen of the United States.
- You must live in the State of Alabama.
- You must be at least 18 years of age on or before Election Day.
- You must not be barred from voting by reason of a disqualifying felony conviction.
- You must not have been judged "mentally incompetent" in a court of law.

## **Student Disclosures**

The U.S. Department of Education requires that we report and disclose certain information about our school programs in a clear, prominent, user-friendly, and easily understood manner. The intent of the requirement is to enable students to make an informed choice about a program of study. To this end, we have developed this Student Catalog and Handbook.

## **Admissions & Enrollment Requirements**

Winonah School of Cosmetology admits students who are above the states compulsory age of 16 years old. Winonah School of Cosmetology does not recruit students already attending or admitted to other schools offering similar programs. Winonah School of Cosmetology does not accept ability to benefit (ATB) students currently.

- A. Winonah School of Cosmetology's admission policies require that each student meet one of the following:
  1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion; or a certificate of attainment (only applicable to non-Title IV recipients), an academic transcript of a student who successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree, etc.; or
  2. Have state approved home school certificate; or
  3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- B. Proof of Age (Must be above 16 years old): Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, passport, etc. (Social Security card is Required for State licensure and Financial Aid.)
- C. Complete an application for enrollment.
- D. Tour the School (optional).
- E. Instructor program 1500 clock hours: In addition to the above requirements, applicants of this program must also provide a copy of their current Cosmetology License.
- F. Instructor program 650 clock hours: In addition to the above requirements, applicants of this program must also provide a copy of their current Cosmetology License showing licensure of over one year (at a minimum).

All high school diplomas will be evaluated by a school Official. If a diploma appears to not meet state guidelines, every effort will be made to obtain additional information about accreditation and high school diploma requirements from the respective school. All decisions made by the school Official are final. If a diploma is not considered valid, prospective students are strongly encouraged to obtain their GED.

Winonah School of Cosmetology may refuse admission to an applicant if any of the above requirements are not met.

## **Distance Education Policy**

1. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
2. Distance education, either \*Synchronous or \*Asynchronous, will be validated by substantive interaction on a regular interactive basis between students and instructors.
  - Substantive interaction for distance education learning activities is engaging students in teaching, learning, and assessment and includes two (2) of the following at a minimum:
    - Providing direct instruction
1. Assessing or providing feedback on student's distance education coursework
2. Providing information or responding to questions about the content of distance education coursework.
3. Facilitating a group discussion regarding the content of distance education coursework
  - a) Regular interaction for distance education learning activities between a student and an instructor must include the following:
    - I. Providing the opportunity for substantive interactions with the student on a scheduled basis
    - II. Monitoring the student's academic engagement and ensuring the instructor is responsible for substantive interaction
  - b) Distance Education delivered asynchronously must be validated to measure actual student "seat time" for clock hour programs.
    - I. A \*Distance Education Assessment of student performance must be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
    - II. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.
    - III. All transcripts or other documents, (official or unofficial), listing academic attainment received must identify the distance education component.
    - IV. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.

### **Additional rules and considerations for the Hybrid (up to 50% Online) programs:**

- b) Students must have a reliable internet access, laptop or desktop computer, or tablets or smart phone.
- c) School may use video conferencing platforms to verify, validate, and track the student's online attendance and participation in the online classes.
- d) Various software, digital tools, eBooks, visual aids, online resources, school network, internet, Video conferencing tools, etc. are used for the online portion of the program to provide course materials, evaluation of students, quizzes, communication with students, and to conduct daily classes.

\*Synchronous: The instructor(s) and students utilize technology whereby the instructor monitors and directly interacts with students during scheduled class time, taking attendance and engaging with all students.

\*Asynchronous: A learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity. In an asynchronous environment, a school utilizes technology that monitors not only when a student logs in, but captures all activity within an academic portal demonstrating everything a student does within a specific time frame (scrolls through reading material, works on assignments, completes a quiz, etc.)

\*Distance Education Assessment: A documented assessment of a student's understanding of curriculum content delivered via distance education. The following non-exhaustive list provides examples of methods by which such assessments may be conducted: question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, student and classroom presentations, labs and student salon activities. Such assessments may be calculated within the student's grade point average at the institution's discretion.

## Transfer

Winonah School of Cosmetology makes decision about whether to accept transfer hours on an individual basis and may or may not give an applicant credit for hours earned at another institution. To enroll and receive credit for hours, transfer students must ensure all state-required paperwork has been completed.

- Winonah School of Cosmetology accepts transfer students, based on the evaluation of the student's comprehension of the course material.
- The hours and credits will be accepted or declined based on Winonah School of Cosmetology curriculum requirements on an individual basis.
- Students desiring to obtain transfer credit must provide an Official transcript from a licensed Alabama School of Cosmetology. An out-of-state transfer student must have an evaluation from the Alabama State Board of Cosmetology & Barbering granting the student the equivalent State hours.
- Transfers must be fully processed (The transcripts must have been received and evaluated by Winonah School of Cosmetology within 30 days of enrollment) before the transferred hours can be added to the student's total hours and reported to the Alabama state board of Cosmetology & Barbering.
- Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program.
- A transfer student may be required to purchase any equipment, textbook, uniforms, etc. (at additional cost) required by Winonah School of Cosmetology.
- The students will be evaluated to determine the number of hours for which credit will be given. Transfer student may be charged a transfer evaluation fee.
- The maximum transfer hour that will be added to the student's total hours, is 90% of the evaluated and accepted hours by the School. However, (at the school discretion) the maximum accepted hours cannot exceed 600 for Cosmetology program and 375 for Manicure program.
- The charge for hours required to complete the program is \$10.00/hr.
- Winonah School of Cosmetology does not accept transfer hours for the Instructor (Licensed More than a Year) and Natural Hair Stylist programs.
- With regards to Satisfactory Academic Progress (SAP) a student transfer hour will be counted as both attempted and earned hours for purpose of determining when the allowable maximum time frame has been exhausted. Winonah School of Cosmetology currently performs SAP evaluation periods based on actual hours.

Winonah School of Cosmetology reserves the right to deny a transfer request for any reason including but not limited to attendance or academic performance.

## Transferability of Credit

Winonah School of Cosmetology does not guarantee the transferability of credits to a college, university, or institution. Any decision on comparability, appropriateness, and applicability of credit and whether they should be accepted is the decision of the receiving institution.

## Re-entry

From time to time a student who is terminated from enrollment or who withdraws from enrollment may wish to re-enroll at Winonah School of Cosmetology. Doing so requires enough time for Winonah School of Cosmetology to process the withdrawal paperwork as required by the state and/or federal agencies, as well as the restart paperwork. It is the student's responsibility to ensure all required paperwork and fees are paid prior to restart. **Winonah School of Cosmetology reserves the right to deny re-entry following termination or withdrawal for any reason.**

### **Minimum Requirement for Re-entry**

- A student that was terminated for any reason will not be eligible to re-enter unless the school reviews the eligibility factors below to evaluate whether to allow re-entry.
- A withdrawn student must contact the school to review eligibility for re-entry.
- The factors considered to determine eligibility to re-enter include, but not limited to:
  - A review of eligibility of attendance and academics

- The extent of unfulfilled program requirements
- The current capacity at the institution
- Institution's director recommendations
- Student discipline record if any
- Students must pay previous enrollment balance, if any, prior to re-entry unless other payment arrangements have been made.
- Student must sign a new enrollment agreement or agreements, and the terms and conditions of the new enrollment agreement will be based on the program requirements at the time of the new enrollment agreement is signed. This means that the new enrollment agreement may reflect any applicable tuition increases or other program changes.
- If the student does not return on the restart date and wishes to restart later, the restart will need to be reconfirmed.

The following conditions will apply if student re-enters within one year from his/her last date of attendance at Winonah School of Cosmetology:

- The student will return to the program without loss of hours.
- A student who re-enters Winonah School of Cosmetology after termination or withdrawal retains his/her attendance and academic history, suspensions, and absence history from all previous enrollment at Winonah School of Cosmetology and is subject to all the requirements described in the re-entry section of the satisfactory progress policy contained in this catalog.

Winonah School of Cosmetology reserves the right to adjust hours and charge an additional fee if re-entry occurs more than one year from the student's last date of attendance at Winonah School of Cosmetology.

## Institutional Charges

### Cost of Programs

Non-refundable Fees: (\$100.00 Registration Fee, \$100.00 Application fee, \$50.00 Processing Fee)	\$250.00
Evaluation Fees:	<b>\$100.00</b>

Programs (Clock Hours)	Day School		Night School	
	Tuition	Kit	Tuition	Kit
<b>On Campus Programs (100% of Program)</b>				
Cosmetology - 1500 Hours	\$13,250.00	\$2,600.00	\$14,750.00	\$2,600.00
Instructor -1500 Hours (Licensed for less than a year)	\$13,250.00	\$1,200.00	\$14,750.00	\$1,200.00
Instructor - 650 Hours (Licensed for more than a year)	\$6,100.00	\$930.00	\$6,750.00	\$930.00
Manicure - 750 Hours	\$7,050.00	\$1,400.00	\$7,800.00	\$1,400.00
Natural Hair Stylist - 210 Hours	\$2,205.00	\$950.00	\$2,730.00	\$950.00
<b>Distance Education Programs (Up to 50%)</b>				
Cosmetology - 1500 Hours	\$13,750.00	\$2,600.00	\$15,250.00	\$2,600.00
Instructor - 650 Hours (Licensed for more than a year)	\$6,500.00	\$930.00	\$7,150.00	\$930.00
Manicure - 750 Hours	\$7,500.00	\$1400.00	\$8,250.00	\$1400.00
Natural Hair Stylist - 210 Hours	\$2,350.00	\$950.00	\$2,875.00	\$950.00

Students that have failed the State Board exams and need 375 hours to refresh their skills:

Programs (Clock Hours)	Day School		Night School	
	Tuition	Kit	Tuition	Kit
<b>Refresher - On Campus (100% of Program)</b>				
Cosmetology - 375 Hours	\$3,850.00	\$500.00	\$3,950.00	\$500.00
Instructor - 375 Hours	\$3,850.00	\$500.00	\$3,950.00	\$500.00
Manicure – 375 Hours	\$3,850.00	\$500.00	\$3,950.00	\$500.00
Natural Hair Stylist - 70 Hours	\$750.00	\$500.00	\$950.00	\$500.00
<b>Refresher - Distance Education (Up to 50%)</b>				
Cosmetology - 375 Hours	\$3,950.00	\$500.00	\$4,050.00	\$500.00
Instructor - 375 Hours	\$3,950.00	\$500.00	\$4,050.00	\$500.00
Manicure – 375 Hours	\$3,950.00	\$500.00	\$4,050.00	\$500.00
Natural Hair Stylist - 70 Hours	\$850.00	\$500.00	\$1,050.00	\$500.00

**Kit/Books/Etc.** (due first day of school. Title IV students: deducted from the 1<sup>st</sup> disbursement)

Transfer students and Extra scheduled hours: \$10.00/hr.

Note: Kit/Books/Etc. charges may not be eligible for VA funding.

**Other Educationally Related Charges**

Item	Fee
<b>Student license &amp; registration</b>	As published by the state agency (If applicable)
<b>State written &amp; practical exam</b>	As published by the state agency
<b>State Board Violations</b>	State Board of Cosmetology and Barbering inspects schools regularly. This includes student kits and lockers. If the State Board fines the school because of student negligence and fault, the student will be responsible for the payment of the fines. Violation fee could be up to \$750.00.
<b>State License fee</b>	As published by the state agency
<b>Other Fees</b>	Extra scheduled hours will be assessed beyond the 8% (up to 8%) allowed (excused) absence, at a cost of \$10.00 Per hour, and is due at each disbursement or Sap point
<b>Late payment fee</b>	\$10.00 per day if payment is not received by the 5th day of the month.
<b>Return check fee</b>	\$25.00 each occurrence
<b>Missed Test Fee</b>	\$50.00 per test
<b>Un-excused No Show on Mandatory Days</b>	\$10.00/day (Day Time: Fri & Sat, Nighttime: Wed & Thurs)
<b>Extra School Uniform</b>	\$105.00
<b>Re-issuing of School Name Tags</b>	\$10.00
<b>Re-issuing of School ID Cards</b>	\$5.00
<b>Locker Damage</b>	\$50.00
<b>Extra Copies of Documents</b>	\$5.00 minimum
<b>Re-Entry Fee</b>	\$175.00
<b>Withdrawal/Termination Fee</b>	\$150.00

**Payment of Tuition & other Fees**

- Winonah School of Cosmetology accepts payment in form of cash, personal check, cashier's check, money order, credit card, Scholarships, Pell Grant, Federal Direct Subsidized Stafford Loans, Federal Direct Unsubsidized Stafford Loans, and Parent PLUS Loans.
- For private pay students, all fees including tuition, Kit and equipment fees, Books, application fee, registration fee, evaluation fee, and processing fee, are due in full at the time of registration, unless a payment plan has been arranged. For Title IV students, startup fees, kit, and books will be deducted from 1<sup>st</sup> disbursement. Tuition will be deducted from each disbursement.
- Winonah School of Cosmetology offers monthly interest free private financing payment plan for the duration of the training. For longer periods, there will be a fair interest rate.
- For students with the payment plan agreement, payments are due on the first day of each month and delinquent after the 5th day. Payments received after the 5th day of the month are subject to a daily \$10.00 delinquent payment fee.
- Winonah School of Cosmetology accepts VA GI Bill®, and REHAB funded students. VA students are still required to select one of the school's payment options (e.g., Financial Aid, Cash) to cover other educationally related costs and expenses not covered directly by the VA. Students who have questions about these benefits should contact the U.S Department of Veteran Affairs.  
(GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs. More information about education benefits offered by VA is available at the official U.S. government Web site at <https://benefits.va.gov/gibill/>)
- The "Non-refundable fee" is due at time of registration.
- Kit fee is due before the first day of class.
- School reserves the right to suspend, place on leave of absence, or terminate enrollment for Non-payment of tuition at any time.

- The Contract End Date is calculated based on scheduled hours. Other educationally related costs are charged and due on the contract end date for any extra hours needed to complete the program beyond the contract Scheduled graduation date and after applying up to the 8% excused absences.
- A contract addendum will be drawn showing the number of remaining hours, a new scheduled graduation date, and the cost of the tuition & fees. A new contract addendum will be drawn as needed until the program completion by the student.
- Winonah School of Cosmetology reserves the right to suspend attendance or place on leave of absence until these fees are paid in full. Payments must be in form of cash, money order, or cashier check.
- Students are responsible for payment of any other fees not covered by Title IV funds.
- Any checks returned for insufficient funds will be subject to a \$25.00 NSF fee and checks will no longer be accepted from these students.
- Transcript requests will not be processed until all costs due to Winonah School of Cosmetology are satisfied per the enrollment agreement.

### **Federal Financial Assistance**

Winonah School of Cosmetology accepts Federal Student Aid for those that qualify. To apply please complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>. Enter Winonah School of Cosmetology's school code **042735**, so that your FAFSA report will be sent to the school for further review.

#### **Federal programs accepted by Winonah School of Cosmetology:**

- **Pell Grant:** A Federal Pell Grant is a gift aid from the U.S. Department of Education and does not need to be repaid. Information from the FAFSA determines the Expected Family Contribution (EFC) which is used to determine the maximum amount of Federal Pell Grant at student may receive in an award year (July 1st of one year through June 30th of the following year).

- **Federal Direct Stafford Loans (Subsidized and Unsubsidized)**

Federal Stafford loans are borrowed and therefore must be returned to the lender, the U.S. Department of Education. Stafford loans are borrowed by the student and are credit-based loans. The major difference between a Subsidized and an Unsubsidized Stafford loan is that the federal government pays the interest on a Subsidized Stafford loan while a student is in school, but never pays the interest on an Unsubsidized Stafford loan. A student must have a financial need to qualify for a Subsidized Stafford loan, while most students can qualify for an Unsubsidized Stafford loan regardless of income.

The U.S. Department of Education charges a fee to make a Stafford loan, meaning the student will receive less than the amount borrowed to pay educational cost. Both Subsidized and Unsubsidized Stafford loans have a fixed interest rate on the principal amount borrowed; have a six (6) month grace period before mandated repayment begins; are eligible for certain deferment, forbearance, and cancellations rights; have a variety of repayment plans to choose from; and may be paid off early without penalty.

More details on federal loan types, terms and conditions, repayment plans, and sample repayment schedules can be found at [studentloans.gov](http://studentloans.gov).

To apply for a Subsidized or Unsubsidized Stafford loan, a student must complete the FAFSA. Loan eligibility requires completion of a Master Promissory Note (MPN), promising to pay the loans, and complete mandated Loan Counseling prior to disbursement. The MPN and Entrance Counseling can be completed online at [studentloans.gov](http://studentloans.gov). Loans must be paid to the U.S. Department of Education to avoid severe consequences of going into default. All Direct Subsidized and Unsubsidized Stafford loans have a thirty (30) day hold on the first disbursement.

- **Federal Direct Parent PLUS Loans for Undergraduates**

The PLUS loan is a loan that must be paid back to the U.S. Department of Education. Borrowers are restricted to biological/adoptive parents of eligible dependent students, or stepparent if income information was reported on FAFSA. PLUS loans are credit based which requires the parent to provide authorization for a credit check. Once approved, the PLUS borrower must sign a Master Promissory Note (MPN), Parent PLUS Loan Counseling and provide the Financial Aid office with a loan amount request. A parent may submit the credit authorization through the Financial Aid office. Both the Credit Authorization and MPN can be accessed at [www.studentloans.gov](http://www.studentloans.gov).

The U.S. Department of Education charges a fee to make a PLUS loan, meaning the parent will receive less than the amount borrowed to pay educational cost. The PLUS loan has a fixed interest rate on the principal amount borrowed; do **NOT** have a six (6) month grace period before mandated repayment begins but may be eligible for deferment; is eligible for certain deferment, forbearance, and cancellations rights; has a variety of repayment plans to choose from; and may be paid off early without penalty.

For more information on PLUS loans and PLUS loan eligibility please visit [www.studentloans.gov](http://www.studentloans.gov).

### **Financial Aid – Kit and other related fees**

- Students have the option to purchase their kit from the School or from other suppliers. An itemized list of the tools and equipment (showing the vendor's name and the items) needed for the duration of the course is given to all students at the time of registration.
- At time of admissions students who prefer to not allow Winonah School of Cosmetology to take other charges (such as books, kit, non-refundable fees, and any required deposits) out of financial aid funds must pay at time of admissions for their books and kit and non-refundable fees.
- Students who receive financial aid and choose to allow Winonah School of Cosmetology to take other charges (such as books, kit, non-refundable fees, and any required deposits) out of financial aid funds, must return their kits to the School upon separation (withdrawal, termination). Any credit or debit to the student account would be based on the Department of Education latest rules and regulations.
- Startup fees, kit, and books will be deducted from 1<sup>st</sup> disbursement. Tuition will be deducted from each disbursement.
- The remaining balance that federal aid does not cover may be in the form of a monthly payment plan for the duration of the student training.
- Winonah School of Cosmetology follows the Department of Education most recent rules and regulations regarding Student kits.

### **Financial Aid – Consumer Information**

Winonah School of Cosmetology participates in Federal Financial Aid programs. The School's Financial Aid Office aids students seeking financial aid for their educational costs while complying with all federal, state, and institutional regulations. Anyone seeking financial aid information or assistance or seeking consumer information at the school will be provided with access to the required financial aid forms and disclosures, the school Catalog and Handbook which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

Financial Aid Office — The Financial Aid Office's mission is to provide optimal customer service while helping students secure financial assistance to cover as much of their educational expenses as possible. The school's Financial Aid Representative is available in person or by telephone during normal business operating hours to help students determine an affordable way to pay for school. To remain eligible for financial aid, a student must demonstrate Satisfactory Academic Progress (SAP) at the end of each payment period. Failure to meet Satisfactory Academic Progress (SAP) may result in loss of financial aid. (See Satisfactory Academic Progress (SAP) Policy).

#### **To be eligible to receive federal student aid, you must:**

- Be a citizen or eligible noncitizen of the United States.
- Have a valid Social Security Number. (Students from the Republic of the Marshall Islands, Federated States of Micronesia, and the Republic of Palau are exempt from this requirement.)
- Have a high school diploma or a General Education Development (GED) certificate or have completed homeschooling. If you do not, you may still be eligible for federal student aid if you were enrolled in college or career school prior to July 1, 2012. Go to <http://studentaid.ed.gov/eligibility/basic-criteria> for information.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.
- Maintain satisfactory academic progress.
- Not owe a refund on a federal student grant or be in default on a federal student loan.
- Register with the Selective Service System if you are a male and not currently on active duty in the U.S. Armed Forces. (Students from the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau are exempt from registering; visit <http://www.sss.gov> for more information.)
- Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans). If you have such a conviction, you must

complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid.

Many types of federal student aid, such as the Federal Pell Grant or subsidized loans where the government pays the interest while you are in college, also require you to have financial need. Additionally, once you have a bachelor's degree or a first professional degree, you are generally not eligible for Pell or Federal Supplemental Educational Opportunity Grants (FSEOG).

### **Applying for Financial Aid**

The Free Application for Federal Student Aid (FAFSA) is the application used to apply for all federal financial aid. A student who is interested in financial aid must submit a FAFSA. A student should complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and add Winonah School of Cosmetology (**School Code: 04273500**) to the FAFSA as a school to receive the FAFSA report. Beginning with the 2017 – 2018 FAFSA, students will be required to report income and taxes information from an earlier tax year. For example: for the 2017 – 2018 FAFSA, you and/or parent(s), as appropriate, will report 2015 income and tax information rather than 2016 income and tax information.

### **Financial Aid Verification**

Verification is the process of confirming the accuracy of certain data provided by the student and/or parent on the FAFSA. Winonah School of Cosmetology only verifies students selected by the U.S. Department of Education. A FAFSA can be selected based on certain edits established by the U.S. Department of Education. In general, an applicant whose FAFSA is selected for verification, will need to provide additional documentation to the institution to confirm reported data. Federal funds will not be disbursed until verification is completed. There are diverse types of verifications. Each type of verification requires specific additional documentation to be submitted. All verification recipients will need to complete an institution verification worksheet, supplied by Winonah School of Cosmetology, and submit the worksheet to the financial aid office within 60 days (or at the school discretion on a case-by-case decision) of the receipt of the worksheet based on ED rules and regulations). Please read the verification worksheet completely. Any worksheet not completed correctly with all signatures will not be accepted. All required documents must be received so that verification can be completed within 120 days of the student's last day of attendance or the annual deadline established by the U.S. Department of Education in September following the end of the award year. A student who fails to submit verification documents within the required deadlines may need to make cash payments or otherwise obtain alternative financing to pay the balance due the institution. A student who fails to complete verification as required may be ineligible for all or a portion of his/her financial aid. Applicants will be notified by phone, mail, email, or in person of their verification status.

### **Identity Theft**

Tax filers who believe they are victims of identity theft may call Identity Protection Specialized Unit (IPSU)'s toll free number, (800) 908-4490, or go to the ID theft website on [www.irs.gov](http://www.irs.gov). After the IPSU authenticates the tax filer's identity, the tax filer can request that the IRS mail to the tax filer an alternate paper transcript, known as the TRDBV (Transcript Data Base View). After receiving the TRDBV the following needs to be submitted to our office:

- A signed copy of the IRS alternate paper tax transcript (TRDBV)
- A signed & dated statement regarding the identity theft and attesting the filer notified the IRS about the theft.

### **Loan Entrance Counseling**

All students and/or parents who receive Direct Subsidize and/or Unsubsidized Stafford Loans and/or Parent PLUS loans must complete entrance counseling before any student loans are awarded. During entrance counseling you will learn what a Direct Stafford loan and/or Parent Plus is, how the loan process works, managing your education expenses, other financial resources to consider helping pay for your education and your rights and responsibilities as a borrower. To complete loan counseling visit <https://studentaid.gov/> and select the appropriate entrance counseling. For student loans please select Undergraduate Student Loans and for Parents who are applying PLUS loans please select PLUS Credit counseling.

### **Master Promissory Note (MPN)**

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). All students and/or parents receiving Direct Subsidize and/or Direct Unsubsidized Stafford loans and/or Parent PLUS loans must complete an MPN. To complete the MPN please visit <https://studentaid.gov/> and select the type of direct loan and/or Parent PLUS you would like to complete. For students who are accepting Direct Subsidized and/or Unsubsidized Stafford loans please select Undergraduate Student loans MPN, and Parent PLUS please select PLUS MPN.

### **Disbursement of Title IV Financial Aid**

Federal funds are received electronically from the U.S. Department of Education. By federal regulations, school policy, and student progress, financial aid is divided and disbursed in payment periods. First disbursements have a thirty (30) day hold on Direct Stafford Loans for first time borrowers. Students and/or parent will receive a copy of the Disbursement Notification via email and/or a paper copy in person. A copy of the notification will be filed in the student's financial aid file.

### **Title IV Financial and Academic Year Definition**

Winonah School of Cosmetology defines its academic year as 900 actual clock hours and 26 weeks.

### **Financial Aid Credit Balance**

A Federal Student Aid credit balance occurs when the amount of student aid received exceeds the student's tuition and fees owed to the school for each academic year. Credit balance checks are written and received by the student and/or parent in 2 or more payments within a timely manner, based on the school policy, and student progress (Student progress will be impacted by the LOA and absences)

PLUS loan credit balance checks are made payable to the parent in the same manner described above unless parent authorize for credit balance be given to student. In this case parents must write a letter to Winonah School of Cosmetology authorizing the release of credit balance to the student.

On occasion, student checks may be mailed to the student mailing address on file. Student and parents must keep their addresses current with the institutions financial aid office.

### **Ability to get federal student aid after a drug conviction**

Student Financial Aid eligibility might be suspended if the offense occurred while the student was receiving federal student aid (grants, loans). If student eligibility for federal student aid has been suspended due to a drug conviction before applying for financial aid, he/she can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If student regain eligibility during the award year, he/she must notify the financial aid office immediately to get any aid he/she is eligible for. If a student is convicted of a drug-related offense after he/she submits the FAFSA, he/she might lose eligibility for federal student aid and might be liable for returning any financial aid received during a period of ineligibility.

## **Programs' Information**

### **Start Date**

Winonah School of Cosmetology offers open enrollment for both Day and Night programs with new classes starting Monthly.

### **Programs' Hours**

Winonah's International School of Cosmetology, (also referred to as "Winonah School of Cosmetology", the "School," or the "Institute") is a private institution that is licensed by the Alabama Board of Cosmetology to teach the following programs of study in Alabama:

### **Programs' Hours for On Campus Programs & Distance Education (Up to 50%) Programs**

- ❖ Cosmetology 1500 Clock Hours
- ❖ Manicure (Nail technology) 750 Clock Hours
- ❖ Instructor 1500 Clock Hours (Licensed for less than a year) – No Distance Education option for this program
- ❖ Instructor 650 Clock Hours (Licensed for more than a year)
- ❖ Natural Hair Stylist 210 Clock Hours

### **School Hours**

Winonah School of Cosmetology offers open enrollment with new classes starting the first Tuesday of every month. Winonah's School of Cosmetology may choose to change the School schedule and extend the hours.

#### **Day School**

Tuesday - Saturday	8:00 am – 4:00 pm
Sunday & Monday	Closed
Attendance on Fridays & Saturdays is Mandatory	

#### **Night School**

Monday - Thursday	4:00 pm – 10:00 pm
Friday Through Sunday	Closed

## Hybrid Programs (Distance Education Up to 50%)

1. Are offered On-Campus and Distance Education (up to 50%).
2. The Distance Education portion can be Synchronous or Asynchronous.
3. The Distance Education time is tracked through CIMA online platform that is utilized by the school.
4. Distance Education hours or On-Campus hours cannot be rolled over to the following week.
5. Distance Education hours may be earned any time, day and/or night, on weekend and/or weekdays.
6. CIMA hours are not considered:
  - a) While students are physically attending classes On-Campus.
  - b) On the scheduled mandatory days' hours.
7. Students are advised to watch their total Distance Education hours not to exceed the maximum allowed hours (50%).

### Day School - Distance Education

**18.75** hours of the allowed weekly hours for the Day school (37.5 hrs./week) could be earned by Distance Education. Distance Education hours may be earned any time day, night, weekdays, or weekends **except** on the scheduled mandatory days' hours.

### Night School - Distance Education

**12** hours of the allowed weekly hours for the Night school (24 hrs./week) could be earned by Distance Education. Distance Education hours may be earned any time day, night, weekdays, or weekends except on the scheduled mandatory days' hours.

- \* The following schedule is applied to the Distance Education Programs.
- \* All attendance rules are also applied to the Distance Education Programs.

<b>DAY SCHOOL</b>	Maximum Distance Education hours is <b>18.75</b> hours per week
<b>Tuesday</b>	Any Time
<b>Wednesday</b>	Any Time
<b>Part of Thursdays</b>	Any Time except 3.75 hours that must be On Campus
<b>Friday</b>	Any Time except 8:00 am – 4:00 pm
<b>Saturday</b>	Any Time except 8:00 am – 4:00 pm
<b>Sunday</b>	Any Time
<b>Monday</b>	Any Time

<b>NIGHT SCHOOL</b>	Maximum Distance Education hours is <b>12</b> hours per week
<b>Monday</b>	Any Time
<b>Tuesday</b>	Any Time
<b>Wednesday</b>	Any Time except 4:00 pm – 10:00 pm
<b>Thursday</b>	Any Time except 4:00 pm – 10:00 pm
<b>Friday</b>	Any Time
<b>Saturday</b>	Any Time
<b>Sunday</b>	Any Time

## Curricula

### Cosmetology Program

#### Cosmetology Program - 100% On Campus

#### Cosmetology - Up to 50% Distance Education Program

CIP CODE: 12-0401 SOC Code: 39-5012

Clock Hours: 1500
Program Length (Day): Full time, approximately 40 weeks (anticipated), 37.5 hours per week.
Program Length (Night): Full time, approximately 63 weeks (anticipated), 24 hours per week.

### Description

The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

### Educational Objectives

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

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

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

### Program Outline

Hours	Subject	# of Objectives
57.5	Shampoo	58
22.5	Scalp and Hair Treatment & Conditioner	23
26.5	Manicures	27
75	Hair Shaping	75
415	Hair Styling	415
140	Permanent Waving	140
22.5	Chemical Relaxing	23
182.5	Hair Coloring	183
87.5	Skin Care	88
16	Brow and Lash Care	16
107.5	Science and Related Services	108
347.5	Unassigned	348
Total Hours: 1500		<b>Total Objectives: 1504</b>

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

### **Class Format, Teaching Techniques, Instructional Methods**

The course will be a combination of lecture, demonstration, visual aids, printed illustrations, and evaluations. Students will demonstrate their knowledge of Cosmetology theory and technical skills through the completion of the required practical, clinic activities and self-study. The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **Grading Procedures**

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated per text procedures, performance standards established by the state licensing agency, and set forth in Practical Cosmetology Competency Evaluation criteria. Students must maintain a cumulative (written and practical together) grade average of 70%, and pass a FINAL written and practical exam, prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered per the following scale:

### **Grading Scale**

Written and Practical	
<b>90 - 100</b>	Excellent
<b>80 - 89</b>	Very Good
<b>70 - 79</b>	Satisfactory
<b>Under 70</b>	Failing

### **Textbooks**

Milady 014 Edition | © 2023

Bundle: Cosmetology 14th Edition + Foundations + PAC for CIMA for Standard Cosmetology, ISBN-10: 82-14-35989-9, \$399.95

CIMA for Milady Standard Cosmetology-PAC, ISBN-13: 979-82-14-09881-4, \$314.95

Milady Standard Cosmetology with Standard Foundations (Hardcover), ISBN-13: 978-0-357-87149-2. \$177.95

CIMA Exam Prep for Milady Standard Cosmetology, Printed Access Code, ISBN-13: 979-82-14-09880-7, \$41.95

### **References**

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

### **Requirements for Course Completion and Graduation**

- Complete at least 1500 clock hours

- Maintain a minimum grade average of 70% in Theory and practical combined. Must successfully complete all required assignments, objectives, practical, projects, workbooks, tests, etc. (Student must have a passing grade of 70% minimum for each of the items mentioned)
- Satisfy all financial obligations to the school or make payment arrangements
- Financial Aid recipients must complete Student Loan Exit Counseling

### **Certification**

Upon completion of all the program requirements and satisfying contract terms, the student will be awarded a Certificate.

### **Salary Range for Cosmetologists**

The median annual Hairdresser/Hairstylist salary in Alabama (Birmingham) is \$23,286, as of February 22, 2016, with a range usually between \$19,334 - \$28,593 not including bonus and benefit information and other factors that impact base pay. However, earning can vary depending on individual goals, company size, location, years of experience and training. (Source: Salary.com)

### **Manicure Program**

**Manicure - 100% On Campus**

**Manicure - Up to 50% Distance Education Program**

CIP CODE: 12-0410 SOC Code: 39-5092

Clock Hours: 750
Program Length (Day): Full time, approximately <u>20</u> weeks (anticipated), <u>37.5</u> hours per week.
Program Length (Night): Full time, approximately <u>32</u> weeks (anticipated), <u>24</u> hours per week.

### **Description**

The primary purpose of the Manicure Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job-entry level skills, obtain licensure, and gainful employment in the field of cosmetology or related career fields.

### **Educational Objectives**

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communications skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer- employee relationships.
- Perform the basic analytical skills to determine proper nail services and nail shaping for the client's overall image and needs.
- Apply learned theory, technical information, and related matter to insure sound judgments, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in Manicure and related fields.

## Program Outline

Hours	Subject	# of Objectives
90	Bacteria & other Infections	90
50	Safety in the Salon	50
90	Sanitation	90
80	Nail & Nail Disorders	80
40	Skin & Skin Disorders	40
40	Client Consultation	40
50	Manicure	50
50	Pedicure	50
55	Nail Tips	55
55	Nail Wraps	55
55	Acrylic Nails	55
55	Nail Art	55
15	Salon Management	15
15	Marketing & Services	15
10	Unassigned	10
Total Hours: 750		<b>Total Objectives: 750</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

### Class Format, Teaching Methods, Instructional Techniques

The course will be a combination of lecture, demonstration, visual aids, printed illustrations, and evaluations. Students will demonstrate their knowledge of Cosmetology theory and technical skills through the completion of the required practical, clinic activities and self-study. The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### Grading Procedures

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in Practical Cosmetology Competency Evaluation criteria.

Students must maintain a theory grade of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### Grading Scale

Written and Practical	
90 - 100	Excellent
80 - 89	Very Good
70 - 79	Satisfactory
Under 70	Failing

## Textbooks

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CIMA Exam Prep for Milady Standard Cosmetology, Printed Access Code, ISBN-13: 979-82-14-09880-7, \$41.95

## References

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

## Requirements for Course Completion and Graduation

- Complete at least 750 clock hours
- Maintain a minimum grade average of 70% in Theory and practical combined. Must successfully complete all required assignments, objectives, practical, projects, workbooks, tests, etc. (Student must have a passing grade of 70% minimum for each of the items mentioned)
- Satisfy all financial obligations to the school or make payment arrangements
- Financial Aid recipients must complete Student Loan Exit Counseling

## Certification

Upon completion of all the program requirements and satisfying contract requirements, the student will be awarded a Certificate.

## Salary Range for Manicurists

The median annual Manicurist salary in Alabama (Birmingham) is \$18,851, as of February 22, 2016, with a range usually between \$17,792 - \$21,625 not including bonus and benefit information and other factors that impact base pay. However, earning can vary depending on individual goals, company size, location, years of experience and training. (Source: Salary.com)

## Instructor Program - Licensed for less than a year

CIP CODE: 12-0413 SOC Code: 25-1194

Clock Hours: <b>1500</b>
Program Length (Day): Full time, approximately <b>40</b> weeks (anticipated), <b>37.5</b> hours per week.
Program Length (Night): Full time, approximately <b>63</b> weeks (anticipated), <b>24</b> hours per week.

## Description

The primary purpose of the Cosmetology Instructor Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in job entry level position in Instructor or related career field.

## Educational Objectives

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communications skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer- employee relationships.

- Apply learned theory, technical information, and related matter to insure sound judgments, decisions, and procedures.

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

### Program Outline

Hours	Subject	# of Objectives
<b>60</b>	Orientation	60
<b>120</b>	Alabama Law Regulations	120
<b>360</b>	Theory	360
<b>360</b>	Practical	360
<b>240</b>	Clinical Floor Work	240
<b>180</b>	Teaching Skills	180
<b>120</b>	Preparing Student Records	120
<b>60</b>	Testing & Evaluation (Unassigned)	60
Total Hours: 1500		<b>Total Objectives: 1500</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

### Class Format, Teaching Techniques, Instructional Methods

The course will be a combination of lecture, demonstration, visual aids, printed illustrations, and evaluations. Students will demonstrate their knowledge of Cosmetology theory and technical skills through the completion of the required practical, clinic activities and self-study. The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### Grading Procedures

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in Practical Cosmetology Competency Evaluation criteria.

Students must maintain a theory grade of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### Grading Scale

Written and Practical	
<b>90 - 100</b>	Excellent
<b>80 - 89</b>	Very Good
<b>70 - 79</b>	Satisfactory
<b>Under 70</b>	Failing

**Textbooks**

Master Educator, 3rd Edition, ISBN-13: 9781133693697, List Price: \$176.95 USD

Exam Review, ISBN-13: 9781133776598, List Price: \$53.95 USD

**References**

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**Requirements for Course Completion and Graduation**

- Complete at least 1500 clock hours
- Maintain a minimum grade average of 70% in Theory and practical combined. Must successfully complete all required assignments, objectives, practical, projects, workbooks, tests, etc. (Student must have a passing grade of 70% minimum for each of the items mentioned)
- Satisfy all financial obligations to the school or make payment arrangements
- Financial Aid recipients must complete Student Loan Exit Counseling

**Certification**

Upon completion of all the program requirements and satisfying contract requirements, the student will be awarded a Certificate.

**Salary Range for Cosmetology Instructor**

The annual Cosmetology Instructor salary in Alabama (Birmingham) is \$27,000 not including bonus and benefit information and other factors that impact base pay. However, earning can vary depending on individual goals, company size, location, years of experience and training. (Source: Indeed.com)

**Instructor (Licensed for more than a year)****Instructor (Licensed for more than a year) - 100% On Campus****Instructor (Licensed for more than a year) - Up to 50% Distance Education Program**

CIP CODE: 12.0413 SOC Code: 25-1194

Clock Hours: 650
Program Length (Day): Full time, approximately <b>18</b> weeks (anticipated), <b>37.5</b> hours per week.
Program Length (Night): Full time, approximately <b>28</b> weeks (anticipated), <b>24</b> hours per week.

**Description**

The primary purpose of the Cosmetology Instructor Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in job entry level position in Instructor or related career field.

**Educational Objectives**

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communications skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer- employee relationships.

- Apply learned theory, technical information, and related matter to insure sound judgments, decisions, and procedures.

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

### Program Outline

Hours	Subject	# of Objectives
<b>2</b>	Orientation	2
<b>28</b>	Alabama Law Regulations	28
<b>100</b>	Theory	100
<b>100</b>	Practical	100
<b>140</b>	Clinical Floor Work	140
<b>150</b>	Teaching Skills	150
<b>30</b>	Preparing Student Records	30
<b>100</b>	Testing & Evaluation (Unassigned)	100
<b>Total Hours: 650</b>		<b>Total Objectives: 650</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of unassigned hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

### Class Format, Teaching Techniques, Instructional Methods

The course will be a combination of lecture, demonstration, visual aids, printed illustrations, and evaluations. Students will demonstrate their knowledge of Cosmetology theory and technical skills through the completion of the required practical, clinic activities and self-study. The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### Grading Procedures

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in Practical Cosmetology Competency Evaluation criteria.

Students must maintain a theory grade of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### Grading Scale

Written and Practical	
<b>90 - 100</b>	Excellent
<b>80 - 89</b>	Very Good
<b>70 - 79</b>	Satisfactory
<b>Under 70</b>	Failing

**Textbooks**

Master Educator, 3rd Edition, ISBN-13: 9781133693697, List Price: \$176.95 USD

Exam Review, ISBN-13: 9781133776598, List Price: \$53.95 USD

**References:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**Requirements for Course Completion and Graduation**

- Complete at least 650 clock hours
- Maintain a minimum grade average of 70% in Theory and practical combined. Must successfully complete all required assignments, objectives, practical, projects, workbooks, tests, etc. (Student must have a passing grade of 70% minimum for each of the items mentioned)
- Satisfy all financial obligations to the school or make payment arrangements
- Financial Aid recipients must complete Student Loan Exit Counseling

**Certification**

Upon completion of all the program requirements and satisfying contract requirements, the student will be awarded a Certificate.

**Natural Hair Stylist Program - 100% On Campus****Natural Hair Stylist - Up to 50% Distance Education Program**

IP CODE: 12.0407      SOC Code: 39-5012

Clock Hours: 210

Program Length (Day): Full time, approximately **6** weeks (anticipated), **37.5** hours per week.

Program Length (Night): Full time, approximately **9** weeks (anticipated), **24** hours per week.

**Description**

The primary purpose of the Natural Hair Stylist Program is to train the student in techniques and methods of natural hair Stylist and prepare the student for Licensure.

**Educational Objectives**

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Apply learned theory, technical information, and related matter to insure sound decisions and procedures in Natural Hair care and Braiding.

**Program Outline**

Hours	Subject	# of Objectives
<b>55</b>	Science and Sanitation	55
<b>10</b>	Shampooing	10
<b>145</b>	Braiding, Weaving, Extending, Locking	145
Total Hours: 210		<b>Total Objectives: 210</b>

## Class Format, Teaching Techniques, Instructional Methods

The course will be a combination of lecture, demonstration, visual aids, printed illustrations, and evaluations. Students will demonstrate their knowledge of Cosmetology theory and technical skills through the completion of the required practical, clinic activities and self-study. The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

## Grading Procedures

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in Practical Cosmetology Competency Evaluation criteria. Students must maintain a theory grade of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered per the following scale:

### Grading Scale

Written and Practical	
90 - 100	Excellent
80 - 89	Very Good
70 - 79	Satisfactory
Under 70	Failing

## Textbooks

Milady 14 Edition BNDL: PKG STD COSME + NDS +NAT (ISBN 13: 979-8-21-436134-5) \$389.9625

- Milady Standard Natural Hair, Edition: 001 (ISBN 13: 978-1-13-369368-0)
- SWB Milady Standard Natural Hair, Edition: 001 (ISBN 13: 978-1-13-376565-3)
- PKG Milady Standard Cosmetology, Edition: 014 (ISBN 13: 978-0-35-787149-2)
- PAC CIMA For Milady Standard Cosmetology 14 Edition, (ISBN 13: 979-8-21-409881-4)

## References

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

## Requirements for Course Completion and Graduation

- Complete at least 210 clock hours
- Maintain a minimum grade average of 70% in Theory and practical combined. Must successfully complete all required assignments, objectives, practical, projects, workbooks, tests, etc. (Student must have a passing grade of 70% minimum for each of the items mentioned)
- Satisfy all financial obligations to the school or make payment arrangements

## Certification

Upon completion of all the program requirements and satisfying contract requirements, the student will be awarded a Certificate.

### **Salary Range for Natural Hair stylists**

Average annual earnings for hairstylists would be around \$26,790 before tips, according to the Bureau of Labor Statistics. However, your annual earnings as a natural hair stylist depend heavily on whether you work for a salon or own your own business, which is common for entrepreneurial natural hair stylists. Earnings can also depend on your level of experience, how well you market yourself to build your client base (and keep them coming back), the market you work in, continuing education or advanced certifications you earn, and more.

### **Orientation**

Winonah School of Cosmetology provides access to orientation programs (New Student Orientation Booklet and CIMA New student Orientation in digital format) on or before the first day of class. The orientation provides information about the instructional course or program, the educational objectives of each course or program, administrative policies affecting students, and support services.

**Orientation is mandatory for all Newly enrolled students and is held on the first day of Class.**

### **Theory and Practical academics**

Students must meet the following requirements for each subject:

- Take adequate lecture notes.
- Complete assigned worksheets.
- Complete workbook for each unit as assigned.
- Complete practical requirements
- Complete all objectives in each subject
- Pass with a 70% overall.

### **Makeup Work/Makeup Tests**

Students must complete all required assignments, objectives, practical, projects, and tests. If a student is absent (excused or un-excused) on the scheduled test day, the student must talk to the administrator as soon as possible, and get permission to retake the test. The administrator should give the instructor(s) in charge, the name of the students allowed to re-take a test, in advance, allowing the instructor(s) enough time to prepare the test material. Excused absences must be a legal documented excuse such as doctor's documentation, notice of Jury duty, court appearances and/or funeral excuses. There is a test retake fee of \$50.00 per test for each un-excused absence days. (Please refer to the other educationally related charges table in this Catalog). Missing assignments, objectives, and practical must be completed before the student can graduate.

### **Makeup Hours**

Day Students can attend school on Monday's nighttime, and Night students on Saturday's daytime to gain more hours. However, these gained hours can only reduce the number of excused absence hours but will not affect the number of unexcused absence hours. Students planning to makeup hours need to coordinate with the administration office.

### **Career Services/ Employment Placement Services**

Although we cannot guarantee employment, we are always available for assistance in placement of the graduated students. We post all information regarding employment inquires on the Schools Facebook and the student information board.

### **Institutional Outcomes**

The institutional outcomes such as Completion, Licensure, and Placement rates will enable you to make a good decision on whether to enroll in one of our programs or not. This information was submitted on our 2022 annual report to the National Accrediting Commission of Career Arts & Sciences (NACCAS) and are included in this Catalog on page 64.

## **Occupational disorders and demands (Career Consideration)**

Students must be physically capable to perform the skills necessary to complete the program. Cosmetologist are required to stand about 75% of the time. Cosmetologist must lean forward, stoop, bend, and twist. Cosmetologist's hands are frequently exposed to water and chemicals. The back experiences significant stress during cosmetologist day. Cosmetology tools can cause cuts and other injuries, so it's important that a cosmetologist has reasonably good vision, so they can handle tools safely. Dexterity to grasp shears, razors, and other tools is important.

Winonah School of Cosmetology educates students, so they are equipped to perform the following functions essential to the industry. Students must be able to perform these functions with or without reasonable accommodation, to graduate from Winonah School of Cosmetology.

- Student must be able to wet, shampoo, message, braid, comb, cut sculpt and dry a guest's scalp and/or hair while using various tools, including their hands.
- Students must be able to evaluate a guest's hair color to determine the correct amount and ratio of chemical color needed to achieve the desired hair color and to properly mix the color chemicals.
- Student must be able to file, buff, clip, clean, and apply polish and/or artificial nails to guest's nails while using various tools, including their hands.
- Students must be able to mix and apply a variety of chemicals including those of caustic nature.
- Students must be able to apply product and massage a guest's face, arms, and hands.
- Students must be able to effectively communicate and interact with guests and staff.

## **Graduation Requirements**

For student to graduate from the program, receive a Certificate, and be eligible for state license student must:

- Successful completion of the required number of clock hours as specified in the catalog and application.
- Maintain a minimum grade average of 70% in Theory and practical combined. Must successfully complete all required assignments, objectives, practical, projects, workbooks, tests, etc. (Student must have a passing grade of 70% minimum for each of the items mentioned)
- Satisfy all financial obligations to the school or make payment arrangements
- Financial Aid recipients must complete Student Loan Exit Counseling

## **State Licensures requirements – Regulatory Oversight**

Admission or Graduation from Winonah School of Cosmetology does not guarantee licensure in the state the student wishes to provide services. A student must complete the required hours by the state in a school that is licensed by state board. Students must complete and pass both the written and practical exam with the Alabama Board of Cosmetology and Barbering before becoming a licensed in their training. For more information please visit [www.aboc.alabama.gov](http://www.aboc.alabama.gov).

To receive a personal license, an applicant shall satisfy any of the following requirements:

- All legal requirements,
  - Completion of the required hours, as a student or apprentice, submission of the appropriate examination fees,
  - Successful completion of the appropriate examination, and submission any applicable license fees
1. Written Exam
    - a. A non-refundable Fee of \$75.00 money order payable to the State Board of Cosmetology & Barbering (Student must provide the school with the fee for the State Board written exams).
    - b. Record of Completion signed by instructor
    - c. Proof of high school education or equivalent (ABC may requires high school transcript, or GED)
    - d. Two current 2x2 colored professional passport type photos.
    - e. Copy of current Driver License and Social Security Card (The name on the documents should match exactly)

- f. Meet any additional requirement by the Alabama State board of Cosmetology & Barbering

When papers are received from Alabama Board of Cosmetology and Barbering, you will call and schedule your written exam.

2. Practical Exam

- a. Candidates who pass the written exam will complete and submit the practical exam application along with a money order or cashier's check for the required amount. Students are responsible for the payment of \$120.00 Practical exam fee directly to the State Board of Cosmetology and Barbering (ABC). Winonah School of Cosmetology is not responsible for the practical exam fee.

### Student Loan Exit Counselling

Prior to graduation student will receive a graduation packet. The graduation packet consists of: Student Loan Exit Counselling Form: For students who receive Direct Subsidized and/or Unsubsidized Stafford Loans this information form gives step – by – step directions on how to complete exit counseling and a date that exit counseling must be completed by. Students who do not complete counseling by the due date will not be allowed to clock in until it is completed.

If a student's Government ID on file has expired, a copy of an updated government ID will be required.

### Completion, Pass and Placement Rates

Student placement information is obtained through exit interviews, graduate surveys, and phone contacts.

### Exceeding Enrollment Agreement End Date

**Please read this section carefully and plan to prevent additional fees for exceeding your enrollment agreement end date.**

- A 100% attendance rate is necessary to complete the program by the contract end date.
- Students should review their enrollment contract to make sure they know the enrollment contract end date and should monitor absences carefully or risk exceeding this date and incurring additional fees.
- The Contract End Date is calculated based on scheduled hours. Hours, attendance, excused and unexcused absences beyond 8% excused absences, and any other educationally related charges are monitored, calculated, and added to the student ledger at the end of each month.
- The expected graduation date is continuously adjusted based on the actual attendance, unexpected school closures, and leave of absences.

### Attendance

**Scheduled Hours:** Hours the student is to attend to complete the program by the anticipated end date on the enrollment agreement.

**Actual Hours:** Hours the student has clocked in and clocked out.

- A 100% attendance rate is necessary to complete the programs by the enrollment agreement end date.

Day	School Hours	<b>Tuesday – Saturday 8:00 am – 4:00 pm</b>
	Hours per Week	37.5
Night	School Hours	<b>Monday – Thursday 4:00 pm – 10:00 pm</b>
	Hours per Week	24

- Students must arrive and sign in on time. Morning Class starts at 8:00 a.m. and Evening Classes at 4:00 pm.

- Students may miss up to 8% of their scheduled hours for excused (approved) absences. The 8% excused (approved) absences can be used for vacation, doctor appointments, illnesses, etc.
- Overtime and unexcused absence charges are calculated at \$10.00 per hour, added on the student ledger, and due at each disbursement or SAP point.
- Attendance is Mandatory on Fridays & Saturdays for Day School and on Wednesdays & Thursdays for Night School. Students will be charged \$10.00 per day for un-excused absence on the Mandatory days.
- Day School students are encouraged to be in attendance seven and half (7.5) hours per day, 37.5 hours per week to complete their program on the contract scheduled graduation date.
- Night School students are encouraged to be in attendance six (6) hours per day, 24 hours per week to complete their program on the contract scheduled graduation date.
- Time clock software is the official record of hours attended. Students will receive credit for properly documented time only.
- Students are required to “clock in and out” upon arrival, at lunch time and departure time. Students must remain in the school premises always while clocked in unless they are on an assigned lunch break.
- Students may not clock in or out for another student.
- Students who are late or cannot attend school must contact the school by 7:00 am (Day School) and by 3:00 pm (Night School) and talk to the school administrator immediately.
- Students must request time off from school from the school official.
- Each student is encouraged to keep a specific personal calendar showing the exact number of clock hours attended each day.
- Students must maintain a 67% attendance average to meet SAP. (satisfactory Academic Progress)
- The school may set a higher attendance rate at the School Director’s discretion.
- We expect students to attend their full contracted schedule to complete the hours of state approved training to graduate in time and avoid additional fees.
- Hours and attendance are monitored at least every 30 days.

### **Theory and Clinical Attendance**

- All students must attend all Theory classes for the time they are enrolled.
- Students that attend theory classes under 6 hours per week must make arrangement with their instructor to make up theory hours.
- It is the student’s responsibility to make up all work missed during an absence. An educator will be available from 8:00 a.m. to 4:00 p.m. Tuesday thru Saturday (Day School) and from 4:00 p.m. to 10:00 p.m. Monday Thru Thursday (Night School) to assist (answer question and concerns) students with makeup work.

### **Time Clock**

We are required by state law to maintain an accurate record of all hours attended for each student during a school week. For us to comply with the law, it is mandatory that each student accurately completes a time record that reflects all time attended each week. It is the student’s responsibility to clock in and out every day. If for some reason, she/he forgets these hours will be lost. It is a violation of the School’s policy for any student other than you to clock your own time records. Any students caught clocking other students in, will face disciplinary action. Winonah School of Cosmetology maintains student attendance records. To receive credit for hours attended, all students clock in and out on a computerized time clock when arriving and departing from Winonah School of Cosmetology and for assigned lunch breaks. Each student is encouraged to keep a personal calendar showing the exact number of hours credited each day.

Upon completion of the enrollment procedure, the student is added to the computerized Timeclock system and will be given a username and password to clock in and out. Winonah School of Cosmetology strongly prohibits students from sharing their password with other students.

The school will generate monthly reports for students to examine before the total is reported to the Alabama Board of Cosmetology. Students who disagree with the school totals are encouraged to make an appointment with the school director to have the time rechecked in their presence. The final total for each student will be then reported to the Alabama Board of Cosmetology. Check each month, as only the previous month will be discussed.

### **Clocking – In**

- Day school starts at 8:00 am.
- Students arriving after 8:00 am are considered late.
- Night school starts at 4:00 pm.
- Students arriving after 4:00 pm are considered late.
- Students are always required to clock in at the time of arrival at school even when late.

### **Clocking – Out**

Students cannot clock out before scheduled and without prior permission from the school officials. All equipment must be cleaned and sanitized. Sanitations are required each day. You must complete your sanitation, and have it checked before clocking out. If your sanitations are completed before your scheduled leave time, you may be asked to complete other school duties. The instructor may require that all students remain, and all sanitations be completed before anyone is clocked out.

Students would not earn clock hours beyond school's closing times of 4:00 pm (Day School) and 10:00 pm (Night School) without prior approval from the instructor in charge. The instructors may only approve these extra hours when students are giving services to clients or working on their sanitation duties passed the closing times.

No student can earn more than 40 hours per week.

### **Lunch and Breaks**

Lunches and breaks are scheduled for all students. Day students will take three (3) ten-minute breaks and one (1) 30 minutes for lunch, if possible, according to their booking. Lunch is 30 minutes in length and is assigned by the instructors. Night students will take three (3) ten-minute breaks only.

- Instructors are required to schedule lunch and breaks in a way that ensures the smooth operation of clinic and class.
- Students are required to clock out and take lunches at the scheduled time.
- Students may not receive credit hours for lunch.
- Failure to clock out/in at lunch will result in a 45 minutes' auto deduction.
- Students who are performing services on a client during their scheduled lunch break will be permitted to break after client services are completed.
- Food is not allowed on the clinic floor.
- Break room refrigerator is provided for the food storage. Refrigerator will be cleaned out every Saturday at 3:00 p.m. Remove your food and drinks otherwise they will be thrown away.

### **Excused/Unexcused Absent Policy**

Regular attendance is required to maintain satisfactory progress. In the event of an absence, the student is responsible for arranging all make-up work and hours with the Instructor.

The student must maintain at least 67% attendance to meet SAP (Satisfactory Academic Progress). School may set a higher attendance rate at the School Director's discretion.

Students will be counseled about any excessive absenteeism. Any student who is not on Leave of Absent that misses fourteen (14) consecutive calendar days may be terminated. School suspension days are counted in the fourteen (14) consecutive calendar days.

### **Tardiness**

- Students must arrive and sign in on time. Morning Class starts at 8:00 a.m. and Evening Classes at 4:00 pm.
- Arriving at school after 8:00 am (Day school), and after 4:00 pm (Night School) is considered late.
- Tardiness is not tolerated

### **Dress Code**

All Winonah School of Cosmetology students are expected to wear appropriate attire, in accordance with the dress code outlined in the handbook. Students who violate the Dress Code will be required to clock out and leave the school until they have complied with the Dress Code. If the student can comply with the Dress Code and can re-enter without missing a theory class, then he/she may do so. Continually being asked to leave the school because of the Dress Code violations will result in not being able to clock in for the day. Students must come to school dressed in their uniform. Make-up must be applied, and hair styled before student arrive at the school, not during school hours.

- Buttoned up School issued uniform, (A black shirt or T-shirt must be worn underneath If left un-buttoned)
- Winonah School of Cosmetology Name Tag
- Comfortable non-slip, closed toe shoes (ABC states shoes must be closed toe to avoid injury)

The followings are items that are allowed with your School issued uniform:

- Black pants, black Capris, black jeans, or black tights
- Black knee high or longer skirts or dresses
- Shirts/sweatshirts/sweaters/jackets may be worn under but NOT over your uniform
- Blue jeans (blue color only) may be worn on Fridays and Saturdays

### **Daily Sanitation**

In accordance with state regulations, each Student is required to complete a minimum of ½ hour of sanitation practices each day. This may include, but not be limited to, sanitation of the student's station, facial rooms, wax area, and general sanitation of other parts of the School and/or equipment. A weekly assignment sheet will be created every week with each student's assigned tasks and posted on the student information board.

This will familiarize each student with additional responsibilities of salon management. Keeping your surroundings, yourself, and your equipment clean is part of your training and is necessary to one's future success.

**The State Board of Cosmetology & Barbering conducts periodic inspections of schools to ensure compliance of the state regulations.**

### **Code of Conduct**

The code of conduct intends to encourage acceptable student behavior and to provide an atmosphere where all individuals feel a sense of respect, safety, and belonging. Students are to:

- Conduct themselves in an appropriate manner in classroom, and within school
- Conduct themselves in an appropriate manner while wearing school uniform in and out of school
- Apply themselves in all curricular areas and to set high standards for personal achievement
- Punctual attendance to school and classes on a regular basis
- Follow dress code in a manner which reflects purpose and propriety
- Be considerate of the thoughts, feelings, and heritage of others
- Be free of illegal drugs/alcohol, possession, use or influence during any time they are in school
- Be aware of their rights and responsibilities; and to exercise those responsibilities while in school

Winonah School of Cosmetology expects students and staff who observe code of conduct violations by other students to report these violations to the administrator.

### **Students Expectations**

- Students may not gather around the reception desk, reception area, or office.
- Enjoy your food in the break room area only.
- Stealing or taking school or another's private property is unacceptable and may be grounds for termination.
- Students who are not working on guests are to remain standing at their stations working on quotas or other assigned projects.
- Sitting is unprofessional and is not allowed while on the clinic floor.
- All services or work done by student must be assigned by, performed under the supervision of, and evaluated by an Instructor within the educational situation.
- **Students who refuse an assigned service will be dismissed for the remainder of the day.**
- Instructor, student instructor, or senior student must check all work.
- No student or employee may use, possess, sell or distribute alcohol or other types of "illegal" or "controlled substances," or use or possess drug paraphernalia on school grounds, except for drugs prescribed by a physician.
- The illegal use of prescribed drugs and the inappropriate use of over-the-counter drugs are also prohibited.
- Students should make sure that visitors remain in the clinic area only. Visitors are not allowed in the classrooms and student lounge.

### **Student Service & Discount**

- Students receive discounted prices for both retail and services.
- Students may only receive services that are approved.
- Students may not get services if they did not attend school the day before.
- No student is to do another student's hair, nails, etc. without first getting permission from their Instructor.
- Order of priorities would be theory, practical, and clinical assignments for the day. Once completed, an Instructor may give you permission.
- If a client comes in while you a student is getting a service and there is no one else available, the student must service the client.
- Students are permitted to receive one discounted service weekly on prescribed Student Service Day (Wednesdays). Additional services will be charged at the regular price.
- Students are required to pay before the service, or full price will apply. Student prices are listed with the Instructor and school Administrator.
- No outside products are allowed.

### **Student Reward Bucks**

Winonah School of Cosmetology may choose to award students for their performances. Students may get one Reward Buck for the followings:

- Pre-booking
- Add-ons (A service that is not in the same category)
- Recommending school Products
- Good performances
- Etc...

The students may use their Reward Bucks (\$1.00 each) towards the cost of any salon services, products, and overtime. Winonah School of Cosmetology reserves the right to deny students Reward Bucks for services for any reasons.

## **Performance booking and service**

### **Client Services**

- Stations are assigned to each student by the institutions staff
- Stations may be reassigned at the discretion of the institutions staff
- A student may not store equipment or personal belongings at a station when he/she is not assigned to that station. All equipment and personal belongings must be stored in the student's assigned locker every night or taken home.
- Any student refusing to service a client will be immediately sent home and receive no hours from the time of dismissal.
- Students who are physically unable to service a client cannot be in attendance or receive hours.
- Students are never to leave a client unattended; it could be dangerous to the client and is unprofessional.

### **Booking and service**

- All students must meet all state and institutional requirements before working on guests.
- Winonah School of Cosmetology strives to offer as much hands-on experience as possible to help our graduates enter the field feeling comfortable and well versed in all areas of Cosmetology, Nail, Instructors, Manicure/waxing, and Natural hair styling. Winonah School of Cosmetology schedules guest services for the students based on student needs and complies with state cosmetology law and NACCAS regulations regarding scheduling guest services.
- Winonah School of Cosmetology accepts requests from guests to have a specific student perform their services. In fact, Winonah School of Cosmetology encourages students to request that guest ask for them specifically to foster relationship-building skills.
- Winonah School of Cosmetology requires students to conduct themselves in a professional manner always. Students who fail to do so may be clocked out, suspended, or terminated.
- Student should:
  - Greet guests
  - Escort them to your station
  - Have a consultation with the guest
  - Always get an instructor to get you started. Instructor will confirm your consultation
  - Do not start any service without an instructor consultation
  - Get an instructor at any time you need help during a client service
  - Always treat your client with professionalism
  - Educate your client on the products that you used
  - Always get an instructor to have a final check with you and your client before checking out
  - Escort your client to the retail area and show them the products that you used and answer any questions that they may have
  - Ask your client if they would like to schedule for their next appointment with you
  - Ask your client for referrals (anyone that they think would like to get a service that our school offers)
  - Give them a business card with your name and next appointment time on the back of it
  - Give your client 3 more business cards and ask them to give them to their family and friends
  - Always say thank you
- Student should not:
  - Run; raise their voices or yell; sit or put their feet on stations; visit with other student while working on guests; eat or drink in the clinic or reception areas; move station chairs; write on station mirrors or apply pictures or decorate station areas; use profanity; argue with the educators, guest, or other students.
- Students may not refuse a guest, unless in an extenuating circumstance and if approved by the instructor in charge. Any student who refuses a guest or argues about taking a guest will be clocked out and required to leave the school premises immediately.
- A student that does not guests should their times productively by completing project sheets and assignment and objective sheet requirements.

- Winonah School of Cosmetology maintains a guest record for each chemical service guest. Each time a student provides a chemical service on a guest; he/she must fill out a chemical service in its entirety to be placed in the guest's file.
- Students must complete sanitation daily as assigned.

### **Student Council**

Students have the option to form a Council that is a group of students elected by, and representing, their classmates. The Student Council is a forum to collect and exchange students' ideas, interests, and concerns. Its purpose is not to govern the students, but to serve as a liaison between the student body and the administration. Additionally, the Council seeks to foster and strengthen school spirit and pride. This is a fantastic opportunity for students to develop leadership skills that will help them in their careers. (Forming a student council is at the discretion of school.)

### **Kits**

- Students are required to bring their complete kit, including books, study tools and working tools to Theory Class and Practical Class every day at the beginning of classes.
- Winonah School of Cosmetology is NOT responsible for lost or stolen items. It is the responsibility of the student to replace any missing equipment at his/her expense.
- Kits may be inspected by an authority including State Board of Cosmetology inspector during their regular inspections.

### **Lockers**

Lockers are provided free of charge to students for their personal belongings. Students should fill out and submit the "Locker Assignment" Form before giving access to a locker. Students are required to provide their own lock and keys. The school DOES CHARGE a fee for lost keys or locks.

- Students are expected to keep their lockers in a clean and orderly manner.
- Lockers are to be used to store personal items necessary for educational purposes at school.
- Lockers may be inspected by an authority including State Board of Cosmetology inspector during their regular inspections. The inspection of the lockers is done the same way as the students' kits.
- Lockers shall not be used to store items such as food, drinks
- No user shall store in a locker: guns, ammunition, weapons of any kind, explosives, prohibited drugs, illegal or illicit items, substances, or other items deemed by the school to be harmful, offensive, or inappropriate.

### **Parking**

Parking is currently provided free of charge to our students in the front of the school. School has the right to change the location of the student parking or parking charges at any time.

### **Cell Phones & Electronic Devices**

Cell phones must be turned off during school hours and can only be used in the break/lunch area or outside the building during your break or lunch. Smart phones and/or tablets can only be used for education purposes and students must get permission from the instructor before they can use it.

### **Smoking**

- Smoking is only permitted on lunch and breaks.
- There shall be no smoking permitted in the building except for designated outside smoking areas
- In the back of the building which shall be at least 20 feet away from all entrances, exits, an operable windows and air intakes.
- Smokers should dispose of their cigarette butts in designated containers.
- Smoking is not allowed in front of the School.

### **Equipment and Personal Belongings**

Each student is responsible for his/her own equipment, books, and personal belongings. These items must be removed from theory and clinic areas at the end of each day. Students who do not come to school with their

equipment will be sent home and will be allowed back at the break time. Winonah School of Cosmetology is not responsible for lost or stolen items. All kits, lockers, and personal belongings should be clean and hair free.

### **School Equipment, Vandalism**

- Students may **NOT** remove school equipment from the building at any time.
- Students should help to keep our classrooms, hallways, lunchroom, and clinic area, neat, and orderly.
- Students should be careful when using school equipment.
- Student will be responsible for any damages caused by their negligence or abuse of school equipment and facility.
- Damages to any tools and equipment must be reported to the management immediately
- School could not be held responsible for claims of injuries happened to any student, staff, or client as a result of the improper use of school equipment or use of a damaged equipment.
- Any form of vandalism is not tolerated and may result in legal action by the school.

### **Policy on Cheating**

- Students caught cheating may be subject to termination from the program.
- Clocking in & out for another student is considered cheating and will have consequences.

### **Social Networking Policy**

This social networking policy applies to all students enrolled at Winonah's International School of Cosmetology. Winonah's International School of Cosmetology acknowledges that students use technology to connect, collaborate, and communicate with each other and online forms of expression are as important to student development as traditional oral and written expression.

#### **State of Social Media**

Social media, professional networking sites, rapid-fire communications, blog sites, and personal Web sites are all useful technologies; Winonah's International School of Cosmetology realizes this fact. Every student has an opportunity to express and communicate online in many ways, and Winonah's International School of Cosmetology encourages an online presence. Above all else, everyone needs to use good judgment on what material makes its way online. The following "best practice" guidelines are being provided to help you effectively use these forums, protect your personal and professional reputation, and follow state and/or Network rules and policies.

#### **Responsibility**

The personal use of social networking sites or blogs creates the risk of affecting your professional career whether you want it to or not. To that end, it is vital that you conduct yourself in such a way that it does not adversely affect your position with Winonah School of Cosmetology. Please be reminded that it is impossible to perceive "tone" in online communications.

Below are suggested guidelines to follow when using social networking sites and/or blogs:

- Using social media academically is an extension of your classroom environment. When you use social media for academic purposes, such as for a school assignment, or to post your latest styling work, treat the platform as a digital extension of your school.
- Students shall not engage in any Social Networking that may harm or tarnish the image, reputation and/or goodwill of Winonah's International School of Cosmetology and/or any of its students or employees.
- Students are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when Social Networking or otherwise engaging in any conduct prohibited by Winonah School of Cosmetology's Non-Discrimination policy.
- Do not use social media to subject the staff, students, or customers of Winonah's International School of Cosmetology to ridicule or intentional infliction of mental distress.
- It is important not to respond to, retaliate to, or forward any harassing, intimidating, or bullying content.
- There is no right to privacy when using school-related social media. If you are using the school's device or network, the school may review what you post.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of student's privileges (Student services, participation in the graduation Ceremony)
- Suspension from school.
- Termination from school.

**Copyright Infringement Policy**

Unauthorized distribution of copyrighted material, including unauthorized peer to-peer file sharing, may subject the students to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov) (2012-2013 Federal Student Aid Handbook, Volume 2, Chapter 6, Page 2-105)

**Catalog/ Program Changes Policy**

Winonah School of Cosmetology reserves the right to make changes to any provisions of this catalog, including the amount of tuition and fees, the content of programs and courses, class schedule, policies and procedures, facilities, faculty and staff, calendar and other provisions deemed necessary. Winonah School of Cosmetology also reserves the right to make changes in curriculum, equipment, and instructional materials and to combine classes.

**Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluations are maintained in the student file. The school will develop an academic plan to address the specific needs of those students who fail to meet the academic requirements at specific SAP evaluation points.

\*Note: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress to continue eligibility for such funds.

**Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress (academic and attendance) at the conclusion of each evaluation period. Evaluation periods are based on Actual hours at the institution.

<b>SAP Evaluation Point</b>	<b>Cosmetology Day 1500 Hours, 40 Weeks</b>	<b>Cosmetology Night 1500 Hours, 63 Weeks</b>
1st Evaluation Point (SAP 1)	450 Actual Hours & 12 Weeks	450 Actual Hours & 19 Weeks
2 <sup>nd</sup> Evaluation Point (SAP 2)	900 Actual Hours & 24 Weeks	900 Actual Hours & 38 Weeks
3rd Evaluation Point (SAP 3)	1200 Actual Hours & 32 Weeks	1200 Actual Hours & 50 Weeks

<b>SAP Evaluation Point</b>	Instructor (Full Program) Day 1500 Hours, 40 Weeks	Instructor (Full Program) Night 1500 Hours, 63 Weeks
1st Evaluation Point (SAP 1)	450 Actual Hours & 12 Weeks	450 Actual Hours & 19 Weeks
2 <sup>nd</sup> Evaluation Point (SAP 2)	900 Actual Hours & 24 Weeks	900 Actual Hours & 38 Weeks
3rd Evaluation Point (SAP 3)	1200 Actual Hours & 32 Weeks	1200 Actual Hours & 50 Weeks

<b>SAP Evaluation Point</b>	Instructor Day 650 Hours, 18 Weeks	Instructor Night 650 Hours, 28 Weeks
Evaluation Point (SAP 1)	325 Actual Hours & 9 Weeks	325 Actual Hours & 14 Weeks

<b>SAP Evaluation Point</b>	Manicure Day 750 Hours, 20 Weeks	Manicure Night 750 Hours, 32 Weeks
Evaluation Point (SAP 1)	375 Actual Hours & 10 Weeks	375 Actual Hours & 16 Weeks

<b>SAP Evaluation Point</b>	Natural Hair Day 210 Hours, 6 Weeks	Natural Hair Night 210 Hours, 9 Weeks
Evaluation Point (SAP 1)	105 Actual Hours & 3 Weeks	105 Actual Hours & 4.5 Weeks

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Students will receive copies of all evaluations.

### Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress (minimum 80% attendance required for VA students). Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% (80% for VA students) cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### Maximum Time Frame

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

Program Name (Full time)	Maximum Time Allowed		
	Number of Weeks		Scheduled Hours
	Day time	Nighttime	
Cosmetology - 1500 Hours	60	94.5	2250
Instructor -1500 Hours	60	94.5	2250
Instructor - 650 Hours	27	42	975
Manicure (Nail Technology) - 750 Hours	30	48	1125
Natural Hair Stylist - 210 Hours	9	13.5	315

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative (practical + written) grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>90 – 100</b>	<b>Excellent</b>
<b>80 - 89</b>	<b>Very Good</b>
<b>70 - 79</b>	<b>Satisfactory</b>
<b>Under 70</b>	<b>Failing</b>

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. A student who does not achieve the minimum standards is no longer eligible for Title IV funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. After each evaluation, students will receive a hard copy of their Satisfactory Academic Progress Determination to sign. The original signed copy will be placed in the student file and a copy will be given to the student. A leave of Absence (LOA) will not affect the student's satisfactory academic progress (SAP) status.

### **Warning**

Students who fail to meet minimum requirements for attendance or academic progress at an evaluation period are placed on Financial Aid warning and considered to be making satisfactory academic progress during the warning period, until the next scheduled evaluation point. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the warning period, the student has not met both the attendance and academic requirements, he/she will be ineligible for Title IV assistance.

### **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 10-15 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, the student will be placed on probation, and federal financial aid will be reinstated, if applicable.

**Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation and will be advised in writing (Progress Plan) of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on an academic plan must be able to meet requirements set forth in the progress plan by the end of the next evaluation period. Students who are progressing per their specific plan will be considered making Satisfactory Academic Progress. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the progress plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. (VA education benefits will be discontinued should the student fail to make satisfactory progress.)

**Re-establishment of Satisfactory Academic Progress**

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

**Interruptions, Course Incompletes, Withdrawals**

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

**Noncredit, Remedial Courses, and Repetitions**

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

**Transfer Hours**

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted.

**Leave of Absence Policy (LOA)**

It may become necessary for the students to take a short break from training for a variety of reasons such as Personal or family related issues, Medical issues, or financial hardship. Students should confer with the school official to determine if they are eligible for a leave and what the impact will be on their program.

Students may be granted more than one leave in a twelve-month period. However, the total time for the Leave of Absences may not exceed 180 calendar days in any 12-month period. This 12-month period begins on the first day of the student's initial LOA.

Reasons for which a Leave of Absents may be granted are: (must have valid documentation)

- The birth or adoption of a child or placement of a foster child
- The care of a sick spouse, child, or parent
- The students own serious health condition
- Death of an immediate family member
- Students may be placed on an Administrative Leave as determined by the School official

- Leave of absence approvals for reasons such as “no transportation”, “no childcare”, “must work” are at the discretion of school director.
- Students’ attendance history and SAP evaluation results may be a factor in approval/denial of a request for Leave of Absence.

Student returning from a Leave of Absence, or other official interruption of training will return to school in the same progress status as prior to the departure.

- Leave of Absence approvals are at the discretion of the school’s director.
- Winonah School of Cosmetology may not grant Leave of Absences to students in the Development track. (Leaves can be granted at this stage for mitigating circumstance at the discretion of the school Director.)
- Student must apply in advance for a LOA unless unforeseen circumstances prevent them to do so.
- All requests for leaves of absence must be submitted in writing & must include the reason for the student’s request, and the student’s signature.
- Except in emergency situations or director’s discretion, students are allowed one personal leave of absence every six months
- The leave of absence request must be for a minimum of 2 weeks unless allowed by the school Director.
- There must be a reasonable expectation that the student will return from the LOA.
- Winonah School of Cosmetology may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. In this case Winonah School of Cosmetology will document the reason for its decision and collect the request from the student later. The beginning date of the approved LOA would be the first date the student was unable to attend the institution.
- Scheduled hours will not be accumulated.
- A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- Winonah School of Cosmetology will not assess the student any other educationally related charges because of the LOA.

Since Winonah School of Cosmetology will not assess any other educationally related charges to a student returning from LOA, the School will not award any additional Title IV aid until the student has completed the coursework in which the student was enrolled when the leave was granted.

- Students on payment plans must continue with their payments while on Leave.
- The leave will not affect the student’s satisfactory progress (SAP) status.
- The student’ maximum timeframe for course completion and enrollment agreement and date will be extended by the number of calendar days of the leave.
- Changes to the contract period on the enrollment agreement will be initialed by all parties or an addendum will be signed and dated by all parties.
- The student will be informed as to when he or she is scheduled to return to class.
- The Student will return to school with the same academic and attendance status held prior to the leave.
- Student’s grace period for Title IV program loans will be reduced by the entire time of the leave of absence up to and including the exhaustion of the student’s grace period.
- If a 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. All institutional refund and Return to Title IV calculations will then go into effect based on the students last date of attendance.
- The withdrawal date for calculating a refund is always student’s last day of attendance.
- Students on leave of absence should continue to make payments on their account as scheduled.

The student will return to school from a leave of absence on the return date specified on the Leave of Absence Request form. A student who wishes to extend or shorten the scheduled leave of absence must contact the school prior to the originally scheduled return date or desired new date.

## **Official Withdrawal Policy**

A student may choose to withdraw from Winonah's International School of Cosmetology. The student should notify the school in writing using the school's Withdrawal Request Form. Students who withdraw prior to course completion are charged an administrative fee of \$150.00 as part of the Refund Calculation.

Students wishing to transfer to another institution must pay all monies owed to Winonah School of Cosmetology, and all applicable academic requirements must be met for the hours to be released.

### **Determining the Date of Withdraw**

- A student on approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the scheduled date that the student notifies the institution that he/she will not be returning.
- Official withdraw date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

Winonah School of Cosmetology reserves the right to alter or terminate this policy at any time, with or without reason or notice.

## **Unofficial Withdrawal Policy**

Winonah's International School of Cosmetology routinely monitors attendance records to determine in a timely manner when a student withdraws. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last date of attendance as determined by the institution from its attendance records. If the student is eventually determined to be a withdrawal, the end of the 14-day period begins the time frame for completing an R2T4 (for title IV) and Institutional Refund calculation.

- If a student fails to attend or cease to attend classes without officially withdrawing, the last day he/she attended class is the Unofficial withdrawal date.
- Students will be billed for resulting institutional charges of \$150.00.

## **Termination Policy**

Winonah School of Cosmetology routinely monitors attendance records to determine in a timely manner when a student withdraws. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 consecutive days after the student's last date of attendance as determined by the institution from its attendance records.

In addition, Winonah School of Cosmetology may terminate a student's enrollment if they fail to comply with academics, and financial requirements, or if they fail to abide by established standards of conduct, as outlined in the school Catalog and Handbook, New Students Orientation Booklet, and/or enrollment agreement.

The student will be charged an administrative fee of \$150.00 as part of the Refund Calculation, if terminated.

### **Grounds for Termination**

- A student missing fourteen (14) consecutive school days may be terminated.
- A student who does not return from a leave of absence on the date the student was scheduled to return may be terminated from Winonah School of Cosmetology. The student must notify the school within two business days prior to the originally scheduled return date for a new scheduled return date.
- If a student is placed on probation for Satisfactory Academic Progress and has not met the requirement by the end date of the probation period, he/she may be terminated.

Winonah School of Cosmetology reserves the right to alter or terminate this policy at any time, with or without reason or notice.

## **Cancellation, Withdrawal, and Institutional Refund Policy**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

1. All refund calculations are based on scheduled hours.
2. All monies due to the student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - A. An applicant is not accepted by the school he/she shall be entitled to a refund of all monies paid to the school except the non-refundable application fee of \$100.
  - B. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three (3) business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded less the non-refundable application fee of \$100, regardless of whether the student has started classes.
  - C. A student who cancels his/her contract after three (3) business days of signing the contract but prior to starting classes is entitled to a refund of all monies paid to the school less a non-refundable application fee of \$100 & a non-refundable registration fee of \$100.
  - D. A student notifies the school of his/her withdrawal in writing.
  - E. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of the withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the School that the student will not be returning.
  - F. A student is expelled by the school. (Unofficial withdrawals will be determined by the school by monitoring attendance at least every 30 days).
3. For official cancellations as defined in items B, C, D, and E, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school director/administrator/ in person.
4. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

Percentage of Scheduled Time Enrolled to Total Course/Program	Total Tuition School Shall Receive/Retain
<b>0.01% to 4.9%</b>	20%
<b>5% to 9.9%</b>	30%
<b>10% to 14.9%</b>	40%
<b>15% to 24.9%</b>	45%
<b>25% to 49.9%</b>	70%
<b>50% and over</b>	100%

5. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
6. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
7. If the school closes permanently and cease to offer instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
8. If a course or program is canceled after a student's enrollment and before instruction in the course and/or program has begun, the school will either provide a full refund of all monies paid or completion of the course later.
9. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all

monies paid.

10. All extra costs such as books, kits, graduation fees, other fees, etc., are non-refundable and are not considered in the tuition adjustment computation. All charges are identified in the catalog and enrollment contract.
11. Students who withdraw or terminate prior to course completion are charged a cancellation or Withdrawal fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement.
  - The Institution Refund Policy for VA & REHAB students is the same as the policy noted above with one exception; refunds will be made within 40 days for VA students. In cases which VA or Rehab does not comply with the school's refund policy, the student should comply with the school's refund policy.

### **Return to Title IV (R2T4) Federal Financial Aid Policy**

Title IV funds (Federal Pell Grant, Stafford, and PLUS loans) 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 Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The Institution Refund Policy, used to determine the charges a student will owe after withdrawing, will not affect the amount of Title IV aid earned under the Return to Title IV (R2T4) Policy.

If a student withdraws then re-enters in the same program within 180 days from the last day of attendance, the student's financial aid is reinstated as planned prior to withdrawal.

A student may officially withdraw from the institution in writing by submitting "Withdrawal Request Form-ZEN 1023" to the Administrator. (This form can be requested from the Administration Office)

Title IV funds are earned in direct proportion to the percentage of the payment period that is completed, with 100% of the funds earned after 60% of the payment period is completed. For example, if the payment period lasts 10 weeks, 100% of the Title IV funds are earned after six weeks is completed. If a student withdraws after 60% of the payment period is completed, no Title IV funds are required to be returned. When a student withdraws prior to completion of 60% of the payment period, Winonah School of Cosmetology must determine if the Title IV funds received by the student exceed the amount earned. This calculation is based on the clock hours scheduled as of the date of the student's withdrawal. All withdrawal calculations/refund of unearned Title IV aid will be completed within 45 days of the date the school determines the student withdrew.

### **Post Withdrawal Disbursement**

Winonah School of Cosmetology will automatically use all or a portion of a student's post-withdrawal disbursement of Pell Grant funds for tuition and fee charges. A student may be eligible for a post withdrawal disbursement of a Federal Stafford or PLUS loan if, prior to withdrawing, the student earned more federal financial aid than was disbursed. The amount earned is determined as part of the required federal Return of Title IV Funds calculation. Post-withdrawal disbursements for Federal Stafford or PLUS loans will be offered to the student within 30 days of the date the school determines the student withdrew. It is important to understand that accepting a Federal Stafford or PLUS loan post withdrawal disbursement will increase the overall student loan debt that must be repaid under the terms of your Master Promissory Note.

Winonah School of Cosmetology will return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date. Winonah School of Cosmetology disburses any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

The institution determines the earned and unearned portions of Title IV aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

Unearned Title IV aid must be returned in the following order: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, then Federal Pell Grant.

Students and parent loan borrowers will be notified if the institute returns funds to the lender. Student borrowers are required to complete exit loan counseling concerning repayment options, debt management strategies, avoiding default, etc.

Additional information on the Return to Title (R2T4) calculation procedures and requirements, including examples, may be obtained by contacting the Financial Aid Office.

Non-Title IV funds received will be returned to other financial aid programs in accordance with the funding source's refund policies.

## **Collection Policy**

Students should meet their financial obligations to the school as per their contract terms. In the event of default, the school has the right to proceed with, collection process, legal action, or any other appropriate procedures.

All costs and expenses incurred by the school, including all legal fees, reasonable attorney fees, collection charges, and any other related expenses will be added to the original debt. All collections correspondence will be conducted in a professional manner.

## **Family Educational Rights And Privacy Act (FERPA)**

Pursuant to the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99), Winonah School of Cosmetology has established a policy for the review, release and amendment of student records. If a request to amend inaccurate information is denied, the school allows the student to request a hearing to challenge the contents of the education records, because the records are inaccurate, misleading, or violate the rights of the student.

Winonah School of Cosmetology requires written authorization from the student, or parents/ guardians of dependent minors before we will release any information about the student to any agency or prospective employer. Student's records are protected under the Privacy Act and are treated with the utmost confidentiality by all personnel. Access to these records is available to the student or parents/ guardians of dependent minors by appointment & under supervision of the school. Governing and accrediting agencies have the right to review records. FERPA provides that "directory information" as defined by the school may be made available to the public, unless within 10 business days after enrolling in a program at Winonah School of Cosmetology, a student delivers a written request to the School Director that the Directory Information on that student not be made public. Winonah School of Cosmetology defines directory information as a student's name, address, telephone numbers, program attended, and dates attended.

Students may obtain a "Release of Student Information Form – ZEN 1018" from the administration office. An Authorization to Release Future Professional Records form needs to be completed each time permission is given to release Future Professional information. The written consent must:

- Specify the records that may be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made

The student must sign giving the school permission. The school only releases the information designated on this form and will maintain a record of all release forms and requests for information in the student file. If a parent or eligible student so request, the school will provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, the school will provide the student with a copy of the records disclosed. It is highly recommended that students complete this form when they interview at salons and the salons contact the school about the student.

Generally, the school must have written permission from the parent or eligible student before releasing any information from the student's record. However, the law allows schools to disclose records, without consent to the following parties:

- School officials with legitimate educational interests
- Other schools to which a student is transferring.
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research

- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations doing certain studies for the school
- Individuals who have obtained court order or subpoenas
- Persons who need to know in cases of health and safety emergencies

A record will be maintained for business entities that can view student files without consent from the student or parent. (Form ZEN-1140)

Winonah School of Cosmetology makes a reasonable effort to notify the parent or eligible student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

### **Student Access to Records**

All student files are kept in a locked filing cabinet in the office of the School Director. No one is admitted access to personal files except staff members. All academic test files are locked in filing cabinets and kept in a secured place. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of three years after graduation or termination.

- Students seeking access to their records should submit a written request to the school that identifies the record(s) they wish to review.
- Winonah School of Cosmetology will make arrangement for access and notify the student of the time and place where the records may be inspected.

### **Privacy & Release of Records**

In accordance with FERPA, Winonah School of Cosmetology will disclose information from the academic records of a student to authorized persons, provided Winonah School of Cosmetology has on file written consent of the student. Students are required to sign a student release form each time the institution receives a request for information for a third party. The “Release of Student Information Form – ZEN 1018” can be obtained from the administration office.

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

### **Disciplinary Policy**

#### **Warnings, Suspension and Termination**

Winonah School of Cosmetology students are expected to treat the instructors and staff with respect, be professional, use appropriate language, and refrain from engaging in violent or aggressive behavior and to conduct themselves in accordance with the Code of Conduct and the Handbook. On those occasions when a student does not follow Winonah School of Cosmetology’s expectations in this regard, the student may receive a verbal notice, a written notice or be terminated as provide below.

The Student’s enrollment may be terminated by The School for failure to meet any of the policies including insufficient progress, nonpayment of tuition and fees, failure to comply with rules or policies per the Student Handbook.

#### **Verbal Warning**

Types of offenses that will likely result in verbal warning, depending on the nature and frequency of the offense, as well as history of past offenses (this is not an exclusive or exhaustive list):

Verbal abuse (swearing, calling staff including staff or student’s names, using racially offensive language, talking back, making direct or indirect threats).

- Disrupting class by coming in or out of class, talking in class, using cell phones in class or on the clinic floor, raising voices to other students or staff, or otherwise disrupting the learning environment.

A report of the verbal warning will be kept in the student’s file.

**Written Warning/ Suspension**

Types of offenses that will likely result in suspension. The length of the suspension will be decided by the school Director & school Administrator, and it depends on the nature and frequency of the offense, as well as history of past offenses (this is not an exclusive or exhaustive list):

- Violation of the anti-harassment policy/bullying.
- Violation of the Drug and Alcohol-Free School Policy.
- Verbal Abuse.
- Disrupting class.
- Refusing clients.
- Violation of the policy against violence/threats of violence.

**Terminations**

Winonah School of Cosmetology may terminate enrollment if the student fails to comply with attendance, academics, and financial requirements or if the student fails to abide by established standards of conduct. While enrolled, student must maintain satisfactory academic progress and that financial obligation to the school must be paid in full (Unless other arrangements made) before a Certificate can be awarded.

In general, a first instance of inappropriate behavior is likely to be addressed with a less severe action than a subsequent instance of inappropriate behavior. **However, Winonah School of Cosmetology will use its discretion, based on the facts of each instance of inappropriate behavior and a student's record. Winonah School of Cosmetology employees can and will consider aggravating (making more serious) and mitigating (making less serious) circumstances when determining appropriate discipline.** This policy is meant to be a tool to assist students' understanding of the possible consequences of inappropriate behavior and/or the violation of Winonah School of Cosmetology policy or procedure. Winonah School of Cosmetology reserves the right to alter or terminate this policy at any time, with or without reason or notice.

**Exit Interview**

Students being terminated must complete an exit procedure with the administrator. No exceptions.

**Complaint Policy**

Winonah School of Cosmetology will receive and process any complaint filed by any party which sets forth facts that reasonably suggests the Winonah School of Cosmetology may not follow the federal, State, or NACCAS standards and criteria. We also hear complaints regarding persons that are violating Winonah School of Cosmetology policies, and/or any other violations that the complainant wants to consider. The party filing a complaint must do so in writing using the school form (ZEN 1030, included in the orientation booklet and available through the administrator) and submit it to the administrator so the complaint may be reviewed and processed. Winonah School of Cosmetology cannot guarantee that the complaint will be kept confidential. Winonah School of Cosmetology reserves the right to investigate any facts or circumstances concerning a complaint which come to its attention, whether a formal written complaint has been received. Winonah School of Cosmetology will process all written complaints as promptly as possible. After consideration of the matter, the school will decide on the complaint and will provide the complainant with a written description of the determination and, if applicable, the reasons in support of the determination.

Should the complainant wish to pursue the matter further, a complaint form is available from:

**Private School Licensure Division of Alabama Community College System**

<https://www.accs.edu/about-accs/private-school-licensure/complaints/>

135 South Union Street, Montgomery, Alabama 36130 | Phone # (334) 293-4500

**National Accrediting Commission of Career Arts & Science (NACCAS) <http://naccas.org>**

3015 Colvin Street, Alexandria, VA 2231 | Phone # 703-600-7600

**VA Students**

VA GI Bill® Feedback System: <http://www.benefits.va.gov/GIBILL/Feedback.asp>

(GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs. More information about education benefits offered by VA is available at the official U.S. government Web site at <https://benefits.va.gov/gibill/>)

## **Grievance Policy**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance policy and procedures will be included in the orientation booklet thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school in order to determine the frequency, nature, and patterns of grievances for the institution. The following procedure outlines the specific steps of the grievance process.

1. If a student has concerns regarding classroom management, policies, conduct, instructional methods or effectiveness, or fairness of evaluation, the student is expected to first attempt to resolve their concerns with the instructor, within 10 instructional days of the concern. If the student's concerns are not resolved with the instructor, the student may file a formal grievance within 15 instructional days of the instructor's response, with the school director.
2. If a student has concerns regarding nonacademic School policies and procedures, or their experience at the School, that are not specifically covered by another complaint/appeals process, the student should direct those concerns to the School Administrator. If the student's concerns cannot be resolved informally, the student may file a formal grievance with the school director.

The student should register the grievance in writing on the designated form included in the orientation booklet (ZEN 1150) and available through the school administration office within 15 days of the date that the act which is the subject of the grievance occurred. The completed grievance form will be given to the school Administrator.

The School Director will conduct a formal investigation, establish, and consider all the facts, render a decision as to the validity of the claimed grievance, and take appropriate action to address the student's grievance. The student will be notified of the decision in person or by certified/return receipt mail, to the student's address of record. The decision of the School Director is final.

## **Counselling/Advising**

To help students achieve their fullest personal development and make the best use of all Winonah School of Cosmetology's educational resources, we offer guidance and advice beginning with your first admissions interview.

- Student support advising services are available throughout the training program.
- Academic advising is completed on a regular basis. Students will have the opportunity to talk individually with the instructors and discuss their academic and career building process.
- The staff is willing to help with any of the educational or professional concerns whenever they can.
- The school may also provide professional and personal referrals as needed

We provide students with job placement assistance, in addition to in-school workshops on resume writing, portfolio building, interview skills and customer service skills.

## **Title IX**

### **Sexual Harassment and Sexual Violence Policy**

Winonah School of Cosmetology is committed to providing a safe educational environment free of violence, harassment, and discrimination and has adopted strict policies regarding these matters.

Winonah School of Cosmetology prohibits its students and employees in involving in harassment based on genetic information, race, color, religion, national origin, sex (which includes sexual orientation, gender identity, and gender expression), age, disability or veteran status in admission or access to, or treatment of employment in its programs and services. Such illegal harassment violates federal civil rights laws and school nondiscrimination policy and may lead to personal liability for the results of such behavior. Faculty, staff, or students found to have violated this Anti-Harassment Policy may be subject to the full range of disciplinary actions, as applicable, up to and including termination of employment or termination of enrollment.

### **Definition of Harassment**

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or academic performance or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a School activity. Harassment is typically based on stereotyped prejudices and includes, but is not

limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status.

### **Sexual Harassment Defined**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment.

### **Prompt Reporting Required**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, School Administrator, Director, or preferably the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. In addition, it is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No employee, contract worker, student, vendor, client, or other person who does business with the School is exempt from the prohibitions in this policy. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. The School will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only on a "need to know" basis.

### **Title IX Coordinator**

The Title IX Coordinator has the responsibility of overseeing all Title IX related activities, complaints, and investigations. The Title IX Coordinator, or Deputy Title IX Coordinator, can be reached at:

#### **Title IX Coordinator**

Winonah School of Cosmetology ~ 1870 Chace Dr. Suite 140, Hoover, AL 35242 ~ TitleIX@winonah.net

There are many resources available to individuals who are involved in some way with an incident of discrimination, retaliation, or harassment, including sexual harassment. Please see below.

Jefferson County, Alabama Sheriff's Office

**Emergency Numbers: 911 or 205-325-1450**

U.S. Equal Employment Opportunity

**1-800-669-4000**

Commission, Birmingham District Office State of

Alabama, Attorney General's Office

**Office of Victim Assistance: 1-800-626-7676**

Civil Rights U.S. Department of Health and Human SVS.

**1-800-368-1019**

### **Mental Health Resource Directory for Alabama**

AN ONLINE MENTAL HEALTH RESOURCE DIRECTORY FOR OUR COMMUNITY

#### **HOTLINES**

Jefferson County DHR Child Abuse Hotline	(205)423-4850
AIDS/HIV Nightline	(800) 628-9240
Alabama AIDS Hotline	(800) 228-0469
Alabama Domestic Violence Hotline	(800) 650-6522
Alcohol/Drug Info Line	(800) 662-4357
Battered Women's Hotline	(800) 650-6522
Boys Town National Hotline	(800) 448-3000
CDC National Aids Hotline (Spanish)	(800) 344-7432
Child Abuse Hotline (US)	(800) 422-4453
Childhelp USA Hotline/ National Child Abuse Hotline	(800) 422-4453
Cocaine Anonymous National Referral Line	(800) 347-8998
Crisis/Runaway Hotline	(800) 999-9999
CSAT Hotline	(800) 729-6686
Depression Awareness: National Institute of Mental Health	(800) 421-4211
Domestic Violence Hotline (AL)	(800) 650-6522
Domestic Violence Hotline (US)	(800) 799-7233
Drug/Alcohol Reporting Hotline	(800) 392-8011
Missing/Exploited Children Hotline	(800) 843-5678
National Drug Treatment Hotline	(800) 662-4357
Parent Assistance Helpline	(866) 962-3030
Agency on Aging Hotline	(800) 243-5463
STD Hotline (CDC Natl Info)	(800) 232-4636
National Substance Abuse Hotline	(800) 729-6686
Suicide Prevention Lifeline	(800) 784-2433

## **Drug and Alcohol Abuse Prevention Policy**

Winonah School of Cosmetology has a zero drug and alcohol tolerance policy (This also includes prescription drugs which may alter the mind and/or motor skills). When the institution feels it is necessary, law enforcement may be called at any time in the event of an incident of drug and/or alcohol and/or weapons, and you may be terminated. Additional information, including health risk associated with the use of illicit drugs and the abuse of alcohol, along with drug and alcohol counseling and treatment information, can be located at [www.mh.alabama.gov](http://www.mh.alabama.gov).

### **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

Under Alabama law, the possession, purchase, or consumption of alcoholic beverages by a person under 21 years of age is punishable by a fine of up to \$500 and by up to three months in jail. Also under Alabama law, for a first offense, unlawful possession of a controlled substance (that is, illegal drugs) may be punished by imprisonment up to ten years and a \$5,000 fine and unlawful distribution of controlled substances may be punished by imprisonment up to 20 years and a \$10,000 fine. Subsequent offenses may carry more stringent sentences.

Other Consequences includes:

- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

### **Drug and Alcohol Use Health Risks**

Alcohol's effects vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history

For more information on alcohol's effects on the body, please visit <https://www.niaaa.nih.gov/>. You can also learn the facts about the most commonly abused drugs and their health risks at:

<https://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health>

## **Firearms & Violence Prevention Policy**

Winonah School of Cosmetology does not tolerate threats by or against students. In addition, Winonah School of Cosmetology prohibits students from carrying, possessing, or using firearms and/or weapons while on school premises and while attending school-related events off Winonah School of Cosmetology. This policy applies to all students, including those with a valid permit to carry a firearm. Students who violate this policy will be suspended or terminated.

## **Campus Crime and Safety**

All public and private postsecondary institutions that participate in any of the Title IV programs must comply with the HEA (HEA refers only to the Clery Act and other safety- and security-related requirements applicable to institutions under the HEA). The Clery Act requires postsecondary institutions to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

### **To Report a Crime**

If at any time there is a campus crime or security issue these issued are directed immediately to the owner, administrator, or instructor. For non-emergencies situations please call (205) 703-8070. For emergencies dial 911. Any suspicious activity or person seen loitering inside or around the institutions building should be reported. All reports will be investigated. Violations of the law will be referred to the Hoover Police Department.

### **Safety and Security Information**

Our goal is to provide students, staff, and guest with a safe environment in which to learn and to keep student, staff and the public informed about campus security. The Clery Act requires institutions of higher education

to provide students, staff, and the public with information they need to make informed decisions. The following policies and procedures are established to comply with the Cleary Act.

### **Notification**

In event that a situation arises, and it is established as an ongoing threat, a campus wide notification will be issued, and the Hoover Police Department will be contacted if necessary. The notification will be issued through in-school announcements, postings on bulletin boards (located in the classrooms and the break room), thru text message, social media, and any other means deemed appropriate by the owner and/or director. Anyone with information warranting a notification should report the circumstances in person to the school director, administrator, or a staff member. To receive a notification thru text message please provide your mobile number to the school administrator. To receive a notification thru Face Book please send a friend to winonahcosmetologyschool.

### **Reporting Crime Statistics**

Campus crime, arrest and referral statics include those reported to the Hoover Police Department, owner and/or director, school administrator, a staff member, and/or other law enforcements agencies. Each year, this information is distributed to all enrolled students and employees and posted on the institution's website at [www.winonah.net](http://www.winonah.net).

### **Reporting Crimes**

Crimes that should be reported to the Institute by students, faculty and staff include criminal homicide, murder and non-negligent manslaughter, negligent manslaughter, sex offenses, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. Where there is any question about whether an incident is a crime, a report should be made to the Institute for assistance in determining the nature of the incident.

Be sure to report any crimes or emergencies to any staff member by phone at 205-703-8070 or in person, as soon as possible, but at least within 24 hours. Winonah School of Cosmetology will allow a student to file a crime report and remain anonymous if they wish to do so, but the reporting procedures will be the same. However, please understand that Winonah School of Cosmetology may use this report at any time to ensure the safety and security of the school.

- Winonah School of Cosmetology does not have campus security personnel or employ a campus police force now. However, if we need law enforcement they are called immediately.
- Now, we are asking that any student, staff, or public citizen that has been made aware of a potential crime or an actual crime to notify the school immediately in order to prevent the crime.
- Winonah School of Cosmetology does not maintain residential facilities. School Building is open to staff, faculty and/or students during business hours and when classes are conducted.

### **Confidential Reporting**

Winonah School of Cosmetology encourages anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. The school does not have procedures for voluntary, confidential reporting of crime statistics. Violation of the law will be referred to the Hoover Police Department. When a potentially dangerous threat to the school community arises, timely reports or warnings will be issued.

### **Access to Campus**

Winonah School of Cosmetology is accessible to students and the public during the hours of approximately 4:30 p.m. to 9:30 p.m. on Mondays, 8:30 a.m. to 9:30 p.m. Tuesdays thru Thursdays, 8:30 a.m. to 3:30 p.m. Fridays and Saturdays. Outside of these hours the premises are locked and is only accessible to those with security permission.

### **Campus Security Authority and Jurisdiction**

Winonah School of Cosmetology attempts to provide a safe, secure educational environment for all students, staff, and the public. The school does not provide security guards on its campus premises. School officials have no law enforcement powers and will contact the Hoover Police Department as needed.

### Security Awareness Programs

All newly enrolled students participate in a mandatory student orientation held the first day of school. Any updated information may be distributed to students and employees through letters, postings on the bulletin boards, in-class announcements, and other means deemed appropriate by the school owner and/or director. We do not offer programs designed to inform students, staff, and/or the public about crime prevention.

### Crime Activity off Campus

Winonah School of Cosmetology does not participate in off campus activity due to Alabama Board of Cosmetology and Barbering regulations, which states “Students will receive credit only for training physically conducted at a properly licensed school.” We do not provide law enforcement services to off campus activities.

### Reporting Emergencies

“Emergency” includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff, or guests occurring on or near the campus, including fire. Upon observing or involvement in any type of emergency, students, faculty, staff, and guests should call 911. If possible, information about the emergency should also be communicated immediately to available Institute staff.

### Annual Security Report

	2016	2017	2018	2019	2020	2021	2022
<b>Offenses</b>							
Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
<b>Hate Crimes</b>							
Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction / Damage / Vandalism	0	0	0	0	0	0	0
<b>VAWA Offenses</b>							
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
<b>Arrest and Referrals for Disciplinary Action - Arrests</b>							
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0
<b>Disciplinary Referrals</b>							
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0

## Emergency Procedures and Guidelines

- The safety of the students, staff members, and clients at Winonah School of Cosmetology is the highest priority. The purpose of this directive is to provide procedures to be followed to ensure the safety of the students, staff members, and clients in the event of an emergency.
- In the event of an emergency (fire, bomb threat, tornado, etc.), the School director (or his/her designee) will declare the emergency and the school will immediately call for assistance from the local police and/or fire department. If necessary, notification will be sent to students, staff, and the public thru text messages and/or posting to the school's face book page.
- The institution will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in professional judgment or responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise diminish the emergency.

### **Fire, Fire Hazard, Bomb Threat, Gas Leak, or other Toxic Leaks**

Winonah School of Cosmetology building is equipped with a central sprinkler system that includes Fire detection/ alarm systems and Emergency lighting.

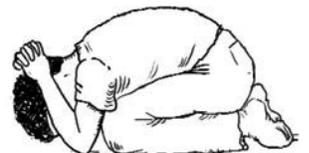
- When the fire/evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Once outside, proceed to a clear and safe area away from the building.
- Call 911, indicating the need for assistance from the fire department and law enforcement.

### **Tornado Watch**

Tornadoes are possible in the area. Remain alert for approaching storms and for further instructions should a tornado warning is issued by the National Weather Service.

### **Tornado Warning**

- A tornado has been sighted or indicated by weather radar.
- All building occupants shall move to the pre-designated tornado shelter area immediately.
- All occupants shall remain in the shelter area until further instructions by the School President, designated individual, or rescue personnel.
- Upon expiration of either notification described above, the School President or designated individual will announce back to normal situation.
- The safe place designated by the Facility Director is the Hallway.
- Move quickly and orderly to the designated Hallway.
- FACE AWAY from windows and doors.
- ASSUME "CROUCH" POSITION on knees, head down, hands clasped on back of neck or head covered with book or jacket. (You may use a book or jacket to cover your head and shield your eyes)
- Maintain voice contact always. Take your cell phone with you if possible.
- Stay calm. Do not, for any reasons, move from shelter until the Tornado has passed.

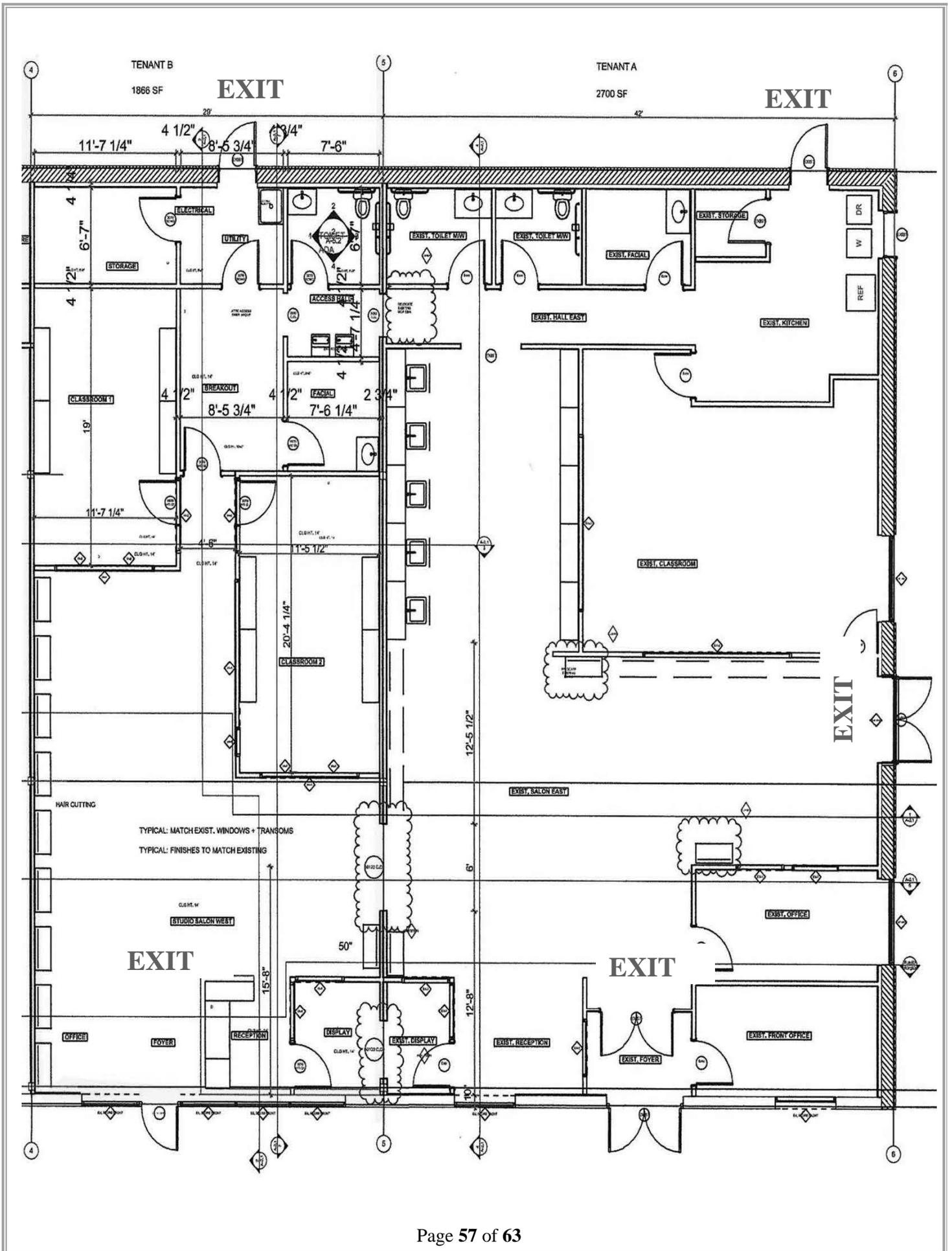


### **Earthquake Procedures**

The Earthquake Plan is utilized as an immediate action in the event of an earthquake. Earthquakes can occur suddenly without warning and call for quick response.

- If you are Indoors:
  - \* Drop, cover, and hold on. Drop to the floor; take cover under a sturdy desk or table (classrooms) and hold on to it firmly.
  - \* Be prepared to move with it until the shaking stops.
  - \* If you are not near a desk or table, drop to the floor against the interior wall and protect your head and neck with your arms.
  - \* Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass.
  - \* Do not go outside!
- If you are Outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.





### **Domestic Violence**

Domestic Violence means a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with who a victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence law of the State of Alabama, or
- Any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws and jurisdiction.

### **Dating Violence**

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship.
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

### **Stalking**

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his/her safety or the safety of others; or
- Suffer substantial emotional distress.

If you are a victim of sexual assault, stalking, domestic or dating violence at Winonah School of Cosmetology, your priority should be to get to a place of safety. You should obtain medical treatment, if necessary. Winonah School of Cosmetology strongly advocates that a victim reports the incident in a timely manner to a school official, such as the owner, director, administrator and/or staff member. Time is a critical factor for evidence collection and preservation. Reporting to school officials would not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a police report will:

- Ensure that a victim receives necessary medical treatment and tests,
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later,
- Assure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention, stalking, domestic or dating violence.

When a victim contacts a Winonah School of Cosmetology official, the Hoover Police Department will be notified, unless the victim specifically requests the school not to; the school will require that the request be in writing. In cases where the accused is another student and/or staff member, the victim may choose for the investigation to be pursued through the criminal justice system and the school's disciplinary procedures, or only the later. School officials will guide the victim through the available options and support the victim in his/her decision. Where the accused is another student or staff member the school will provide a prompt, fair and impartial investigation, and resolution. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceedings, in writing. The school will use most of the standard to the factual allegations. For this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged offense and any sanction that is imposed against the accused. A student or staff member found guilty of sexual, or any other misconduct could be terminated. Our institution is obligated to comply with student's request for assistance with an academic, living, transportation and/or working situation change following an alleged sexual assault, if such change is reasonably available.

Counseling options are available through many agencies including:

- National Domestic Violence Hotline (800) 799-SAFE (7233)
- National Sexual Assault Hotline (800) 656-HOPE (4673)
- Turning Point (205) 758-0808

**Sex Offender Registration**

To obtain information regarding registered sex offenders, please visit the following websites:

- [Registered sex offenders in Birmingham, AL](#)
- [Look up sex offenders in your neighborhood](#)

**School Health and Safety Policy**

Winonah School of Cosmetology takes every reasonable precaution to ensure that students, instructors, staff, contractors, and visitors have a safe environment. Safety measures and rules are in place for the protection of everybody at school.

It is everyone's responsibility to help create a culture of safety in the School. That means noticing and remedying the little hazards before they grow into big headaches. It could very well be just an innocent mistake and case of forgotten supplies or tools that have been left out. To ensure the continuation of a safe school and workplace, students, instructors, staff, and contractors should review and understand all provisions of the school's workplace safety policy and maintain work areas in a safe and orderly manner, free from hazardous conditions. Damages to any tools and equipment must be reported to the management immediately. Ultimately, it is the responsibility of everybody at the school to help prevent accidents.

Individuals creating hazardous conditions, engaging in dangerous behavior, showing negligence in practicing safety measures such as improperly using, use of a damaged equipment, storing, and placing tools & equipment, that harms or causes to place in harm themselves or other persons, are responsible and liable for the outcome of their behavior.

School could not be held responsible for claims of injuries happened to any student, staff, or client as a result of the improper use of school equipment or use of a damaged equipment.

Anybody who observe an unsafe practice or condition should report it to the school administrator immediately. Any questions regarding safety and safe practices should also be directed to the school administrator.

Students, instructors, staff, and contractors must be alert and aware of any potential dangers to themselves or other students, instructors, staff, contractors, and visitors. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and school property.

Report every suspicious activity and injury immediately, regardless of how minor, to the school administrator immediately

## **VA & REHAB Students**

Beginning 8/1/2019 and Thereafter (PL 115-407 Sec. 103):

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

### **Refunds**

The Institution Refund Policy for VA & REHAB students is the same as refund policy noted previously in the catalog with one exception; refunds will be made within 40 days for VA students. VA students will receive a 100% refund if they fail to enter the program or withdraw on the first day. The school may retain up to \$10.00 of the registration fee. VA students are not required to request the refund in writing. Otherwise, the institutional refund policy applies regarding the pro-rata refund. In cases which VA or Rehab does not comply with the school's refund policy, the student should comply with the school's refund policy.

### **Program Costs & other educationally related Charges**

Certain fees are not eligible for VA or Rehab funding when submitting tuition, i.e., application fee, kit, books, & other educationally related charges listed in this catalog.

### **Exceeding Enrollment Agreement End Date**

VA and Rehab do not approve hours beyond enrollment agreement. VA or Rehab Students are financially liable for hours beyond their enrollment agreement end date.

### **Attendance Policy – VA Students**

VA students will be interrupted for unsatisfactory attendance (VA Form 22-1999b) when accumulated absences, tardiness, and class cuts exceed 20% of class contact hours in any 30-day evaluation period. VA beneficiaries must have a minimum of 80% attendance. Hours and attendance are monitored at least every 30 days.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. Broad categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran's immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active-duty military service, including active duty for training.

### **Complaint Policy - VA Students**

"Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily."

(GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs. More information about education benefits offered by VA is available at the official U.S. government Web site at <https://benefits.va.gov/gibill/>)

### **Makeup Work**

For VA students, makeup hours must be completed within the month that hours were missed.

## **Institution Outcome Rates**

The institutional outcomes such as Completion, Licensure, and Placement rates will enable you to make a good decision on whether to enroll in one of our programs or not. This information was submitted on our 2022 annual report to the National Accrediting Commission of Career Arts & Sciences (NACCAS) and are listed below:

### **Licensure Rate**

Licensure rate is a calculation of the number of students that have completed the required Course hours, graduated, and successfully passed all the Alabama State Board of Cosmetology exams. Winonah had an overall one hundred percent licensure rate for both day and night Cosmetology programs for year 2022. Winonah School of Cosmetology supports its students until completely ready to take the State Board exams. We along with our students work hard to maintain a high licensure rate.

### **Graduation Rate**

Many students enroll at Winonah every year at Winonah. Some for assorted reasons are unable to complete the program and graduate. Winonah had sixty five percent graduation rate for year 2022. Graduation rate is the ratio of the total students who graduated from a course to the total number of students enrolled in a course.

### **Placement Rate**

Winonah Stays in touch with its graduates making sure they are employed in the field or related field for which they were trained at Winonah not counting those unavailable for placement due to one of the following reasons: continuing education, health-related issues (including death), military obligations and/or incarceration. Winonah had a sixty-seven-point thirty one percent placement rate for year 2022.

All correspondence and/or course materials are in English.



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