

# *Lil Lou's Beauty and Barber College*

Main Campus  
4853 Broadway Street  
Gary, IN 46409-2404  
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Hammond IN 46320-1954  
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2021



**January 1, 2021**

Louis Robb  
Founder and Owner of Lil Lou's Beauty and Barber College

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\*Note: Contents of this catalog are subject to change without notice.\*  
The School's Catalog and Courses are in English.

## ADMINISTRATIVE STAFF

CEO/Owner	Louis Robb Sr.	Serving Both Locations
Human Resource Administrator	Shacarla Payne-Robb	Serving Both Locations
Administrative Assistant	Porscha Cobb	Serving Both Locations
Director	Dehonne Green	Serving Both Locations
Receptionist	Vacant	Main Campus
Financial Aid Advisor	Jackie Agee	Serving Both Locations
Instructor	La Shaun Carter	Main Campus
Instructor	Tiffany Castro	Serving Both Locations
Instructor	Louis Robb	Serving Both Locations
Instructor	Dehonne Green	Serving Both Locations
Instructor	Laurentha Horton	Main Campus

### FACILITIES AND EQUIPMENT – GARY (MAIN) CAMPUS

The school facility is located at 4853 Broadway Street in Gary, IN 46409-2404. The facility meets federal and state requirements for post-secondary education according to state and federal agencies. The school is approximately 6,500 square feet and furnished with state-of-the-art equipment for student training. The area includes space for lab (clinic) areas, workstations, classrooms, restrooms, resources, and a reception area. Additional space is allotted for student lockers and a lunch/break area.

### FACILITIES AND EQUIPMENT – HAMMOND CAMPUS

The school facility is located at 5625 Hohman Avenue in Hammond IN 46320-1954. The facility meets federal and state requirements for post-secondary education according to state and federal agencies. The school is approximately 4000 square feet and furnished with state-of-the-art equipment for student training. The area includes space for lab (clinic) areas, workstations, classrooms, restrooms, resources, and a reception area. Additional space is allotted for student lockers and a lunch/break area.

### LICENSING & ACCREDITING AGENCIES

**National Accrediting Commission of Career Arts & Sciences (NACCAS)**  
3015 Colvin Street  
Alexandria, VA 22314-4501  
Phone: 703-600-7600 / Fax: 703-379-2200

**Indiana Professional Licensing Agency**  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204-2298  
Phone 317-234-3031 / Fax 317-233-4236

## WELCOME!

On behalf of the faculty and staff, I invite you to become a student at Lil Lou's Beauty and Barber College. One of the most beneficial aspects of attending LLBB College is that you don't have to leave your home, your family, friends or current career. You can continue your life and obtain a license in cosmetology/barber right here at LLBB College.

Our institution is one of the most comprehensive cosmetology/barber colleges in Gary, Indiana and we have a reputation for offering academic training at a reasonable cost. Our staff members have dedicated themselves to both excellence in teaching and offering students the one-on-one attention needed in their career pursuits.

Our class schedules, combined with our low tuition costs and fees make our institution accessible and affordable for anyone. LLBB College currently has two locations in operation, and it offers the opportunity to complete programs with a certificate.

Whatever your educational and career goals, we are excited about the opportunity to work with you, and it goes without saying that you should be excited too! Your career goals can be achieved. One of the most satisfactory days in your future will be the day you receive your licensing certificate as a Barber, Cosmetologist, Instructor or Manicurist (Gary location only)! If you decide to enroll at LLBB College now, you will be one step closer to establishing your career in the industry.

Take a look through our catalog as it is designed to help you become familiar with the programs offered at LLBB College. For more information on individual programs, you may contact the admissions office.

We look forward to hearing from you soon!

Best Regards,

Louis Robb  
CEO/Owner

## MISSION STATEMENT

It is the mission of Lil Lou's Beauty and Barber College to train students to become successful professionals within the barber/cosmetology industry. LLBB College instructors will teach students the most modern techniques using proficient academic instruction. We are committed to bringing academic and professional excellence to our students and providing feedback from highly trained members of our instructor staff. Our institution will strive to give students an academic program that is centered on providing strong fundamental education and encouragement in practice. LLBB College aspires to train students to become profitable businessmen and women. At LLBB College, we are dedicated to assisting students become capable professionals and obtain state licensing.

## OVERVIEW

Our academic programs are designed for students to complete the Barber and Cosmetology courses in one year with full time attendance and two years on a part-time basis. The Instructor course should be completed in 9 months full-time and 12 months in part-time. The Manicuring (Gary location only) course can be finished in 6 months as a full-time student and 8 months for part-time. Our tuition cost and fees include the costs of academic instruction, books, materials, and a portion of the practical studies. The remainder of the costs will be satisfied through services that students render in practical studies. This includes services that students perform to meet curriculum requirements. The expense of sitting for the state license process is not included in the tuition and fees and is the sole responsibility of the student.

## Advantages of Enrolling at LLBB College

- We are an Indiana state licensed institution.
- We are accredited by NACCAS.
- Our curriculum is designed to teach skills in the cosmetology/barber industry that will prepare students to maintain a successful business.
- We have a staff of educated, highly trained and proven instructors.
- Our hands on teaching approach and actual exercises will prepare students to handle industry changes and customer needs.
- We offer students the opportunity of exposure to modern products and styling techniques.

At LLBB College, we believe your success as a student will be enhanced with assessment of your basic skills, class orientation, and placement in courses that will meet your needs.

## JOB DEMAND (2019)

The U.S. Department of Labor provides 2019 job information at <http://www.bls.gov/oes/>. This website includes information by job position to include state and national wages, occupation profile/descriptions, state and national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, Indiana State and National Mean Wages for cosmetology related positions are as follows:

<b>Job Position</b>	<b>SOC Code</b>	<b>National Mean Hourly / Yearly Wage</b>	<b>State Mean Hourly / Yearly Wage</b>
Cosmetologists/Hairstylists (Hairdressers)	39-5012	\$15.54/\$32,310	\$13.36/\$27,780
Barbers	39-5011	\$16.86/\$35,080	\$14.71/\$30,590
Manicurists/Pedicurists	39-5092	\$13.15/\$27,360	\$14.18/\$29,490

# PROGRAMS

## BARBER COURSE

The barber program is 1500 hours in length. This academic program is designed for an individual that has no background or experience in the barber field, but desires to work with the public as a licensed barber/stylist and/or a barber shop owner, operator or manager in the State of Indiana. **Text Books: Milady's Standard Professional Barber Bundle ISBN-13: 978-1-305-10055-8/ ISBN-10: 1-305-10055-7**

### ADMISSION REQUIREMENTS

All applicants must meet the following criterion for admission to Lil' Lou's Beauty and Barber College .

1. Complete an application for enrollment.
2. Pay \$50.00 Application fee
3. Have a high school diploma, or its equivalent (GED), or a state certificate of home-school completion.
4. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

### Documentation Requirements:

- Proof of Education – (Certified High School Diploma, GED, or Home school certificate).
- Proof of Age – Driving License, State ID, Passport.
- Valid Social Security Number

### CURRICULUM HOURS

(40) Sanitation, Bacteriology, and Sterilization

(10) Chemistry

(15) Salesmanship

(10) Electricity

(70) Shampoo/ massage

(15) Honing & stropping

(50) Hairpieces

(20) Statute and Rules

(10) Hair

(15) Anatomy & Physiology

(45) Shaving/shaping

(130) Hair coloring

(10) Skin

(45) Facials

(300) Haircuts

(10) History of barbering

(10) Equipment care

(150) Discretionary

(10) Management

(225) Hair Styling

(35) Scalp treatment

(10) Hygiene/ professional ethics

(265) Permanent waving and chemical relaxing

## COSMETOLOGY COURSE

The cosmetology program is 1500 hours in length. The primary purpose of this course is to train the student the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve entry-level job skills, obtain licensure, and gainful employment in the field or related career fields as a licensed cosmetologist, salon owner or manager. **Text Books: Milady's Standard Cosmetology Bundle ISBN-13: 978-1-285-76941-7/ ISBN-10: 1-285-76941-4**

### ADMISSION REQUIREMENTS

All applicants must meet the following criterion for admission to Lil' Lou's Beauty and Barber College.

1. Complete an application for enrollment.
2. Pay \$50.00 Application fee.
3. Have a high school diploma, or its equivalent (GED), or a state certificate of home-school completion.
4. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

### Documentation Requirements:

- Proof of Education – (Certified High School Diploma, GED, or Home school certificate).
- Proof of Age – Birth Certificate, Driving License, State ID, Passport.
- Valid Social Security Number

### CURRICULUM HOURS

(275) Haircutting	(5) Electricity
(40) Sanitation	(10) Chemistry
(10) Statutes and Rules	(35) Shampoo
(10) Salesmanship	(20) Scalp
(10) Management	(65) Facials and Makeup
(30) Manicuring	(190) Hair Coloring
(20) Pedicuring	(320) Texture Services
(15) Hair Removal (waxing eyebrow, upper lips, chin area)	(5) Anatomy and Physiology
(5) Skin	(5) Hair
(280) Hair Styling	(150) Discretionary

Includes wet and thermal sets, hair waving, hair pressing, hair braiding and finger waves

## INSTRUCTOR COURSE

The instructor program is comprised of 1000 clock hours. The course is designed to prepare the student for licensing in the state to effectively teach all facets of cosmetology or barbering. **Text Books: Milady's Standard Master Educator Bundle ISBN-13: 978-1-133-69369-7/ISBN-10: 1-133-69369-5**

### ADMISSION REQUIREMENTS

All applicants must meet the following criterion for admission to Lil' Lou's Barber and College.

1. Complete an application for enrollment.
2. Pay \$50.00 Application fee.
3. Have a high school diploma, or its equivalent (GED), or a state certificate of home-school completion.
4. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
5. Current State Board License (Instructor's courses only).

### Documentation Requirements:

- Proof of Education – (Certified High School Diploma, GED, or Home school certificate).
- Proof of Age – Driving License, State ID, Passport.
- Valid Social Security Number
- Current State Board License

### CURRICULUM HOURS

- (150) Orientation and review of the curriculum
- (60) Introduction to teaching
- (330) Course outline and development (lesson planning, teaching techniques, teaching aids, developing, administering and grading examinations).
- (50) Laws and rules (Record keeping), School administration.
- (410) Teaching (Assisting in the clinic and theory classrooms, Practicing teaching in the clinic and theory classrooms).

## MANICURING COURSE (GARY CAMPUS ONLY)

The manicuring program is 600 hours in length. This is 150 hours more than the 450 hour program required by the State Board. We have added additional hours over and above the state requirements in order to have enough time to cover the current techniques performed in modern salons today such as nail art, airbrushing, paraffin waxing and reflexology. We have also added slight increases in the hours of nail techniques and Electric drill/file. This course is designed to increase student proficiency and confidence and to enhance employment opportunities. The primary purpose of the manicuring course is to train the student 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 or related career fields as a licensed manicurist, salon owner or manager. **Text Books:**  
**Milady's Standard Nail Technology Bundle ISBN-13: 978-1-285-08047-5/ISBN-10: 1-285-08047-5**

### ADMISSION REQUIREMENTS

All applicants must meet the following criterion for admission to Lil' Lou's Beauty and Barber College.

1. Complete an application for enrollment.
2. Pay \$50.00 Application fee.
3. Have a high school diploma, or its equivalent (GED), or a state certificate of home-school completion.
4. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certificate regulations.

### Documentation Requirements

- Proof of Education – (Certifies High School Diploma, GED, or Home school certificate).
- Proof of Age – Driving License, State ID, Passport.
- Valid Social Security Number

### CURRICULUM HOURS

(40) Sanitation	(25) Anatomy and disorder
(10) Statues and rules	(60) Manicuring
(35) Pedicuring	(10) Chemistry
(15) Salesmanship	(58) Electric drill/file
(32) Nail Art	(200) Nail techniques
(32) Airbrushing	(35) Reflexology
(13) Paraffin Waxing	(35) Discretionary hours

## CLASSES & STARTING DATES

The college is open twelve months throughout the year. Any eligible person may apply any day during the open school hours. Classes begin on the first Tuesday of the month. Classes are started according to demand when a sufficient number of students express an interest to begin class.

### CLASS SCHEDULE DAYS/ TIMES

Full Time: 30 hours per week. Scheduled classes meet Tuesday through Saturday from 9:00 A.M to 3:30 P.M. or (for Barbers Only) 12:00 P.M. to 6:30 P.M ½ hour lunch / 2- 15 minute breaks.

Part Time: 20 hours per week. Scheduled classes meet Tuesday through Saturday 9:00 A.M to 1: 00 P.M or 12:00 P.M. to 4:00 P.M. 1- 15 minute break.

## **COLLEGE CALENDAR**

The college is open for day time classes on Tuesdays-Saturdays, from 9:00am-6:30pm with the exception of the following holidays: New Year's Day, the Fourth of July, Labor Day, Thanksgiving Holidays, and Christmas Day. **Instructor and Manicuring orientation and classes will be scheduled when enough interested students apply.**

<b>Lil Lou's Beauty and Barber College 2021 Calendar</b>	
January 1 <sup>st</sup> 2021	New Year – School Closed
January 5th	Cosmetology/Barber – Classes Start
January 27th	Cosmetology/Barber - Orientation
February 2nd	Cosmetology/Barber – Classes Start
February 24th	Cosmetology/Barber - Orientation
March 2nd	Cosmetology/Barber – Classes Start
March 31st	Cosmetology/Barber - Orientation
April 6th	Cosmetology/Barber –Classes Start
April 28th	Cosmetology/Barber - Orientation
May 4th	Cosmetology/Barber – Classes Start
May 26th	Cosmetology/Barber - Orientation
June 1st	Cosmetology/Barber - Classes Start
June 30th	Cosmetology/Barber - Orientation
July 4th	Fourth of July – School Closed
July 6th	Cosmetology/Barber – Classes Start
July 28th	Cosmetology/Barber - Orientation
August 3rd	Cosmetology/Barber – Classes Start
August 25 <sup>th</sup>	Cosmetology/Barber – Orientation
September 6 <sup>th</sup>	Labor Day – School Closed
September 7th	Cosmetology/Barber – Classes Start
September 29th	Cosmetology/Barber – Orientation
October 5th	Cosmetology/Barber – Classes Start
October 27th	Cosmetology/Barber – Orientation
November 2nd	Cosmetology/Barber – Classes Start
November 24th	Cosmetology/Barber – Orientation
Nov 25 <sup>th</sup> /26 <sup>th</sup>	Thanksgiving Holidays – School Closed
December 7th	Cosmetology/Barber – Classes Start
December 25th	Christmas – School Closed
December 29th	Cosmetology/Barber – Orientation

# ADMISSIONS

## ADMISSIONS POLICY AND PROCEDURES

**Purpose Statement:** Admission standards are established in order to meet the National Accrediting Commission of Career Arts & Sciences, INC (NACCAS) requirements. These standards should also ensure that applicants qualify to meet Indiana State Board of Cosmetology and Barber Examiners training requirements.

**Policy:** All applicants must meet the following criterion for admission to Lil' Lou's Beauty and Barber College.

1. Complete an application for enrollment.
2. Pay \$50.00 Application Fee
3. Have a high school diploma, or its equivalent (GED), or a state certificate of home-school completion.
4. Current State License – Instructor course only

### **Documentation Requirements:**

5. Proof of Education – (Certified High School Diploma, GED, or Home school certificate).
6. Proof of Age – Driving License, State ID, Passport.
7. Valid Social Security Number
8. Instructor Course – Hold current license as a practitioner in field they wish to teach.

Please Note: If Lil Lou's Beauty and Barber College or the Secretary have reason to believe that the diploma, GED, or certificate, is not valid or was not obtained from an entity that provides secondary school education, the following steps will be taken;

- a. Research will be done to determine the legitimacy of the school and to verify that the school provides secondary school education.
- b. A release of information must be signed by the applicant to allow confirmation from the applicant's high school of applicant's diploma, certificate, or GED. Confirmation may be done by phone provided: Lil Lou's Beauty and Barber College initiates the call following research and confirmation of school legitimacy.

Acceptable documentation includes:

Letter of confirmation w/school seal

Copy of school transcript w/school seal

Copy of Diploma, GED, Certificate w/school seal.

A letter of confirmation from the school District is acceptable if the high school is closed and or no longer exists. Self-Certification is not sufficient documentation and there is no appeal process if the school is unable to validate a high school diploma, GED, or Certificate.

All students who have been terminated or withdrawn from school may re-enroll if determined eligible. All requests for re-enrollment will be evaluated by the school Director. The student's record/file from their previous enrollment will be reviewed to determine whether re-enrollment will be granted. Such records will include but are not limited to prior drop situations, disciplinary problems, attendance, academics, and other elements contributing to a withdrawal. Re-enrollment is at the discretion of the school administration. If a student is permitted to re-enroll, regardless of the amount of time that has elapsed, the student must re-enter and resume the same satisfactory academic progress status they had achieved prior to their withdrawal and that status must last until the next scheduled evaluation.

Students who have been terminated or withdrawn from school and re-enroll within 180 days of their last day of attendance will not incur additional charges. However these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrawn from school and re-enroll after more than 180 days from their last day of attendance will pay a \$100.00 registration fee, a \$50.00 application fee, and will be charged for contracted hours at the current tuition rate. The student may be required to purchase the current school books and/or kit.

All credit for hours completed within the past 10 years at another licensed Cosmetology/Barber institution will be considered for transfer to Lil Lou's Beauty and Barber College. Exceptions to the 10 year requirement may be made based on the School's discretion in considering extenuating circumstances. All credits must meet the Indiana State Board of Cosmetology & Barber Examiners requirements to be considered. The percentage of transfer hours accepted is at the discretion of the school.

Tuition will be based on the total hours of instruction needed to complete the course and will be pro-rated accordingly. A transfer student must complete a minimum of 100 hours training at Lil Lou's Beauty and Barber College. Transfer students will be required to purchase any equipment and supplies necessary to complete their course of study.

All requests for transfer of credits must be made prior to or within the first five (5) weeks of the start of school. The student is responsible for having an official transcript from the previous institution. All students will be notified of the credits accepted as transferable.

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

## **GRADUATION REQUIREMENTS**

### **GRADUATION REQUIREMENTS FOR COSMETOLOGY/ BARBER COURSE**

1. 1500 hours of training has been completed with satisfactory progress in both written and practical maintained at 75% or above.
2. All clinic work has been satisfactorily completed.
3. Final school written and practical examinations have been passed with a score of 75% or above.
4. Certificate will be issued upon completion of the above requirements.

### **GRADUATION REQUIREMENTS FOR INSTRUCTOR COURSE**

1. 1000 hours of training has been completed with satisfactory progress in both written and practical maintained at 75% or above.
2. All clinic work has been satisfactorily completed.
3. Final school written and practical examinations have been passed with a score of 75% or above.
4. Certificate will be issued upon completion of the above requirements.

### **GRADUATION REQUIREMENTS FOR MANICURING (Gary location only)**

1. 600 hours of training has been completed with satisfactory progress in both written and practical maintained at 75% or above.
2. All clinic work has been satisfactorily completed.
3. Final school written and practical examinations have been passed with a score of 75% or above.
4. Certificate will be issued upon completion of the above requirements.

## **TRANSFER POLICY**

**Purpose Statement:** This policy is established in compliance with The National Accrediting Commission of Career Arts & Sciences (NACCAS) accreditation requirements and Indiana State Board of Cosmetology & Barber Examiners.

**Policy:** All credit for hours completed within the past 10 years at another licensed Cosmetology/Barber institution will be considered for transfer to Lil Lou's Beauty and Barber College. Exceptions to the 10 year requirement may be made based on the School's discretion in considering extenuating circumstances. All credits must meet the Indiana State Board of Cosmetology & Barber Examiners requirements to be considered. The percentage of transfer hours accepted is at the discretion of the school.

Tuition will be based on the total hours of instruction needed to complete the course and will be pro-rated accordingly. A transfer student must complete a minimum of 100 hours training at Lil Lou's Beauty and Barber College. Transfer students will be required to purchase any equipment and supplies necessary to complete their course of study.

All requests for transfer of credits must be made prior to or within the first five (5) weeks of the start of school. The student is responsible for having an official transcript from the previous institution. All students will be notified of the credits accepted as transferable.

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

### **Transcripts**

An official transcript will be released when requested if all financial obligations to the school are met.

### **STATEMENT OF NON-DISCRIMINATION**

LLBB College is in compliance with the civil rights act, as amended, which prohibits discrimination on the basis of race, color, sex, age, religion, or ethnic origin.

### **STATEMENT OF NON-RECRUIT**

LLBB College does not recruit students already attending or admitted to another cosmetology/barber school offering similar programs of study.

***Your success is our business!***

# FINANCIAL INFORMATION

## TUITION SUMMARY

COURSE	HOURS	TUITION	APPLICATION	REGISTRATION	BOOKS & KIT	TOTAL
Barber	1500 hours	\$17,600.00	\$50.00*	\$100.00*	\$1800.00*	\$19,550.00
Cosmetology	1500 hours	\$17,600.00	\$50.00*	\$100.00*	\$1800.00*	\$19,550.00
Instructor	1000 hours	\$9,000.00	\$50.00*	\$100.00*	\$300.00*	\$9,450.00
Manicuring (Gary only)	600 hours	\$8,300.00	\$50.00*	\$100.00*	\$900.00*	\$9,350.00

### **\*NON-REFUNDABLE ITEMS\***

**NOTICE: SHOULD THE STUDENT COMPLETE THE PROGRAM EARLIER THAN THE ESTIMATED TIMEFRAME STATED IN THIS CONTRACT, THE STUDENT'S FINANCIAL AID PACKAGE MAY BE RECALCULATED AND THIS MAY RESULT IN LIABILITIES OWED BY THE STUDENT AND OR THE INSTITUTION IF APPLICABLE.**

### **POLICY - DISBURSEMENT OF BOOKS & SUPPLIES**

Students will receive their books immediately upon starting school and their supplies/kits within 250 hours of attendance. Students have the option of not purchasing/receiving their books and supplies through the school.

### **ADDITIONAL FEES**

IPLA (LICENSING AGENCY)	\$40.00
PSI (TESTING CENTER) BARBER	\$44.00
COSMETOLOGY, MANICURING, INSTRUCTOR	\$52.00

### **EXTRA INSTRUCTIONAL CHARGES**

There are no applicable extra instructional charges. Students are allowed to complete their programs on a cash pay basis.

### **TITLE IV CREDIT BALANCE**

All credit balances are paid within 14 days of being created during a payment period unless the school has received written authorization from a student to hold the credit balance. All credit balances are paid by check. Financial Student Aid Credit Balances are created when the total of all Financial Student Aid (FSA) funds credited to a student's account exceeds the total of tuition, fees, supplies, and other eligible educational charges on the student's account.

## **FEDERAL ASSISTANCE PROGRAMS**

### **Federal Assistance Programs**

The school is approved as an eligible institution by the U.S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

### **FEDERAL GRANTS**

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

### **FEDERAL DIRECT LOAN PROGRAM**

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus Loans. The school does not participate in the Federal Direct Plus Loans. There are grade level progressions and loan limits used for the administration of these loans.

**The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:**

### **Federal Direct Subsidized Loan**

This is a need-based loan for which the federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

### **Federal Direct Unsubsidized Loan**

This is a non-need-based loan for which the federal government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest until the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

### **Federal Direct Plus Loan**

The school is not a participant in Plus loans.

### **Entrance and Exit Counseling**

Students receiving Federal Direct Loans must complete a Student Loan Entrance Counseling Session prior to disbursement of funds and a Student Loan Exit Counseling Session within 30 days of graduating or withdrawing from school.

## **VERIFICATION**

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parent's financial & household information to the finance office. See Verification Policy for detailed information.

## METHODS OF PAYMENT

**Financial Aid Students**- A \$50.00 application fee is due at the time of enrollment. Students must complete and provide all forms and material necessary to determine financial aid eligibility and process awards. This information must be provided prior to starting class.

**Cash Pay Students**-Method of payments include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balanced paid prior to start date or through an approved payment plan as stated herein. Payment may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

**Non-Tax filers:** Income Earned from Work

**Tax filers:** Adjusted Gross Income (AGI)  
U.S. Taxes paid  
Education Credits  
Certain Untaxed income which includes:

- IRA, SEP, SIMPLE, Keogh Exclusions
- Untaxed IRA distributions
- Untaxed pensions
- Tax exempt interest income
- Other specified items

## INSTITUTIONAL REFUND & CANCELLATION POLICY

This policy is applicable to all students in attendance at Lil Lou's Beauty and Barber College concerning return of monies (refunds) to students who cancel their contracts, withdraw from school, do not return from a leave of absence or are expelled by the school. The policy applies to all terminations for any reason, by either party including student decision, course and/or program cancellation, or institution closure.

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation, withdrawal or expulsion as defined below.
  - A. Applicants not accepted by the school shall be entitled to a refund of all monies paid to the school with the exception of a nonrefundable application fee of \$50.00.
  - B. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels the enrollment or contract within three business days of the signing of the enrollment agreement, and demands his/her money back in writing, all monies collected by the school will be refunded even if the student has begun classes with the exception of the nonrefundable application fee of \$50.00. The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school,

- or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.
- C. If a student cancels the enrollment after three business days of signing the contract, but prior to starting classes, a refund of all monies paid to the school less both the nonrefundable application fee of \$50.00 and the registration fee of \$100.00 for all courses offered will be made.
  - D. Students who withdraw or terminate after attending three days of class are charged a cancellation or administrative fee of \$150.00 (withdrawal fee not funded with federal funds). This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.
  - E. 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 he/she will not be returning.
  - F. If a student does not notify the institution that he/she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution through clock rings, academic counseling or advising, class examinations, tutorials, or other academic related materials. The required date of the refund is determined by counting from the date the withdrawal was determined. However, the refund is calculated based on the student's last date of attendance.
  - G. If a student is expelled by the school, monies due the student shall be refunded within 45 days from the last day of physical attendance.
  - H. In type b, c, d, or e official cancellations or withdrawals, the cancellation date shall be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
  - I. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program, second to subsidized Federal Stafford Student Loan Program, third to Federal Pell Grant Program, fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
- 2. Any monies due a student who officially/unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days).
  - 3. 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. When situations of mitigating circumstances are in evidence, at the discretion of the institution, refund to a student may exceed the minimum refund guidelines

4. Books and kit are non-refundable items
5. Students who enrolls and begins 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 Length Completed to Total Length of Program or Semester or Term	Amount of Total Tuition Owed To the School
0.01% – 4.9%	20%- Retained or Owed
5% - 9.9%	30%- Retained or Owed
10% - 14.9%	40%- Retained or Owed
15% - 24.9%	45%- Retained or Owed
25% - 49.9%	70%- Retained or Owed
50% - And Over	100%- Retained or Owed

6. All fees are identified in the catalog and on the enrollment agreement.

#### **PROGRAM CANCELLATION**

7. If a program or course is cancelled subsequent to a student’s enrollment, and before instruction in the program or course has begun, the school shall at its option:
  - a. Provide a full refund of all monies paid; or
  - b. Provide completion of the course and/or program.
8. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - a. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or;
  - b. Provide completion of the course and/or program, or;
  - c. Participate in a Teach-Out Agreement, or;
  - d. Provide a full refund of all monies paid.

#### **SCHOOL CLOSURE**

9. If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the following shall occur:
  - a. Students shall receive a pro-rata refund of tuition.
  - b. Participate in a Teach-Out Agreement.

## RETURN OF TITLE IV FUNDS POLICY

Federal law specifies how schools must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students. **This policy complies with federal requirements.**

When you withdraw during your payment period or period of enrollment (the school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or the school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. The school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Loan
2. Subsidized Federal Loan
3. Federal Perkins Loan
4. Federal Parent (Plus) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV Assistance

There are some Title IV funds that you may be scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or the school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds,

Or

2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If the school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with the school or the Department of Education to return the unearned grant funds.

**The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges.** The school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what the school's refund policy is, you can ask the school for a copy. The school's requirements and procedures for official and unofficial withdrawal from school are outline below.

#### FORMAL/INFORMAL WITHDRAWAL

A student officially withdraws when he/she notifies the school's administrative office of his/her intention to withdraw from school. Notification can be given in writing, by phone, or by email.

A student is considered unofficially withdrawn when he/she has been absent for 14 consecutive calendar days from their last date of attendance without notifying the school's administrative office of the intent to withdraw.

The date of determination is the day that the school determines that the student is missing. This day for official withdrawals is the day that the student notifies the school. For unofficial withdrawals, it is the 14<sup>th</sup> day of consecutive absences. The withdrawal date is the last day the student was physically in attendance.

If a student on an approved leave of absence notifies the school that he/she will not be returning, 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 he/she will not be returning. If the student does not notify the school and does not return as scheduled, the scheduled return date as documented in the student's file constitutes the formal withdrawal date.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **RE-ENROLLMENT POLICY**

**Purpose Statement:** All students who have been terminated or withdrawn from school may re-enroll if determined eligible. All requests for re-enrollment will be evaluated by the school Director. The student's record/file from their previous enrollment will be reviewed to determine whether re-enrollment will be granted. Such records will include but are not limited to prior drop situations, disciplinary problems, attendance, academics, and other elements contributing to a withdrawal. Re-enrollment is at the discretion of the school administration. If a student is permitted to re-enroll, regardless of the amount of time that has elapsed, the student must re-enter and resume the same satisfactory academic progress status they had achieved prior to their withdrawal and that status must last until the next scheduled evaluation.

Students who have been terminated or withdrawn from school may re-enroll (if determined eligible) within 180 days of their last day of attendance and will not incur additional charges. However these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrawn from school and re-enroll (if determined eligible) after more than 180 days from their last day of attendance will pay a \$100.00 registration fee, a \$50.00 application fee, and will be charged for contracted hours at the current tuition rate. The student may be required to purchase the current school books and/or kit.

## **DEBT COLLECTION**

Lil Lou's Beauty and Barber College, retains all legal remedies to collect unpaid tuition, fees and other miscellaneous amounts due to the school for extra kit materials, books, products, unreturned school property, etc. All students are informed regularly through their progress reports of the amounts due the school. It is the student's responsibility to remain aware of obligations to the school and to make payment on a timely basis.

If Lil Lou's Beauty and Barber College is unable to collect amounts due the school, the debt may be referred to an outside collection agency and/or attorney for collection. All collection costs, including collection agency fees, attorney fees, and court costs will be charged to the student's account. The school and any third party affiliated with the school concerning debt collection will acknowledge and abide by the school's refund policy and Minimum Tuition Adjustment Schedule as outlined in the refund policy.

Failure to pay all amounts due to the school, including collection fees, may result in various actions, including but not limited to withholding services and restricting the student's ability to register for class, participate in graduation, receive a transcript or diploma, or be considered for readmission to the school. The school also reserves the right to report both positive and negative payment histories to credit-reporting agencies.

## STUDENT INFORMATION

### **ATTENDANCE POLICY**

The most successful graduates of Lil Lou's Beauty and Barber College are those students who had a perfect attendance record in school. The following policy has been established to be as fair as possible to all students and to work for the benefit of all. A student's hours are scheduled on the date of enrollment. In order for each student to maintain satisfactory academic progress, he or she must meet a minimum requirement of 67% of the scheduled hours. A student who misses 14 consecutive days without an approved leave of absence will be formally terminated from the school.

### **TARDINESS**

Students late 10 minutes or more are considered tardy. A courtesy call to the school is requested when a student anticipates being tardy.

### **ABSENCES EXCUSED/UNEXCUSED**

The school does not recognize or identify absences as excused or unexcused.

### **MAKE-UP WORK**

It is the responsibility of the student to obtain missed assignments from the instructor, make up tests, and to set a time with the instructor for make-up exams, written and practical.

## **LEAVE OF ABSENCE POLICY**

A student who needs to temporarily interrupt training for personal, financial, health, or other extenuating circumstances may request a leave of absence (LOA). A signed request for a leave of absence must be submitted in writing in advance and include the reason for the request. An exception to providing the request in advance may be granted if unforeseen circumstances (i.e. illness, injury, bereavement) prevent the student from providing the request in advance. An approved leave of absence has a beginning and ending date. It is reasonably expected that students will return from the LOA as scheduled. In the case of students who do not return from an approved leave of absence without notifying the school, their scheduled return date is considered the date of withdrawal. The student may be granted several leaves based on different circumstances but in no case can the combination of all leaves exceed 180 days (6 months) during any 12 month 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 school that he/she will not be returning. Students granted an LOA are not considered to have withdrawn therefore no refund calculation is required due to the absence. Also, no additional charges will be assessed as a result of the LOA. However, a student's contract period will be extended by the same number of days taken in the LOA. An addendum indicating the revised contract end date must be signed by both the student and the school's representative. If a student does not return to the school at the expiration of an approved LOA, the student will be withdrawn and refund calculations will be applied based on the scheduled hours accrued as of the last date of physical attendance. The scheduled date for a refund is based on the determined withdrawal date.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Purpose Statement: This policy is established to ensure that all students maintain a standard of performance conducive to progressing toward and meeting graduation requirements.

Policy: This Satisfactory Progress Policy is consistently applied to all students whether participating in Title IV programs or not. A copy of this policy is provided during orientation 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.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follow:

Barber Course: 450, 900, 1200 Clocked (Actual) hours  
Cosmetology Course: 450, 900, 1200 Clocked (Actual) hours  
Instructor Course: 450, 900 Clocked (Actual) hours  
Manicuring Course (Gary location only) 300, Clocked (Actual) hours

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

### **ATTENDANCE PROGRESS EVALUATIONS**

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

## **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below. Repetition of course work will count in the quantitative calculation towards the maximum time frame. If it is determined that a student cannot complete his/her program within the maximum time frame, he/she will not receive any additional federal funding but may continue the program as a cash pay student.

## **COSMETOLOGY or BARBER PROGRAM**

Full-Time Enrollment – 1500 Hrs (50 Weeks)    Maximum Time Allowed – 2250 Hrs (75 Weeks)  
Part-Time Enrollment – 1500 Hrs (75 Weeks)    Maximum Time Allowed - 2250 Hrs (113 Weeks)

## **INSTRUCTOR PROGRAM**

Full – Time Enrollment – 1000 Hrs (33 Weeks)    Maximum Time Allowed – 1500 Hrs (50 Weeks)  
Part - Time Enrollment – 1000 Hrs (50 Weeks)    Maximum Time Allowed – 1500 Hrs (75 Weeks)

## **MANICURING PROGRAM (Gary location only)**

Full – Time Enrollment – 600 Hrs (20 Weeks)    Maximum Time Allowed – 900 Hrs (30 Weeks)  
Part – Time Enrollment – 600 Hrs (30 Weeks)    Maximum Time Allowed – 900 Hrs (45 Weeks)

The maximum time allowed for transfer students who need less than full course requirements will be determined based on 150% of the contracted hours.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion. 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 the course of 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 written grade point average (GPA) of 75% (C) and pass a FINAL written and practical exam prior to graduation. GPA is determined by adding together the cumulative theory score average and the cumulative practical score average and dividing the total by 2 (Cumulative Theory Average + Cumulative Practical Average/2= GPA) at designated evaluation periods throughout the course or program of study. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100%	A	EXCELLENT
84 – 92%	B	VERY GOOD
75 – 83%	C	SATISFACTORY
70 – 74%	D	UNSATISFACTORY
Below 70%	F	FAILING

NOTE: Laboratory work receives proficiency checks as required by Indiana State Board of Cosmetology and Barber Examiners. However, Laboratory work does not receive a numerical grade and is therefore not a factor in the student’s Grade Point Average (GPA).

**DETERMINATION OF PROGRESS STATUS**

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

**WARNING**

Students who fail to meet requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student still has not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, may be deemed ineligible to receive Title IV funds unless the student has filed an appeal and has prevailed upon appeal of the determination that resulted in the status of probation.

**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 have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by next evaluation. If at the end of the probationary period, the student still has not met both the attendance and academic requirements required for satisfactory academic progress or by the academic 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.

## **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

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

## **INTERRUPTIONS AND WITHDRAWALS**

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

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory progress, the student may appeal the determination within 15 calendar days. Reasons for which students may appeal a negative progress determination may 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 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid be reinstated, if applicable. If a student does not prevail upon appeal, Financial Aid will not be reinstated.

## **COURSE INCOMPLETES AND NONCREDIT REMEDIAL COURSES**

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

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## **STUDENT RECORDS (RIGHT TO PRIVACY)**

**Purpose Statement:** In order to protect the privacy of a student's educational records and to meet standards required by The National Accrediting Commission of Career Arts & Sciences, INC (NACCAS) Lil Lou's Beauty and Barber College adheres to and complies with the provisions of the Federal Education Rights and Privacy Act of 1974.

**Policy:** All records maintained on a student will be made available by appointment for inspection by the student and parent or guardian if the student is a minor. A student's confidential records will not be shown to any other third party without the parent's (in case of a dependent minor) or student's written consent. A signed release of information (Form available in administrative area) must be obtained from the student before any information from the student's file is released to a third party. A parent or guardian is afforded the same right if the student is a dependent minor.

However, the law allows schools to disclose records, without consent to the following parties:

- School employees who have a need-to-know
- Other schools to which a student is transferring;
- Parents when a student over 18 is still dependent
- 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;
- Accrediting Organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1994.

Schools may also disclose, without consent, directory-type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of the eligible student to request the school not to disclose that information about them.

All student educational records are kept in locked file cabinets in the School's administrative office assessable only to designated school staff. All records will be kept on file for a minimum of three years.

## **RELEASE OF STUDENT INFORMATION**

A signed release of information must be obtained from a student before any information from the student file is released to a third party. A parent or guardian is afforded the same right if the student is a dependent minor. A signed release form is needed for each request of release of information. The school also provides access to student and other school records to its accrediting agency.

Please reference Family Educational Rights and Privacy Act of 1974. This law allows schools to disclose records without consent to certain parties such as

- School employees who have a need-to-know
- Other schools to which a student is transferring
- Parents when a student over 18 is still dependent
- 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

Accrediting organizations  
Individuals who have obtained court orders or Subpoenas  
Persons who need to know in cases of health and safety emergencies  
State & Local authorities to who disclosure is required by state laws adopted  
Before November 19, 1074.

Schools may also disclose directory-type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, in this case the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible students to request the school not to disclose that information about them.

## RULES OF CONDUCT

1. Students are to arrive early enough to begin classes at 9: 00 AM. If you are not here by 9:10 AM you will be considered tardy. A courtesy call to the school is requested when a student anticipates being tardy.
  - a. Appropriate uniform (Black pants, black shirts, issued smock and comfortable shoe no open shoes or sandals
  - b. Hair and make-up done or student must use break time for this.
  - c. Must have theory book and notebooks.
  - d. Must have all kit items present at all times once student has been assigned to the clinic floor.
  - e. Name tags are to be displayed on person (in front of shirt or smock).
2. Theory begins promptly at the scheduled time.
3. The institution offers two (2) courtesy breaks, each to be limited to fifteen (15) minutes in length. Should an appointment occur during a break, the student will politely and respectfully take care of the patron and finish his/her break after the service has been performed? There is a one thirty minute lunch break. Please clock out and in for lunch. Do not stay longer than the time allotted.
4. Students assigned to the clinic floor are to report immediately following their theory class to begin work on patrons. When not working on patrons, practical worksheets are to be completed. Students are responsible to complete each assignment in the time frame provided.
5. No student will be excused from any special demonstration classes unless working on a patron. Tardiness and / or absence from a demonstration class may result in the student being sent home. Outside demonstrations are booked in advance and are great tools of learning. Everyone is expected to attend these special classes when scheduled.
6. Students may perform a service on another student with an Instructor's permission. If you are working on another student and a patron walks in for an appointment, you may be asked to take care of the patron first and complete the student's service later.
7. NO smoking, drinking, or eating on clinic floor and only in designated areas. Each student gets thirty minutes for lunch, so please use it wisely.
8. Students are responsible for their kits, books, and personal belongings. Lost items or items that break must be replaced by the student at their expense. Students are asked not to bring items from home to be placed at their assigned stations. These items find a way to get lost or stolen.
9. Students are responsible to maintain clean and sanitary conditions in the school. Students must clean and sweep their own station on a daily basis.
10. Students are to take patrons assigned to them. Patrons are to be greeted and handled in a respectful and professional manner. Refusal to service a patron will not be permitted. Students who refuse to service a patron may be sent home, suspended or terminated.
11. Verbal and/ or physical abuse by a student will not be tolerated and are grounds for termination. Profanity at any time is not permitted.

12. Stealing, use of drugs, selling of drugs, or consumption of alcoholic beverages is grounds for termination.
13. Students cannot receive personal phone calls during school hours. Messages will be taken and given to students at given times. The use of cellular phones during school hours is not permitted.
14. Students are not to leave the campus without permission or without clocking out.
15. Failure to abide by the above rules and regulations may result in disciplinary actions or even termination.

**Students are dismissed from school if their conduct is unbecoming or if they do not follow instructions. A copy of the rules and regulations is given to each student prior to their start date. Prior to attending the first class, the rules and regulations are explained and each student is given an opportunity to discuss any questions they may have about the rules. Failure to abide by these rules may be grounds for dismissal.**

## **ADMINISTRATIVE WITHDRAWAL/EMPLOYMENT TERMINATION**

**Purpose Statement:** This policy is established to inform students and staff of the acts and related actions which may result in an immediate administrative withdrawal from the school or immediate termination of employment.

**Policy:** The following acts or related actions may result in immediate administrative withdrawal from the school for students and immediate employment termination for staff.

1. Theft, from the school, staff, client, or fellow student or co-worker.
2. Possession or use of illegal drugs, drug paraphernalia, and related actions of buying or selling drugs while on school premise or during school hours.
3. Consumption of alcohol during school hours.
4. Verbal and/or physical abuse is grounds for administrative withdrawal or employment termination.
5. Threats, verbal or physical threats will not be tolerated and are grounds for administrative withdrawal or employment termination.
6. Fighting will result in administrative withdrawal or employment termination.
7. Weapons of any nature such as guns, knives, ice picks, bats, sticks, knuckle rings, etc., are not allowed on school premise and are grounds for immediate administrative withdrawal or employment termination.

## **GRIEVANCE POLICY**

The following procedures are to be followed when filing an official complaint. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the school.

1. Grievances/complaints must be registered in writing on the designated form provided by the school within 60 days of the date that the act which is the subject of the grievance occurred.

2. The complaint form will be given to the school Director and should outline the allegation or nature of the complaint.
3. The school Director and one School Representative will review the matter and meet with the student within 30 business days of receipt of the grievance/complaint to resolve the issue.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
5. A determination/decision will be made and provided to the student in writing within 10 business days of the meeting.
6. If the decision fails to solve the situation to the student's satisfaction and the student wishes to pursue it further, he/she must contact, in writing, the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street Alexandria, VA 22314-4501, Telephone #703-600-7600. A complaint form is available through NACCAS.
7. The complainant is required to try to resolve the problems through the school's grievance/complaint process, prior to filing a complaint with NACCAS.

## **COPYRIGHT ENFRINGEMENT POLICY**

**Purpose Statement:** This policy is established to convey to students the school's policies and sanctions related to copyright infringement as well as the civil and criminal penalties that may be imposed.

**Policy:** Staff and or students violating Federal Copyright laws will be subject to disciplinary actions by the school up to and including administrative withdrawal or expulsion from school, and/or termination of employment. In addition, civil and criminal penalties may be imposed.

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. This includes unauthorized peer-to-peer file sharing using the school's information technology system.

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. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 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.

## **PRIOR YEAR CHARGES POLICY**

**Purpose Statement:** This policy is established to allow use of current-year funds to satisfy minor prior award year charges for tuition and fees, room, or board (and with permission, educationally related charges) for a total of not more than \$200. Prior-year charges in excess of \$200 cannot be paid with current-year funds. RE: 34 CFR 668.164(d)(2), DCL GEN-09-11

**Policy:** Effective July 1, 2008, institutions are allowed a maximum of \$200.00 from prior year charges that may be paid with current year funds. In general, FSA (Financial Student Aid) funds may only be used to pay for student's costs for the period for which the funds are provided. However a school may use current-year funds to satisfy prior award year charges not to exceed \$200.00 for tuition and fees, room, or board and with permission, educationally related charges. At Lil Lou's Beauty and Barber College, individual student written consent will be obtained prior to use of current-year funds to pay any prior year charges.

### **Current Year**

The costs of education and other services a school provides a student are associated with the "year" for which the education and services are provided. At Lil Lou's Beauty and Barber College a year is considered 900 clock hours.

- If a student's aid package includes a Direct Loan, the "year" is the loan period. In this scenario, costs for the current year are defined as charges for education and services the institution will provide during the current loan period for which the school originates a Direct Loan.
- If the student does not have a Direct Loan, the "year" is the award year, and costs for the current year are defined as charges for education and services the school will provide during the current award year.

### **Prior Year**

- If the student's aid package includes a Direct Loan, prior year means any loan period that ended prior to the start of the current loan period.
- If the student's aid package does not include a Direct Loan, prior year means any award year that ended prior to the start of the current award year.

FSA funds may not be used to repay a student's loan. Loan payments are not part of the cost of attendance for the period of enrollment.

## **DISBURSEMENT OF BOOKS & SUPPLIES FOR PELL ELLIGIBLE STUDENTS**

**Purpose Statement:** This policy is established to ensure consistent procedures of disbursement of books and supplies for all Pell eligible students.

**Policy:** All Pell eligible students will receive their books after completion of 50 hours and their supplies/kits within 250 hours of attendance. Pell eligible students have the option of not purchasing/receiving their books and supplies through the school.

# STUDENT SUPPORT SERVICES

## EMPLOYMENT ASSISTANCE POLICY

Lil Lou's Beauty and Barber College will assist graduates in finding suitable employment by posting area employment opportunities and teaching job readiness classes, but placement is not guaranteed.

## VACCINATIONS POLICY

**Purpose Statement:** This policy is established to clearly convey the school's stance concerning vaccination requirements.

**Policy:** Lil Lou's Beauty and Barber College does not require vaccinations.

## INDIANA VOTER REGISTRATION

Lil Lou's Beauty and Barber College encourages students and staff to be registered voters and to exercise their right to vote. Students and staff can register to vote in Indiana at <https://indianavoters.in.gov>.

## POLICY APPEAL PROCEDURE

### **Purpose Statement:**

This Policy is established to provide policy appeal procedures due to mitigating circumstances.

**Policy:** Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding a SAP (Satisfactory Academic Progress) must be made within 15 days of the negative determination.

**Financial Aid Package**    **SAP Determination**    **Other**

**Other:** \_\_\_\_\_



## STUDENT ADVISING POLICY

**Purpose Statement:** This policy is established to provide students with a systematic approach for resolving academic, attendance, & behavior problems and to provide referrals to professional assistance if needed.

**Policy:** Private advising by appropriate staff members is available to any student that needs assistance regarding their program of study, progress, financial affairs, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students are advised when their progress in their course of study is unsatisfactory and informed of the necessary steps for improvement.

All students will be advised in writing of behaviors that adversely impact their school performance or are disruptive to the operation of the school. In the event that a student needs professional assistance he/she will be referred to one or more of the following agencies:

- |   |                |
|---|----------------|
| 1. Domestic Violence                    | 1-800-933-0466 |
| 2. Al-Anon/Al-Ateen                     | (219) 769-1133 |
| 3. Alcoholic Anonymous                  | (219) 844-6695 |
| 4. Edgewater System for Balanced Living | (219) 885-4264 |

## DRUG AND ALCOHOL POLICY

**Purpose Statement:** Drugs and alcohol abuse can affect your health and your ability to function and think. Heavy drinkers and drug abusers are not only a danger to themselves but to others on the highways, at home and in the workplace due to impaired thinking and functioning. Health risks associated with drug and alcohol abuse encompass physical and psychological effects, including but not limited to: hangovers, malnutrition, brain damage, paranoia, psychosis, hepatitis, convulsions, coma, depression, heart disease, death, pancreatitis, cirrhosis of the liver, damage to the central nervous system, elevated blood pressure, respiratory failure, low birth weight babies, babies with drug/alcohol additions, and an increased probability of intravenous drug users contracting AIDS. It is recommended that anyone having specific questions relating to their health and drugs/alcohol should consult their physician. This information was retrieved from Health Effects of Alcohol and Drug Abuse ([alcoholism.about.com/od/effect/u/Risks.htm](http://alcoholism.about.com/od/effect/u/Risks.htm)) This policy is established to promote a healthy and safe school environment free of alcohol and drugs.

**Policy:** All students and employees are prohibited from the unlawful possession, use, or distribution of illicit drugs, drug paraphernalia, and/or alcohol on the school's property or as part of the school's activities. Violators of this policy are subject to disciplinary actions. Sanctions include, but are not limited to, reprimand, probation, suspension, expulsion or termination and/or referral to the appropriate authorities for prosecution.

Students and employees convicted of a criminal drug offense while enrolled/employed at the school must notify school officials in writing within 5 calendar days of the conviction. Appropriate federal agencies will be notified upon receipt of the information.

A student is ineligible to receive title IV, Higher Education Act (HEA) program funds for the periods described below, if convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving title IV, HEA program funds. However, the student may regain eligibility before that time period expires by successfully completing a drug rehabilitation program as described below.

**NOTICE TO STUDENTS CONCERNING PENALTIES FOR DRUG VIOLATIONS**

This notice provides information on the penalties associated with drug related offenses under section 484(r) of the Higher Education Act. It also provides notice on how to regain eligibility after conviction of a drug offense.

The institution will provide a timely notice to each student who has lost eligibility for any grant, or loan as a result of penalties under 484(r)(1) of the HEA and will advise the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

**(r) SUSPENSION OF ELIGIBILITY FOR DRUG RELATED CONVICTIONS**

- (1) IN GENERAL – A student who has been convicted of any offence under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The Possession of a controlled substance:

The Ineligibility period is:

First Offense	1 Year
Second Offense	2 Years
Third Offense	Indefinite

The sale of a controlled substance:

The Ineligibility period is:

First Offense	2 Years
Second Offense	Indefinite

- (2) REHABILITATION – A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if---

(A) The student satisfactorily completes a drug rehabilitation program that----

- (i) Includes at least two unannounced drug tests
- (ii) Has received or is qualified to receive payment directly or indirectly under a Federal, State, or local government program;

- (iii) Is administered or recognized by a Federal, State, or local government agency or court;
- (iv) Has received or is qualified to receive payment directly or indirectly from a Federal or state licensed insurance company; or
- (v) Is administered or recognized by a federally or State licensed hospital, health clinic or medical doctor.

(B) The conviction is reversed, set aside, or otherwise rendered nugatory.

Following are available counseling resources for students or employees seeking help with drug or alcohol abuse problems. These services are provided at the expense of the recipient.

Addiction & Behavioral Counseling Services (219) 756-3791  
 7805 Taft Street  
 Merrillville IN 46410

Al-Amon/Al-Ateen (219) 769-1133  
 No Address  
 Call for meeting locations

Alcoholic Anonymous (219) 844-6695  
 7207 Indianapolis Blvd  
 Hammond IN 46324

Edgewater Systems (219) 293-8970  
 1100 W 6<sup>th</sup> Avenue  
 Gary IN 46402

Fresh Start Counseling Services (219) 933-7990  
 100 W 78<sup>th</sup> Avenue  
 Merrillville IN 46410

Northwest Indiana Treatment Center (219) 769-7710  
 8500 Broadway Street STE H  
 Merrillville IN 46410

Southlake Center for Mental Health Inc. (219) 769-4005  
 8555 Taft Street  
 Merrillville IN 46410

The Caring Place (Domestic Violence) (800) 933-0466  
 3107 Cascade Drive  
 Valparaiso IN 46383

### **Biennial Review**

Every two years, Lil Lou's Beauty and Barber College will review its drug and alcohol policy to determine its effectiveness, implement changes and ensure that disciplinary sanctions are consistently applied and enforced.

## **PERSONAL IDENTIFIABLE INFORMATION POLICY**

**Purpose Statement:** This policy is established to ensure the security and confidentiality of customer information and to protect against unauthorized access or use of such information as well as any anticipated threats or hazards to the security of such information.

**Policy:** The school is committed to implementing and maintaining a comprehensive information security program to safeguard non-public personal information against unauthorized access or use and against damage or loss. This policy covers all student records in whatever form (hard copy, electronic).

The school CEO/Owner shall be responsible to coordinate the school's information security program. All hard copy files are kept in a locked file in a locked room in which only authorized individuals have access. The CEO shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The CEO shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

Records for prospective students who are not accepted or who do not enroll will be held for 36 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time of enrollment.

## **DISABILITY PROVISIONS & ACCOMMODATIONS**

If a student needs accommodations due to a disability, the student should make a request to their Instructor or school Director. Lil Lou's Beauty and Barber College will make every attempt to work with the student based on the student's situation and limitations.

Information concerning Facilities and Services available to Students with Disabilities is provided through the following agency:

Family & Social Services Administration (FSSA)  
Bureau of Developmental Disabilities Services  
110 W Ridge Road  
Gary IN 46408-2709

Phone: 219-981-5313

Fax: 219-981-5318

Web Add: [www.gov/fssa/ddrs/2759.htm](http://www.gov/fssa/ddrs/2759.htm)