

Your going to  your new career!

*Vogue Beauty and Barber
School*

Student Handbook

2019-2020

Dedicated to Educating Cosmetologist and Barbers

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Welcome

to

Vogue Beauty & Barber School

Welcome to Vogue Beauty & Barber School. We feel that in this world of educational enlightenment; the future belongs to those who strive to be different, those who long for knowledge, and those who insist on perfection.

Vogue Beauty & Barber School strives to provide its students with educational opportunities that are modern and futuristic in concept. In order to prepare our students for today's society, the basics of traditional education have been combined with these innovative concepts. Vogue Beauty & Barber School is a contemporary institution geared to meet the educational needs of the contemporary student.

Our efforts are directed to serving the student who is inquisitive, eager, and responsive in recognizing the value of a quality education. Our instructors are here to guide you through the course and help you acquire the skills you will need for the workforce you will be entering.

Vision

To deliver the most comprehensive and up to date technology and educational information available for today's aspiring Cosmetologist and Barbers.

Mission

To educate students in their chosen field not only to acquire licensure, but to gain the competencies necessary to compete as professional leaders in the industry.

Objective

For each student to have the confidence to pursue their career goal, with the knowledge of skill as well as the subject matter to pass their examination. Students graduating will be productive members of the community using their newly acquired skills to earn a living in a growing community. Each student will be provided with the necessary counseling and guidance in developing and progressing toward his or her goal.



History of Vogue

Vogue Beauty and Barber School was founded in 1992 in Hiram, Ga which is our main campus. Its halls have fostered many aspiring professionals, all with their own individual goals.

2000 - Vogue Beauty and Barber opened an Extension Campus in Cartersville, Georgia in order to accommodate the Community in that area.

2010 - Vogue Beauty and Barber School introduced its Barber School at our Hiram location.

2012 – Vogue Beauty and Barber School moved its Cartersville campus to Douglasville Ga., which offers a Cosmetology and Barber School.

Student Body Diversity

We actively welcome and strive for a student body that includes different backgrounds and viewpoints, whether based upon gender, race or ethnicity, geography, or philosophies. We are the proud sum of all our parts. Our school is deeply committed to diversity, dedicated to our belief that classroom discussions are livelier more spirited, and simply more enlightened when the students have the greatest possible variety of backgrounds, ethnicities, and cultures. Here at Vogue simply put we feel like family.

NON-DISCRIMINATION POLICY

Vogue Beauty and Barber School, in accordance with all requirement of the Civil Rights Legislation in that no person(s) shall on the grounds of Race, Religion, National Origin, Sexual Orientation, Sex, Age or Handicap, be subject to DISCRIMINATION under any program or activity sponsored by this institution.

If you the student feel that you have been discriminated against for any reason, please see Ms. Nadyne Brusio in the administrative office. Ms. Nadyne Brusio will have you fill out a form concerning that discrimination so that it may be investigated.

AMERICAN DISABILITIES ACT

Vogue Beauty and Barber School does not discriminate based on disability. Public accommodations are adequate for those individuals with disabilities.

Facilities and Equipment

The main campus is at 3365 Macland Road Hiram, Georgia. Our main campus consists of 9,600 square feet of classroom, administrative space, clinics, supply rooms, and media center. The facility has ample equipment and visual aids required to teach cosmetologist and barbers. Equipment and materials are updated and added as needed. Access is available for the physically handicap.

The Douglasville campus is located at 3376 Highway 5 Douglasville, Georgia. The Douglasville campus consist of 10,000 square feet of classroom, clinics, supply rooms, and media center. The facility has ample equipment and visual aids required to teach cosmetologist and barbers. Equipment and materials are updated and added as needed. Access is available for the physically handicap.

Accreditation



Vogue Beauty and Barber School is accredited by the Commission of the Council on Occupational Education (COE) 7840 Roswell Road, Building. 300, Atlanta, Georgia 30346. Phone number: 770-396-3898

Licensing

Vogue Beauty and Barber School are licensed by the Georgia State Board of Cosmetology and Barber, 237 Coliseum Drive, Macon, Georgia 31217. Phone number: 478-207-2440

Approvals

Vogue Beauty and Barber School is VA approved for training in Cosmetology and Barbering.

Legal Control

Vogue Beauty and Barber School is owned and operated by Vogue Beauty and Barber School Inc. The governing board is made up of one stockholder of the corporation: Ms. Betty Henry. Vogue Beauty and Barber School is a private institution incorporated under the laws of the state of Georgia.

Admissions

Vogue Beauty and Barber School, in all programs including admissions and employment, does not discriminate on the basis of race, color, ethnic origin, religion, age, creed, sex, marital status, financial status, handicap, or country of origin, and is prohibited from such discrimination by law.

All applicants must be at least 16 years of age to attend school. All applicants must be at least 17 years of age to take the state licensure exam.

The following documentation and records must be submitted prior to enrollment:

- A valid GED or Diploma, (this is a requirement of the State Regulatory Board)
- A valid picture ID and a Social Security Card
- If the prospective student plans on using financial aid they may request to use the data retrieval tool or submit a non-tax filers statement when completing a FAFSA.
- Any other document needed by the Admission's Director or the Director of Financial Aid, (this is determined on an individual basis).

Upon completion of all needed documentation an estimated award document, (for those students receiving financial aid), will be presented to the prospective student. If student agrees with the estimated awards the process of admissions will continue to enrollment after orientation by the signing of a contract.

Any applicant applying for the Instructor Course must have a valid master Cosmetology or master Barber license from the State of Georgia.

Any changes to the admissions policy will be communicated in a timely manner by notification to all staff and posting in the classroom for all interested parties.

Admissions Procedure

STEP ONE

Ms. Kim is Vogue Beauty and Barber School Financial Aid Director. If you are interested in learning more about enrollment at Vogue Beauty and Barber School, you may reach Ms. Kim at 770-943-6811 extension 202. If you get her voice mail, please leave a message and Ms. Kim will return your call.

Applying for financial aid...

Online go to www.fafsa.ed.gov and fill out the free application for Student Financial Aid or you may go to our website at www.voguebeautyandbarberschool.com and click on the link to fill out your FAFSA.

Our school code is **031161**.

We suggest that you use the IRS data retrieval tool to enter your tax information. If the IRS data retrieval tool is not available, you **must** have you tax return or an IRS transcript.

It will take 7 to 10 business days for our school to receive your application. During this time, it is imperative that you take care any arrangements for transportation, child care or any other obligation in preparation for enrollment.

Once your financial aid application is received in our database, you will receive a call from Ms. Kim informing you that we have your information.

STEP TWO

Ms. Kim will make an appointment for you to come into our main campus to finish enrollment.

She will explain your financial aid package and schedule your begin date.

When you come to meet with Ms. Kim please bring with you the following;

- Driver's license, Government issued ID, or Birth Certificate

- Social Security Card
- High School Diploma, GED and any Transcripts sent directly to Vogue from your High School or any previous College.
- Women must provide birth certificate and marriage certificate if their last name is different on her diploma, GED or Transcripts
- The name on your driver's license must match the name on your social security card
- 4506-T form completed, or IRS letter of Proof of Filing or Non-Filers
- Copy of completed Master Promissory Note (online at www.studentloans.gov)
- Copy of completed Student Counseling (online at www.studentloans.gov)

Your first day of attendance will be determined by you, all financial aid and orientation requirements must be complete.

Please note: For those who will be using transfer hours you must have an official transcript. Vogue Beauty and Barber School will only accept transcript hours amounting to 900 hours or less.

VA Recipient...

Vogue Beauty and Barber School is also VA Certified. Our VA certifying official is Ms. Kim.

You will need the following for enrollment;

- DD 214
- Certificate of Eligibility, Driver's license, Government issued ID, or Birth Certificate
- Social Security Card
- High School Diploma, GED, and any Transcripts you have sent directly to Vogue from your High School or any previous College.
- Women must provide birth certificate and marriage certificate if their last name is different on her diploma, GED or Transcripts
- The name on your driver's license must match the name on your social security card

- For those VA recipients who plan on receiving financial aid or Pell grants please complete your MPN and student counseling at www.studentloans.gov

Your first day of attendance will be determined by you after all VA required documentation and orientation requirements are complete.

Please note...

At random, the US Department of Education may flag your application for verification. If this happens additional documentation will be required. Ms. Kim in Financial Aid will work with you to resolve any issues so that you may receive Title IV funding.

Step Three

Orientation

Former Students

If a former student wishes to return, they must contact the school with their intentions. Administration will meet and once a decision is made the student will be notified. If re-entry is approved the former student will meet with the Financial Aid Director before returning to school.

If a former student has been withdrawn for 180 days or greater, they must do a new enrollment. Administration will meet and once a decision is made the student will be notified. If re-entry is approved the former student will meet with the Financial Aid Director before returning to school.

Former students returning for re-entry or new enrollment will be placed on a probationary status for the first 450 hours. The student must maintain satisfactory progress in attendance, grades and deportment. Re-entry or new second enrollment will be allowed only one time. This policy does not apply to the former student that was in satisfactory progress at the time of withdrawal.

Re-entering students will be charged the current tuition rate.

Vogue Beauty and Barber School reserve the right to refuse any former student from re-entry or re-enrollment who has withdrawn or has been dismissed.

Transferring Students

From other schools

Individuals who have earned clock and credit hours from another school must provide Vogue Beauty and Barber with an official transcript from the prior attending Cosmetology or Barber School.

Vogue will accept no less than 250 hours and no more than 900 hours from a state approved Cosmetology or Barber School. Official transcripts must be received prior to enrollment.

To Other Schools

Each institution of learning has its own policy regarding transfer of credit. Vogue cannot guarantee transferability of either Cosmetology or Barbering clock or credit hours at another institution.

Transfer Within the School

Cosmetology and Barbering hours are non-transferrable.

Programs of Study

Cosmetology

The Cosmetology course is a 1500-hour course prepared by the Georgia State Board of Cosmetology. The school delivers that course to the students to prepare them for the Georgia State Board testing, licensure and to be professional leaders in the industry.

The choice of your career direction is up to you. The cosmetology industry offers many choices such as stylist, platform artist, make-up artist, color technician, chemical texture specialist, educator, esthetics technician, nail technician, manager, district manager, regional manager, owner/operator and many more.

COSMETOLOGY CURRICULUM

Requirements: An applicant must meet the admission requirements of Vogue Beauty and Barber School.

130-3-.02 Cosmetology School Curriculum.

The curriculum for students enrolled in a school of cosmetology for a complete course of a minimum of nine (9) months and fifteen hundred (1,500) credit hours for training shall be as follows:

(a) Each school or licensed instructor shall require each student to obtain **250** total hours of training before the student performs clinical services on a client. Of these 250 hours, of which 200 hours shall be theory and training on mannequins, fifteen (15) hours shall be on skin care, ten (10) hours on nail care, and the final 25 hours shall be on live models in the curriculum as stated below. For the purposes of this Rule, one (1) credit hour equals one (1) clock hour for the first 250 hours of training.

Level 1

1. **Theory = (50)** — (50 credit hours/50 clock hours) shall include instruction by a licensed instructor in the following subjects related to cosmetology:

- (i) chemistry;
- (ii) sanitation and sterilization;
- (iii) introduction to skin care and nail care.
- (iv) EPA; OSHA; Infection Control Standards; blood spill procedures;
- (v) AIDS; HIV; and communicable diseases.

2. **Theory of Permanent Waving = (20)** — (20 credit hours/20 clock hours) Shall include instruction by a licensed instructor in the following subjects:

- (i) the chemistry of permanent wave solution and its reaction;
- (ii) the chemistry of relaxers and its reaction;
- (iii) the principles of permanent wave rod placement.

3. **Theory of Hair Coloring = (45)** — (45 credit hours/45 clock hours) Shall include instruction by a licensed instructor in the following subjects:

- (i) chemistry of color;
- (ii) principles of color application;
- (iii) the chemical action of hair color

4. **Theory of Hair and Scalp Treatments and Conditioning = (20)** — (20 credit hours/20 clock hours) Shall include instruction by a licensed instructor in the following subjects:

- (i) hair analysis;
- (ii) scalp condition;
- (iii) treatments;
- (iv) analysis, condition and treatments.

5. **Theory of Hair cutting = (30)** — (30 credit hours/30 clock hours) Shall include instruction by a licensed instructor in the following subjects:

- (i) proper handling and care of instruments.

6. **Theory of Shampooing = (15)** — (15 credit hours/15 clock hours) Shall include instruction by a licensed instructor in the following subjects:

- (i) proper procedure of shampooing;

- (ii) knowledge of shampoo formulas;
- (iii) water temperature.

7. Theory of Hairdressing = (45) — (45 credit hours/45 clock hours) Shall include instruction by a licensed instructor in the following:

- (i) 20 hours training on mannequins; (ii) 25 hours training on live models (without compensation).

8. Theory of Nail Care and Skin Care = (25) — (25 credit hours/25 clock hours).

- (i) concepts and principles of nail care procedures and correct handling of instruments--(10 credit hours/10 clock hours);
- (ii) concepts and principles of skin care procedures and techniques — (15 credit hours/15clock hours):

LEVEL 1 total: 250

(b) When student has completed 250 credit hours (250 clock hours) in the above curriculum, with a minimum passing score of 75 percent, the student is prepared to progress to the clinic floor to perform clinical services on patrons. **AFTER COMPLETION OF THE FIRST 250 CREDIT HOURS/250 CLOCK HOURS OF LEVEL ONE TRAINING THE CURRICULUM SHALL BE AS FOLLOWS:**

LEVEL TWO

1. Theory = (100) — (100 credit hours/100 clock hours) Shall include instruction by a licensed instructor in the theory and practice of all required subjects of cosmetology and the following subjects related to cosmetology:

- (i) sterilization and sanitation;
- (ii) physiology;
- (iii) electricity;
- (iv) safety precautions;
- (v) chemistry of beauty products, actions/reactions, and the composition of tints, dyes and bleaches;
- (vi) salesmanship;
- (vii) telephone etiquette and ethics;

(viii) salon department: consisting of instruction in courtesy, neatness and professional attitude in meeting the public.

2. Social Skills, reception or Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules = (50) — (50 credit hours/50 clock hours).

3. Laboratory = (50) — (50 credit hours/50 clock hours) Shall include practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon.

4. Hairdressing, Shampoo and Comb-out = (280) — (280 credit hours) Shall include shampoos, comprising dry, soap-less-, oil and re-conditioner, finger waving, wet curls, thermal curling, blow drying, hair styles, comb-outs and all types of pressing; hot combs and chemicals.

5. Hair Cutting and Shaping = (125) — (125 credit hours/166 applications).

6. Permanent Waving = (180) — (180 credit hours/60 applications).

7. Chemical Hair Relaxing = (100) — (100 credit hours/50 applications).

8. Hair Coloring and Hair Lightening = (140) — (140 credit hours) Shall include the following:

(i) temporary rinses and semi-permanent color — (10 credit hours /12 applications);

(ii) hair lightening — (25 credit hours/10 applications);

(iii) virgin tints — (40 credit hours/20 applications);

(iv) retouches — (60 credit hours /30 applications);

(v) predisposition tests — 2 ½ credit hours;

(vi) dye and tint removal — 2 ½ credit hours.

9. Scalp and Hair Treatment = (50) — (50 credit hours /66 applications) which shall include brushing and manipulations, corrective treatments, reconditioning treatments.

10. Facial Treatment, Make-up and Hair Removal = (55) — (55 credit hours):

- (i) facial treatments — (30 credit hours/30 applications);
- (ii) make-up applications— (20 credit hours/20 applications);
- (iii) brow and lash tint — (5 credit hours/5 applications).

11. Hair Removal = (30) — (30 credit hours):

- (i) lip, chin and face — (10 credit hours/20 applications);
- (ii) brow tweezing — (10 credit hours/20 applications);
- (iii) brow waxing — (10 credit hours/20 applications).

12. Manicures, Pedicures and Nail Sculpting = (90) — (90 credit hours):

- (i) manicures with hand and forearm massage — (25 credit hours/25 applications);
- (ii) pedicures with foot and leg massage — (20 credit hours/20 applications);
- (iii) nail sculpting — (45 credit hours/15 applications).

Level 2 Total Hours: 1500

Total Hours: 1,500 credit hours/1,500 clock hours.

Authority O.C.G.A. Secs. 43-10-1, 43-10-2, 43-10-9, 43-10-12. **History.** Original Rule entitled “Curriculum” adopted. F. and eff. June 30, 1965. **Repealed:** New Rule of same title adopted. F. Aug. 2, 1967; eff. Aug. 21, 1967. **Repealed:** New Rule of same title adopted. F. Apr. 2, 1971; eff. Apr. 22, 1971. **Amended:** F. Apr. 14, 1981; eff. May 4, 1981. **Amended:** ER. 130-3-0.3-.02 adopted. F. Apr. 11, 1983; eff. Apr. 5, 1983, the date of adoption. **Amended:** Permanent Rule entitled “Cosmetology School Curriculum” adopted. F. Aug. 11, 1983; eff. Aug. 31, 1983. **Amended:** F. Aug. 21, 1984; eff. Sept. 10, 1984. **Repealed:** New Rule of the same title adopted. F. Feb. 25, 1986; eff. Mar. 17, 1986. **Amended:** F. June 19, 2002; eff. July 9, 2002. **Repealed:** New Rule of same title adopted. F. Mar. 29, 2007; eff. Apr. 18, 2007.

Barber

BARBER CURRICULUM

Requirements: An applicant must meet the admission requirements of Vogue Barber School.

The curriculum for students in a school of barbering for a complete course of at least nine (9) months, fifteen hundred (1500) credit hours for training shall be as follows:

(a) Each school or licensed instructor shall require each student to obtain 280 total hours of theory training in the following curriculum before the student can render clinical services.

1. Classroom Theory — 50 hours: Shall include instruction by a licensed instructor in

the following subjects related to barbering:

- (i) chemistry (the basics of physical and chemical changes);
- (ii) sanitation and sterilization;
- (iii) hygiene and good grooming;
- (iv) laws and rules

2. Hair and Scalp Treatments, Shampooing, and Conditioning — 25 hours: Shall include instruction by a licensed instructor in the following subjects:

- (i) hair analysis;
- (ii) scalp condition;
- (iii) treatments;
- (iv) proper procedure of shampooing (towel application, draping);
- (v) knowledge of shampoo formulas;
- (vi) water temperatures.

3. Shaving – 25 hours

- (i) shaving (proper handling technique of straight razor learning the fourteen (14) stroke process)

4. Coloring of Hair —25 hours: Shall include instruction by a licensed instructor in the following subjects:

- (i) bleaching;
- (ii) high and low lighting;
- (iii) permanent color;
- (iv) semi-permanent color; and
- (v) temporary rinse.

5. Hair Cutting and Styling – 70 hours: Shall include instruction by a licensed instructor in the following:

- (i) proper handling of implements (razor, shears, clippers, trimmers, edger's); and
- (ii) 35 hours of training on mannequins.

6. Facial Hair Design & Waxing – 20 hours: Shall include instruction by a licensed instructor in the following:

- (i) theory of facial massage;
- (ii) equipment; and
- (iii) facial treatments

7. Permanent Waving, Relaxing, and Chemical Application – 65 Hours: Shall include instruction by a licensed instructor in the following subjects:

- (i) the chemistry of permanent wave solution;
- (ii) technique of placing wave rods on patron heads; and
- (b) When a student has completed 280 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on patrons. After completion of the first 280 hours of training, the curriculum shall be as follows:

1. Theory — 200 hours

2. Hairstyling techniques and cutting — 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:

- (i) proper handling of instruments;
- (ii) improper handling of instruments;

(iii) training on mannequins and live models.

3. Shaving — 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:

- (i) proper handling of instruments;
- (ii) improper handling of instruments;
- (iii) training on mannequins and live models.

4. Shampooing — 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:

- (i) proper procedure of shampooing;
- (ii) knowledge of shampoo formulas;
- (iii) water temperature.

5. Facial Hair Design and Waxing — 10 hours = 30 applications:

6. Scalp Treatment Techniques — 10 hours: Shall include instructions by a licensed instructor in the following subjects:

- (i) hair analysis;
- (ii) scalp conditions;
- (iii) treatments.

7. Permanent Waving, Relaxing and Chemical application — 270 hours = 66 applications: Shall include instruction by a licensed instructor in the following subjects:

- (i) the chemistry of cold wave solution relaxers and reaction;
- (ii) techniques of placing cold wave rods on patron's head;
- (iii) chemistry of color, technique of color and chemical action of hair color.

8. Additional instructions at the discretion of the instructor — 270 hours.

TOTAL HOURS: 1500

Authority O.C.G.A. Secs. 43-7-9, 43-7-14. **History.** Original Rule entitled "Education Requirements" adopted. F. and eff. June 30, 1965. **Repealed:** New Rule of same title adopted. F. June 21, 1968; eff. July 10, 1968. **Repealed:** New Rule of same title adopted. F. May 20, 1980; eff. June 9, 1980. **Repealed:** New Rule entitled "Barber School Curriculum" adopted. F. Feb. 25, 1991; eff. Mar. 17, 1991. **Repealed:** New Rule of same title adopted. F. Sept. 30, 2009; eff. Oct. 20, 2009.

TEXTBOOK INFORMATION

The following are the textbooks used by Vogue Beauty and Barber School to educate their students in the latest knowledge and procedures used in the profession of their choice.

Cosmetology:

Milady's Standard Cosmetology, 2016

Milady's Standard Cosmetology Theory Workbook, 2016

Milady's Standard Cosmetology Exam Review, 2016

Barbering:

Milady's Standard Textbook of Professional Barbering, 2016

Milady's Standard Workbook of Professional Barbering, 2016

Milady's Standard Exam Review of Professional Barbering, 2016

All the above textbooks are the latest editions available.

License Requirements

Georgia Cosmetology License

1. Completion of required 1500 hours.
2. Scheduling your exit appointment.
3. Completing your exit appointment.
4. Vogue Administration sends your testing application to PSI.
5. Vogue Administration pays for your testing upon acknowledgement of receipt of your application to PSI. It takes 10 to 15 business days from the time sent for PSI to acknowledge receipt.
6. Please call Vogue Administration 10 to 15 days after completion of exit to schedule your test. You must pick your test date.
7. Once you pass both the written and practical exam, please contact administration so they can pay for your licensure. It takes 2 weeks to a month for you to become licensed. However, if there are any additional documents needed by the Georgia State Board, they will notify you and it could delay your licensure.

Items you will need for your exit:

- Completion of all clock and credit hours.
- Properly completed academic file
- Current driver's license

Georgia Barber License

1. Completion of required 1500 hours.
2. Scheduling your exit appointment.
3. Completing your exit appointment.
4. Vogue Administration sends your testing application to PSI.
5. Vogue Administration pays for your testing upon acknowledgement of receipt of your application to PSI. It takes 10 to 15 business days from the time sent for PSI to acknowledge receipt.
6. Please call Vogue Administration 10 to 15 days after completion of exit to schedule your test. You must pick your test date.
7. Once you pass both the written and practical exam, please contact administration so they can pay for your licensure. It takes 2 weeks to a month for you to become licensed. However, if there are any additional documents needed by the Georgia State Board, they will notify you and it could delay your licensure.

Items you will need for your exit:

- Completion of all clock and credit hours.
- Properly completed academic file
- Current driver's license

For Cosmetology and Barbering graduates;

(1) On and after July 1, 2015, but prior to July 1, 2018, any individual applying for a certificate of registration pursuant to this Code section shall pass both a board approved written and practical examination within a 24 month period after having obtained the required credit hours or shall be required to repeat all of such required credit hours before retaking the examinations. Should an applicant fail to pass either the written or practical examination, the board or the board's designee shall furnish the applicant a statement in writing, stating in what manner the applicant was deficient.

(2) On and after July 1, 2018, any individual applying for a certificate of registration pursuant to this Code section shall pass both a board approved written and practical examination within a 48 month period after having obtained the required credit hours or shall be required to repeat all of such required credit hours before retaking the examinations. Should an applicant fail to pass either the written or practical examination, the board or the board's designee shall furnish the applicant a statement in writing, stating in what manner the applicant was deficient. Board members may attend and observe all written and practical examinations held for licenses or certificates of registration pursuant to this Code section

Academic Policies

Orientation

All students will attend an orientation class to become acquainted with the policies and procedure of the Institute. Orientation will be held prior to your first day of class. Orientation will allow you to make a smooth transition to your new school environment allowing you to become familiar with your staff, instructor and students.

Grading System

The following factors will be measured to determine academic progress: Progress is evaluated on a monthly basis.

Theory Work (test grades, homework etc.)
Practical Work
Clinical Work

Theory work will be graded according to the following scale:

90-100	Excellent
80-89	Above Average
70-79	Satisfactory
Below 70	Unsatisfactory

Practical and Clinic work will be graded according to the following scale:

90-100	Excellent
80-89	Above Average
70-79	Satisfactory
Below 70	Unsatisfactory

Attendance Policy

Regular class attendance is considered essential to the educational process and serves as an important trait that employers consider in the placement process. Vogue Beauty and Barber School expects all students to attend all classes. Valuable information will be missed, and a make-up session, if available, may not give the student the full benefit of the regularly scheduled instruction that was missed.

Students' attendance records will be maintained, and hours of daily attendance and credits will be reported to the state boards of Cosmetology and Barber on a regular basis.

There are no excused absences except for VA students. VA students must closely follow the VA guidelines for attendance.

Students who do not graduate on their contracted graduation date will be charged for each hour they go past their graduation date the amount stated on their contract.

Satisfactory Progress Policy

Students must maintain a grade point average of 70% or will be considered non-compliant. The student will be allowed to re-test until a passing grade is accomplished.

Students must maintain an attendance average of 70% or will be considered non-compliant.

Students receiving financial aid must maintain an attendance average of 89% in order to not owe additional charges for going past their graduation date.

VA students must maintain a grade point average of 80% or will be considered non-compliant. The student will be allowed to re-test until a passing grade is accomplished.

VA students must maintain an attendance average of 80% or will be considered non-compliant.

Make-Up Work

Students will be granted the privilege of make-up work at the convenience of the school.

Determination of Progress

Evaluations of progress will be conducted by the Instructor of Education at a minimum of 450 hours, 900 hours, 1200 hours, and 1500 hours. The school may choose to conduct monthly evaluations.

Satisfactory Progress a Published Document

Satisfactory progress on attendance and academic work is a requirement for all students enrolled in Vogue Beauty and Barber School. This document must be provided to you prior to the first day of class. It is the same for all students, full or part time and without regard for payment method. Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. It complies with all laws and regulations applicable to the school.

All students enrolled in Cosmetology or Barbering must maintain satisfactory progress in attendance and academic work.

NOTE: Students receiving funds under any Federal Title IV student financial aid programs must maintain satisfactory progress in order to continue eligibility for such funds.

NOTE: A leave of absence is not computed in any of the following. Students returning from a leave of absence or other official interruption of training must return to school with the same status they had prior to departure. A leave of absence will extend the contracted end date by the number of days of the leave. A student may not take more than 180 days of leave.

Attendance and Progress

Attendance and academic progress are monitored by the Director and/or Director of Financial Aid on or before the 10th business day of each month. Students are counseled accordingly. Satisfactory Progress is formally determined and noted at 450, 900, 1200 and 1500 hours. For students with less than 900 contractual hours, satisfactory progress shall at least be determined by mid-point of training Day Students:

MAXIMUM TIME: The maximum time a student must complete the Barber or Cosmetology course is 18 months.

ATTENDANCE: Full-time students are scheduled to attend 150.50 hours per month. For the student to be in satisfactory progress they must attend a minimum of an average of 105.35 hours per month (70% of scheduled hours) in order to complete their course within the maximum time frame. Students can exceed scheduled hours of attendance.

NOTE: The contracted length of the 1500 hours Cosmetology course for students attending 35 hours per week is 12 months. This provides the student with thirty days of absences and allows for all holiday closings for which he/she will not be charged. Any student not completing the course within 12 months will be charged for the number of hours remaining in the program at the per hour current rate of tuition. Holidays and scheduled closings will change the above calculations.

NOTE: The contracted length of the 1500-hour Cosmetology course for students attending 86 hours per month is 19.5 months. This provides the student with 30 days of absences and allows for all holiday closures for which he/she will not be charged. Any student not completing the course within 19.5 months will be charged for the number of hours remaining in the program at the per hour current rate of tuition. Holidays and scheduled closings will change the above calculations.

Students must maintain a grade average (a minimum of 70% in theory, and a 70% in practical and clinical work) as well as 70% or better in cumulative attendance

(hours attended versus scheduled hours of attendance) in order to be considered making satisfactory progress. Students meeting the minimum requirements at a scheduled evaluation period will be considered as making satisfactory progress until the next scheduled evaluation. Any student not in attendance for two weeks will be terminated unless on an approved Leave of Absence.

Students failing to meet minimum progress requirements will be placed on “Warning Status” for one scheduled evaluation period with the opportunity to meet requirements for the next evaluation period. During “Warning”, students are making satisfactory progress for the purposes of financial aid. At the end of the “Warning” period, the student’s progress will be re-evaluated. If the student is meeting the minimum requirements, they will be determined to be making satisfactory progress. If the student fails to meet minimum requirements, they will no longer be eligible to receive Federal Financial Aid and will be terminated for unsatisfactory progress.

The Financial Aid Benchmark

Determination of Progress

Evaluations of progress will be conducted by the Instructor of Education at a minimum of 450 hours, 900 hours, 1200 hours, and 1500 hours. The school may choose to conduct monthly evaluations.

Cosmetology - 1500 Clock Hour Program

Review Period	Scheduled Clock Hours	Minimum Cumulative Grade Average Required
1	450	70
2	900	70
3	1200	70
4	1500	70

If you are a VA student your minimum cumulative grade average required is 80%.

Barber – 1500 Clock Hour Program

Review Period	Scheduled Clock Hours	Minimum Cumulative Grade Average Required
1	450	70
2	900	70
3	1200	70
4	1500	70

If you are a VA student your minimum cumulative grade average required is 80%.

The Road Back to Satisfactory Progress

A student who has been placed on “Official Warning” status May re-establish satisfactory progress by meeting the minimum academic and/or attendance Requirements.

Appeal Process

Students who are terminated after failing to achieve minimum requirements may not appeal this determination. To appeal termination for any other violation the student must submit a written appeal to the Director, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of decision. This appeal must be received by the director within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if the student is a dependent minor), the student’s instructor, and the director. A decision on the student’s appeal will be made within three (3) business days by the director and will be communicated to the student in writing. This decision will be final. The “Warning” status may not be appealed.

Transfer Hours

Transferred hours are treated as both completed and attempted hours in the determination of the student’s pace of completion.

Transfer policy

Students accepted as transfer students will be accepted under the Admission Policy for newly enrolled students.

Transfer students must be evaluated to determine academic level.

Credit for previous training will be extended only to persons who have received training through a licensed school. Training and tuition will be reduced in

proportion to the amount of satisfactory credit from previous training. Effective December 1st, 2014 this institution will accept up to 1200 clock or 1200 credit hours.

Students accepted as transfer students will not receive a kit or books, they must use the ones they received from their enrollment at their previous school.

Clock to credit hour conversion; The Georgia State Regulatory Board requires that credit hours acquired from a transcript be converted into clock hours by this institution if clock hours are not represented on the transcript.

If the perspective student transfers from a clock hour school the procedure for conversion is as follows; a credit hour is equivalent to a minimum of each of the following:

- One semester credit for 15 clock hours of lecture
- 30 clock hours of laboratory
- Or 45 clock hours of work-based activities
- Or one quarter credit for 10 clock hours of lecture
- 20 hours of laboratory
- Or 30 clock hours of work-based activities.

Transfer within the school: The State Board of Barbering does not allow transfer of credits within programs.

Leave of Absence

A student may request a leave of absence with supporting documentation. This must be documented, in writing, on the proper school form. A student will not incur any additional charges for taking a leave. The student must have completed 270 hours before a leave will be approved.

If a student does not return from a leave of absence the last date attended will be the student(s) withdrawal date. This may have an adverse effect on student's grace period. Example: If a student does not return from a 30 day leave then the student will have used 30 days of their grace period. Any leave of absence must

be approved by the administration. A student may not request more than 180 days of leave.

Veterans' Attendance Policy

For a student to remain compliant they must maintain an attendance average of 80%.

A monthly progress report reflecting the student's attendance is kept on each student and kept in the students file. This information is available for USDVA and SAA audit purposes.

Any student falling below 80% attendance will be suspended and report to the Department of Veterans Affairs.

Students returning after suspension must attend school at 80% compliancy or will be suspended a second time and reported to the Department of Veterans Affairs.

Student re-entry into their course of study will not be permitted unless there were mitigating circumstances leading to the student request for a leave of absence. General categories of mitigating circumstances include but are not limited to;

Mitigating circumstances are issues which directly hinder a veterans' pursuit of a course/program of study, and which are judged to be beyond the students' control. General categories of mitigating circumstances include but are not limited.

- Serious illness of the veteran.
- Serious illness or death in the veterans' 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.

Leave of Absence taken by the student will discontinue VA educational benefits while that student is on the," Official Leave of Absence".

Vogue Beauty and Barber School does not accept excused absences.

Graduation Requirements

A student will be graduated from the course in which he/she is enrolled and receive a diploma after completion of the number of clock hours and unit hours required by his/her resident state, demonstration of theory and practical competency in said course, completion of a minimum of clinic experiences, receipt of a 70% level in practical and theory exams and payment in full of all monies due to the school.

Three (3) weeks prior to graduation, students are given final examinations. The final examinations are like the Georgia State Board of Barber's examination. If a student's grades fall below 70 the remaining time is devoted to bringing the grade up. If additional schooling is needed to bring the grade up, there is no charge to the student. Each graduate student must participate in exit counseling

Withdrawal/Failure to Complete

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal.

Repetition

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in this school and will be considered as making satisfactory progress at the point of re-entry. If a student re-starts their training within six months or less of leaving during "Warning" will re-start their training in the "Warning" status. Re-starts will be treated as transfer students for the determination of their completed and transfer hours.

Re-enrollment of Former Students

Any former student who withdrew in good standing must meet the requirements of admissions for transfer students. Any student(s) that has withdrawn or was terminated due to violation(s) of Vogue Beauty and Barber School rules and regulations will not be allowed to re-enroll depending on the severity of the offense(s) or event(s).

Repetition Student with Infraction(s)

Any student(s) that has withdrawn or was terminated due to violation(s) of Vogue Beauty and Barber School rules and regulations will not be allowed to re-enroll depending on the severity of the offense(s) or event(s).

Clock Hours

Each student must clock in and out for themselves; never for another student. Each student is responsible for **clocking in and out for lunch/break or receiving a clinical service**. The student giving the clinical service may remain on the clock. A student may only claim hours accumulated on their clock hour/ credit hour sheets for that week. Any student attempting to “ride” the clock for hours will be sent home for the day and will be written-up. Students whose schedule is longer than 4 hours is required to clock out for a 30-minute lunch break.

Academic Year

The academic year for a full-time student is 1500 clock hours.

Student to Teacher Ratio

One instructor for every 20 students or a fraction thereof.

Unexpected Closures

If the school is closed due to inclement weather, it will be announced on 11 Alive News and Fox 5 Atlanta both on the television. Also, some instructors will group text their students concerning a closure.

Holidays

New Year Day
Martin Luther King Day
Memorial Day
Independence Day Week
Labor Day
Thanksgiving Week
Christmas Week

- **This allows students to experience off time and quality time with their families.**
- **Any additional days the school will be closed will be posted.**
- **Vogue Beauty and Barber School reserves the right to change holiday closures at any time.**

Tardiness and Early Release

Excessive Tardiness or leaving early is not professional behavior and does not indicate that the student will be able to achieve success after graduation. We at Vogue wish to help the student create a pattern of success in the workplace after graduation by enforcing a tardiness policy during attendance. Any student arriving after the scheduled class start time is tardy. The instructor may choose to dis-allow students to enter the classroom after the class has started. Class begins at 9:15AM. Student leaving school before their assigned time will result in lost information/education and the inability to maintain compliancy.

GRIEVANCE POLICY

An enrolled student has the privilege of exercising his/ her right without fear of prejudice if the student thinks his/her right(s) have been violated.

Standards are established in the best interest of the student. The school reserves the right to take disciplinary action compatible with its own best interest when all channels of the grievance policy have been utilized.

In the event a student has an infraction of school rule and regulations the first step will be referral to the director and at least (1) one instructor for a meeting. A thorough investigation will be conducted by the director and instructor. If enough evidence is not found the director shall drop the charges.

The student will be notified within one calendar week in writing as to the decision of the director and the instructor. The director can dismiss the charges, impose administrative discipline, or place student on probation for one month.

If the student desires to appeal the director's decision an appeal committee will be established.

Five (5) students will be chosen at random within the school. A hearing including the student, director, instructor and committee will meet within (10) ten school days. The student must then comply with the committees' decision to uphold or

overturn the appeal. The student will receive written documentation of the committees vote within (1) one calendar week. This decision shall be final and binding to all parties.

If a grievance is not settled after a student follows the above procedures, the student may pursue the grievance with the Council on Occupational Education 41 Perimeter Center East, NE Suite 640 Atlanta, GA 30346. Tel-770.396.3898. Student(s) should be aware there are time frames involved when filing a grievance with COE and should contact them as soon as possible. You must include a valid name and address.

Georgia Professional Licensing Boards

<http://sos.ga.gov/plb/submitcomplaint.php>

Georgia Non-Public Postsecondary Education Commission

1-800-436-7442

Council on Occupational Education Atlanta

770-396-3898



Student Services

Student Records, Privacy and Access Policy

The Family Educational rights and Privacy Act (FERPA) of 1974 requires that students be advised of their rights concerning educational records, such as letters of recommendation.

FERPA gives important rights, including:

1. The right of students to inspect their student records,
2. The right to challenge incorrect information in those records, and
3. The right to keep student records private.

Because FERPA gives you these rights, Vogue Beauty and Barber School cannot require you to waive these rights. Academic and financial records will always be kept on the school property. Students and their parents or guardians (if the student is a dependent) will be provided access to their records upon request.

Request for review of a student's records will be honored within three business days of the request. During a review a member of the staff will always be present. No information about the student will be given over the phone. No information will be given to any third party, individual or agency unless the student has authorized the release of information to that individual/agency by fill out a release form. Please note: any accreditation agency or regulatory agency reserves the right to inspect student records for any accreditation purpose.

Transcripts

Once all graduation requirements are fulfilled the student will receive two transcripts, two test score sheets and one diploma free of charge.

If at a future date the student has misplaced their transcript and needs another one the charge will be \$35.00.

If a student has withdrawn or been terminated and request a transcript all financial obligation to the school must be paid in full before any information will be released.

Advisement

Students are encouraged seek assistance from those who are here to help. One should feel free to go to his/her instructor or the director with any problem. Academic advisement is sometimes required when students are having difficulties with their studies. If a student is placed on academic probation, advisement is required. Disciplinary advisement is handled through the Campus director's office when behavioral problems arise in the classroom or on the campus.

Graduate Placement Assistance

The primary goal of the Vogue Beauty and Barber School is to see that all students are successfully employed in the field for which they were trained. To achieve this, Vogue provide placement assistance upon graduation, this assistance is not given as an inducement to enroll, and there is no guarantee of placement is made or implied. Once the student has graduated the job placement service is available to any student who wishes to use it.

Upon hire of the student Vogue's job is not over we will follow you for a time with your employer giving us feed-back concerning your progress.

Suggestions

We encourage student(s) to make suggestions of improvement of their school. If a student has any suggestions on how to make their learning experience a more informative on, please submit your suggestions to administration.

Tutoring

If any student has a need for academic tutoring, he or she should speak with his or her instructor or the Director for assistance. Vogue will attempt to provide tutoring as needed without additional expense to you the student.

Housing

No campus approved student housing is maintained by Vogue Beauty and Barber School.

Referral Services

Vogue does not have the capacity to offer professional counseling for students with personal challenges. The Campus Director or student services coordinator maintains a listing of local referral services to attempt to help students with needs in child care, psychological counseling, substance abuse, abuse and crisis shelter and others.

Please note that Vogue is not affiliated with nor will it be held responsible for any actions of these businesses. The information is provided solely to assist the student in locating a referral for a demonstrated need and should not be construed as an endorsement by the institute.

IF YOU NEED HELP WITH AN ADDICTION YOU MAY CONTACT ANY OF THE INSTITUTIONS BELOW. PLEASE REMEMBER, YOU MAY REQUEST COUNSELING WITH THE STAFF OF VOGUE AT ANY TIME.

CHARTER PEACHFORD HOSPITAL
2151 PEACHFORD ROAD
ATLANTA, GA. 30338
PHONE: 770.455.3200

PARKWAY MEDICAL CENTER
1000 THORNTON ROAD
LITHIA SPRINGS, GA. 30057
PHONE: 770.732.7835

RIDGEVIEW INSTITUTE
3995 S. COBB DRIVE
SMYRNA, GA. 30080

BRAWNER PSYCHIATRIC INSTITUTE
3180 ATLANTA ST. S.E.
SMYRNA, GA. 30080
PHONE: 770.436.0881

NORTHSIDE HOSPITAL RECOVERY CENTER
JOHNSON FERRY ROAD, N.E.
ATLANTA, GA. 30342

Hours of Operation

Cosmetology Schedule

Hiram Campus

Days

Monday - Friday
9:00am – 4:30pm

Douglasville Campus

Days

Monday - Friday
9:00am-4:30pm

Barber Schedule

Hiram Campus

Days

Monday - Friday
9:00am – 4:30pm

Douglasville Campus

Days

Monday - Friday
9:00am-4:30pm

Day classes are available twelve months a year allowing you to start your new career when it is convenient for you.

Rules and Regulations

Vogue Beauty and Barber School reserves the right to change any rule or regulations. The student will be notified of any changes and will be asked to sign a statement of acknowledgment for any changes made while enrolled.

Student Conduct

RULES AND REGULATIONS FOR CONDUCT

ETHICAL CONDUCT AND BEHAVIOR IS REQUIRED AT ALL TIMES

A student is subject to disciplinary action which may include suspension or termination for commission of any of the following violations on the property of Vogue Barber School or any function authorize, sponsored or conducted by Vogue Barber School.

1. Dishonesty including academic cheating or providing false information to Vogue Beauty and Barber School.
2. Use, possession or distribution of weapons, fireworks or any type of explosive device on school grounds.
3. Participation in any form of gambling.
4. No student may engage in the unlawful possession, use or distribution of illicit drugs and alcohol on the institute's property or as part of any of its sponsored activities.
5. Use of profane, indecent, lewd, obscene expression or behavior.
6. Destruction or theft of institute property or the property of any person.
7. Any disruption or obstruction of any academic, teaching or administrative function of the school.
8. Tampering with or misuse of; any fire-fighting or other safety equipment.
9. Any physical and/or psychological abuse or the threat of such abuse of any person at the institute or at any of its activities off-campus.

10. Insubordination or failure to comply promptly with reasonable directions of institutes officials acting in the performance of their duties.
11. Any unauthorized entry of any building or facility of the institute.
12. It is against the Georgia State Cosmetology or Barber Board for any Barber or Cosmetology Student to interact with or visit any student in a different academic course including on any clinic floor, classrooms or school. All students must remain in their own course classrooms. Also, students are to remain in their instructor assigned area and students may not interrupt, disturb or converse with a student while they are performing a client service.
13. All students must comply with the schools published Rules and Regulations. **Vogue Beauty & Barber School reserves the right to amend or change any policy or rules for the good of the school.**

COSMETOLOGY/BARBER DRESS CODE

FEMALE ATTIRE

BLACK SLACKS, LEGGINGS OR CAPRIS - may be worn. Black jeans or spandex may not be worn. They may not have any holes, tatters, tears or stains. Colors may not be worn. Skirts or dresses may not be worn. **If you wear leggings they must not be see through, transparency of body parts is prohibited.**

WHITE OR BLACK BLOUSES may be worn. Sleeveless blouses may only be worn if a lab coat covers the exposed arms and underarms. **Bare midriff or open back may not be worn.** Blouses may not have any slogans of any kind on them except the manufacturer's logo. Color blouses may not be worn. Blouses with pattern may not be worn.

BLACK LAB COAT, VEST, OR APRON – must always be worn when on school premises. Colors may not be worn. **No mid-drift allowed.**

SHOES – non-skid professional shoes. An example is Tredsafe sold at Walmart or athletic shoes like Nike, New Balance, Skechers, Asics, Air Jordan's, Reeboks, etc. Athletic shoes of any color are allowed.

SOCKS, NYLONS OR FOOTIES – feet must always be covered. Shoes are not considered to be this type of protective foot covering.

NO HEAD COVERING ALLOWED

HAIR MUST BE CLEAN AND STYLED PRIOR TO ENTERING SCHOOL

MAKE-UP MUST BE APPLIED PRIOR TO ENTERING SCHOOL

CLOTHING THAT IS TATTERED, TORN, WORN OUT, STAINED OR DIRTY IS NOT ALLOWED.

YOU THE STUDENT WILL BE SENT HOME IF YOU VIOLATE ANY PART OF THIS DRESS CODE.

COSMETOLOGY/BARBER DRESS CODE

MALE ATTIRE

BLACK DRESS SLACKS, BLACK JEANS OR CARGO SHORTS - They may not have any holes, tatters, tears or stains. **NO BLUE JEANS!**

SHIRTS –Solid black or white shirts may be worn. Color or patterned shirts may not be worn. Sleeveless shirts may not be worn. Shirts may not have any slogans of any kind on them except the manufacturer’s logo.

BLACK LAB COAT, VEST, OR APRON – must always be worn when on school premises. Colors may not be worn. **No mid-drift allowed.**

SHOES – **non**-skid professional shoes. An example is Tredsafe sold at Walmart or athletic shoes like Nike, New Balance, Skechers, Asics, Air Jordan’s, Reeboks, etc. Athletic shoes of any color are allowed.

SOCKS – feet must always be covered. Shoes are not considered to be this type of protective foot covering.

NO HEAD COVERING ALLOWED

HAIR MUST BE CLEAN AND STYLED PRIOR TO ENTERING SCHOOL

FACIAL HAIR MUST GROOMED PRIOR TO ENTERING SCHOOL

CLOTHING THAT IS TATTERED, TORN, WORNOUT, STAINED OR DIRTY IS NOT ALLOWED.

YOU THE STUDENT WILL BE SENT HOME IF YOU VIOLATE ANY PART OF THIS DRESS CODE.

COSMETOLOGY CLASSROOM CONDUCT

Students may not eat in the Cosmetology classroom; all food is to be consumed in the designated break room. All personal items should be locked in student(s) assigned locker. Any student found using, operating or logging-in to any classroom /instructor computer(s) will be in violation of school policy and may be dismissed, suspended, expunged and chargers pressed as according to the law and as deemed by Administration. Cell phones and texting **are not permitted** during classroom instruction, testing or theory classes. Instructors and Administration reserve the right to dismiss any student from class who violates this policy or becomes disruptive with the use of cellular, mobile phones, pagers, beepers or technological devices. Any use of a personal electronic device during testing will be deemed **cheating** and may result in your dismissal, suspension and /or expulsion from Vogue Cosmetology School as determined by Administration. Class will begin promptly at 9:05AM; any students not in the classroom **will not** be permitted for the remainder of the school day. No unauthorized person(s) may enter the back door of the school which includes family members, significant others, children or anyone who **is not** an enrolled student. All students are asked to follow any additional classroom rules as posted by the Instructor /Administration. Theft is prohibited! Vogue Administration is not liable or responsible for any missing personal items as the student should keep all personal items in his/ her assigned locker. This policy is subject to change at the discretion of Vogue Administration.

COSMETOLOGY CLINIC FLOOR CONDUCT

Students **must** follow all rules, regulations and policies as written in the Georgia State Board of Cosmetology Law. **NO cell phones are allowed on the salon clinic floor!** Industry professionals do not allow their stylists to answer their cell phones on the salon floor; any students answering a cell phone on the salon clinic floor will be dismissed from the clinic floor for the day. Vogue only permits clients who are receiving services to be on the salon clinic floor. Students are not permitted to chew gum or to have food on the salon clinic floor. NO hats, caps, do-rags or head stockings may be worn, and all students must be in uniform accompanied with a smock, vest /Cosmetology jacket while on the salon clinic floor. The Instructor has the right at **any time** to dismiss a student from the salon

clinic floor for any violation of state laws, rules, regulations and any violation of school policies, procedures or for any reason the instructor deems necessary; **as all students are working under the supervision of a licensed instructor** in accordance with Georgia State Cosmetology Law. Each student must sanitize his/her station before and after each client as stated in the Georgia State Board of Cosmetology Law and must complete sanitation clean-up at the end of his/ her school schedule as **required by law**. Students may not loiter on the Cosmetology Clinic Floor, only students rendering services to clients may be present on the floor.

BARBER CLASSROOM CONDUCT

Students may not eat in the barber classroom; all food is to be consumed in the designated break room. All personal items should be locked in student(s) assigned locker. Any student caught using, operating or logging-in to any classroom /instructor computer(s) will be in violation of school policy and may be dismissed, suspended, expunged and chargers pressed as according to the law and as deemed by Administration. Cell phones and texting are not permitted during classroom instruction, testing or theory classes. Instructors and Administration reserve the right to dismiss any student from class who violates this policy or becomes disruptive with the use of cellular, mobile phones, pagers, beepers or technological devices. Any use of a personal electronic device during testing will be deemed **cheating** and may result in your dismissal, suspension and /or expulsion from Vogue Beauty and Barbering School as determined by Administration. Class will begin promptly at 9:05AM any students not in the classroom; will not be permitted for the remainder of the school day. No unauthorized person(s) may enter the back door of the school which includes family members, significant others, children or anyone who **is not** an enrolled student. All students are asked to follow any additional classroom rules as posted by the Instructor /Administration. Theft is prohibited! Vogue Administration is not liable or responsible for any missing personal items as the student should keep all personal items in his/ her assigned locker. This policy is subject to change at the discretion of Vogue Administration.

BARBER CLINIC FLOOR CONDUCT

Students **must** follow all rules, regulations and policies as written in the Georgia State Board of Barbering Law. **NO cell phones are allowed on the salon clinic floor!** Industry professionals do not allow their stylists to answer their cell phones on the salon floor; any students answering a cell phone on the salon clinic floor will be dismissed from the clinic floor for the day. Vogue Beauty and Barber School only permits clients who are receiving services to be on the salon clinic floor. Students are not permitted to chew gum or to have food on the salon clinic floor. NO hats, caps, do-rags or head stockings may be worn, and all students must be in uniform accompanied with a smock, vest /barber jacket while on the salon clinic floor. The Instructor has the right at **any time** to dismiss a student from the salon clinic floor for any violation of state laws, rules, regulations and any violation of school policies, procedures or for any reason the instructor deems necessary; **as all students are working under the supervision of a licensed instructor in** accordance with Georgia Barbering Law. Each student must sanitize his/ her station before and after each client as stated in the Georgia State Board of Barbers Law and must complete sanitation clean-up at the end of his/ her school schedule as **required by law**. Students may not loiter on the Barber Clinic Floor, only students rendering services to clients may be present on the floor

General Rules and Regulations

- It is a requirement that you must call in if you are not able to attend school. When you call in you need to speak with someone in administration. This

information must come from you alone. Do not tell a student to give us the message that you will not be in. Responsible attendance is part of your job training will be a permanent part of your file. Excessive absences may cause you to owe additional charges for not keeping your scheduled graduation date as well as putting you at risk for termination from your course of study. A leave of absence can only be approved by administration. All leaves must be approved.

- It is mandatory for a student to attend theory class each morning from 9:00AM to 10:30AM Monday through Thursday.
- If at any time a student needs to clock out before their scheduled clock out time they must have “written approval” from their instructor, any student that clocks out early without approval may be suspended or terminated.
- You must be in dress code prior to entrance in the school. All females must have their hair clean and appropriately styled and wearing appropriate day time make-up. All male students must have clean hair and be clean shaven unless wearing facial hair which must be groomed appropriately. If you arrive at school without the above criteria being followed you will not be allowed to stay.
- All medications, including prescription, are not allowed to be brought into the school. There will be zero tolerance for this infraction.
- Smoking is not allowed at the Douglasville Campus; violation of this policy may result in suspension or termination.
- Students enrolled in the Cosmetology program are not allowed to visit or receive service from the Barber School. Failure to follow the above rule will result in disciplinary action against the student.
- Students are not allowed to use a tool box or any kind as a kit.
- Part of the student education in Cosmetology and Barbering is to learn how to maintain a salon and keep it decontaminated and free from infectious material. You will be assigned a task each day and it will be checked by the instructor. Refusing to do decontamination and infection control may lead to suspension or termination.
- Any gesture or refusal to do an assigned customer at any point of my training may result in termination.
- Vogue Beauty and Barber School does not grant a diploma for any reason if a student does not complete the required 1500 clock hours as well as the required 1500 credit hours.

- Any student that exhibits unprofessional conduct will be suspended for three days for first offence. Second offence the student will be suspended for two weeks. Third offence student will be terminated.
- Students will not be issued any credit balance checks until they have a zero balance on their ledger or account.
- Any student that should withdraw before enough funds have been applied to cover the cost of the kit and books will be responsible for paying for the kit and books out of pocket. Any withdrawal that just disappears without notifying the school will be referred to the local sheriff's department.
- Friday attendance is mandatory.
- The Georgia State Board of Cosmetology and Barbering require a student to complete their hour sheet daily. The credit hour sheet must be totaled daily, initialed by the student, and the instructor. The hour sheet must not be taken out of the school at any time. It must be kept in the binder assigned by the instructor. It must be completed at the end of each month before you exit the school. Any deviation will be in violation of school policy. Any deviation will also be in violation of state board rules. A student may be suspended or terminated if not in compliance with these rules.
- All student must bring a complete kit to school daily. After progressing to the all students must bring a complete kit or be in violation with school policy and state policy. The student will be sent home for the day and cannot return until they have the complete required kit.
- Failure to keep your kit clean and sanitized will be a state and school policy violation which could result in suspension or termination.
- Electronic devices are not allowed on the clinic floor area or during class times. Put you cell phones on vibrate. Students may take emergency calls by notifying the instructor and stepping out of class to take the call. Students may use their cell phones during breaks and lunch periods only. Wi-Fi is not available to students.

DRUG ABUSE AND ALCOHOL:

Vogue Beauty and Barber School policy does not allow the possession or use of alcohol or drugs on its campus or at any of its function, and recognizes that it is unlawful to manufacture, distribute, dispense, possess or use a controlled substance.

Students, Staff and Faculty are made aware that resources for counseling for drug or alcohol abuse are available.

Students, Staff and Faculty are required to certify that they will not engage in the unlawful manufacture, distribution, possession or use of a controlled substance during their enrollment or employment at this institution.

Alcoholic Beverages Policy:

Vogue Beauty and Barber School strictly prohibits the possession or use of alcoholic beverages on campus and at any school sponsored activity.

Illegal Drug Policy:

In accordance with the Drug-Free Schools and Communities Act of 1988, we are committed to maintain a drug-free learning and working environment. Our policy does not permit or condone illicit or unauthorized possession, use, consumption, sale or distribution of drugs and or alcohol by students or employees on school property or as part of any activity.

Employees and students who violate this policy will be subject to appropriate disciplinary actions, which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, placement on strict probation, unpaid suspension from employment, expulsion, discharge and referral to the proper law enforcement authorities.

The policy of this institution has been to terminate any student or staff member found in possession of alcohol or a controlled substance on the school campus. That will continue to be school policy.

NOTE: Students/Faculty who are found in possession of alcohol and who are of legal drinking age may appeal their termination using the school's grievance policy.

All students are required to take a drug abuse certification test.

PENALTIES FOR DRUG VIOLATION

Federal Student Financial Aid Penalties for Drug Law Violations

Students who are currently enrolled and are completing the FAFSA will be asked: "Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid?"

Students who answer "Yes" will be asked an additional series of questions to determine if the conviction affects their eligibility for federal student aid.

Students convicted of a federal or state offense of selling or possessing illegal drugs that occurred while they were receiving federal student aid should still complete and submit the FAFSA to determine if there is aid for which they are still eligible. Students who leave question 23 blank cannot receive federal financial aid until they respond by making a correction to their FAFSA

A student who has been convicted of possession or sale of illegal drugs loses Title IV eligibility for a period specified in law. The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs.

For convictions involving possession, the periods of ineligibility are as follows:

One conviction: one year after the date of conviction.

Two convictions: two years after the date of the second conviction.

Three or more convictions: indefinite from the date of the third conviction

For convictions involving sale, the periods of ineligibility are as follows:

One conviction: two years after the date of conviction.

Two or more convictions: indefinite from the date of the second conviction.

A federal or state drug conviction can disqualify a student for federal financial aid. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

Regaining Eligibility

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program.

Further drug convictions will make the student ineligible again.

A student whose Title IV eligibility has been suspended indefinitely may regain eligibility only by successfully completing a drug rehabilitation program. A student who is under a one- or two-year penalty may regain eligibility before the expiration of the period of ineligibility by successfully completing a drug rehabilitation program. If the student successfully completes an approved drug rehabilitation program, eligibility is regained on the date the student successfully completes the program. It is the student's responsibility to certify to the school that he/ she has successfully completed the rehabilitation program.

To qualify the student for eligibility, the drug rehabilitation program must include at least two unannounced drug tests, and:

- have received or be qualified to receive funds directly or indirectly under a Federal, State, or local government program;
- or be administered or recognized by a Federal, State, or local government agency or court;
- or have received or be qualified to receive payment directly or indirectly from a Federally
- or State-licensed insurance company;
- or be administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.

IF YOU NEED HELP WITH AN ADDICTION YOU MAY CONTACT ANY OF THE INSTITUTIONS BELOW. PLEASE REMEMBER, YOU MAY REQUEST COUNSELING WITH THE STAFF OF VOGUE AT ANY TIME.

CHARTER PEACHFORD HOSPITAL
2151 PEACHFORD ROAD
ATLANTA, GA. 30338
PHONE: 770.455.3200

PARKWAY MEDICAL CENTER
1000 THORNTON ROAD

LITHIA SPRINGS, GA. 30057
PHONE: 770.732.7835

RIDGEVIEW INSTITUTE
3995 S. COBB DRIVE
SMYRNA, GA. 30080

BRAWNER PSYCHIATRIC INSTITUTE
3180 ATLANTA ST. S.E.
SMRYNA, GA. 30080
PHONE: 770.436.0881

NORTHSIDE HOSPITAL RECOVERY CENTER
JOHNSON FERRY ROAD, N.E.
ATLANTA, GA. 30342

Financial Information

Cost of Attending

Program

Institutional charges for the programs:

COSMETOLOGY AND BARBER

Tuition:	\$18,000.00
Kit/Books:	800.00
Enrollment Fee:	100.00
Total:	<hr/> \$18,900.00

COSMETOLOGY

TIME FRAME-DAYS - 12 MONTHS

BARBER

TIME FRAME-DAYS- 12 MONTHS

Financing

Students may apply for financial aid, pay in full, or choose financing through the school.

In house financing is available through the school with optional payment plans for each individual need according to the class length.

Over Award/Credit Balance

Any over award will be issued to the student within 14 days after being disbursed to the school and credited to the students account.

It is a school policy that students due an over award will not receive it while on leave of absence.

A student must be present and, on the clock, to receive the over award.

If on a leave of absence upon return actions the student will receive the over award within 14 days of return.

If the student is absent the day the over award is to be issued, they will receive it on their next, "clocked in," full day of attendance

Financial Aid

The Financial Aid Programs offered at this institution to eligible students are Federal Pell Grants and The Federal Direct Loan Program.

- Federal Pell Grant awards help qualified students obtain post-secondary education. Students must be enrolled on at least a part-time basis. This is a grant, for undergraduates only, with no repayment requirements.
- Federal Supplemental Educational Opportunity Grants (FSEOG). This program is designed to assist economically depressed students. Grants are based on financial need and in accordance with guidelines set forth by the federal government.

- Federal Direct Loan Borrowers must apply for a Pell Grant first and must be enrolled on at least a part-time basis. There are four types of Direct Loans:
 - a. Federal Direct Stafford/ Ford Loans-also called Direct Subsidized Loans. “Subsidized” means the federal government pays the interest on these loans while you are in school and during deferments (postponements of repayment). You must show financial need to receive this type of loan.
 - b. Federal Direct Unsubsidized Stafford/Ford Loans-also called Direct Unsubsidized Loans. The federal government does not pay the interest while you are in school or in deferment. You can get an Unsubsidized Loan regardless of financial need.
 - c. Federal Direct Plus Loans-These are for parents with good credit histories who want to borrow for their dependent students. Parents will be charged interest after the 2nd disbursement.
 - d. Federal Direct Consolidation Loans-combine one or more federal education loans into a new Direct Loan. Only one monthly payment is made to the U.S. Department of Education.

Once you take out a Direct Loan, you will have opened an “Individual Education Account” (IEA) Any Direct Loans you open in the future will be placed in this account. One payment a month will cover your IEA.

How to Apply for financial aid

- Go online to website: www.fafsa.gov
- If you filed, the required tax return you will be able to use the date retrieval tool which will make it a much easier process.
- Our school code is 031161

- You may reach Vogue Beauty and Barber School by calling 770-943-6811 or Ms. Reid from Admissions will contact you.

Eligibility Requirements

To determine if you're eligible, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your student Aid Report (SAR) contains this number and will tell you if you're eligible.

Continued Eligibility

It is the student responsibility to apply through the Financial Aid Office to determine eligibility for the next award year. (Award year changes July 1st of each year.)

Method of Disbursement

The school will credit the students account for accumulated clock hours at;

0 – 450

451 – 900

901 – 1200

1201 – 1500

Providing the student is in satisfactory progress

Tuition Refunds

Enrollment time is defined as the time elapsed between the actual starting date and the date of the last day of physical attendance.

The student or the school will refund any monies due to the student within 30 days of formal cancelation. Monies due will be determined by the last day of physical attendance in the school or in case of absence the documented date of return. The cost of books, license and equipment is not included in the cost of tuition or adjustment computations.

If the school permanently closes and is no longer offering instructions after a student has enrolled, the student will be offered a refund of the current refund of the current refund policy required by the U.S. Department of Education or a self-pay student will be calculated according to the school's institutional refund.

Monies refunded will be determined by Clock Hours according to cost by Clock Hour Basis.

Applicants not accepted by the school will be entitled to a refund of all monies paid.

If a student (or in the case of a legal guardian) cancels, his/her contract and requests his/ her money back in writing within three business days of the signing of the enrollment agreement, all monies collected will be refunded.

The postmark on the written notification will determine the cancellation date, or the date said information is delivered to the school director in person.

This policy applies regardless whether the student has started training.

If a student cancels his/ her enrollment after three business days after signing but prior to entering class, he/she is entitled to a refund of all monies paid to school less an enrollment fee of \$100.00 if applicable.

Refund Policy for Title IV Students

Any student who receives Title IV aid to attend Vogue Beauty and Barber School will be subject to the refund requirements of the General Provisions Regulations. Georgia has no state refund policy for cosmetology students. The institutional

refund policy of CEO is on the student’s contract and in the school catalog. The General Provisions Regulations require the institution to use Return to Title Four refund policy. All student(s) who drop from the school will have their refund calculated using the current Policy that is required by The Department of Education. Any refunds due from a student withdrawal or dismissal will automatically be returned to the Department of Education. Any changes made to current refund requirements by The Department of Education will be updated to this section of the catalog. After a refund is calculated to meet federal requirements the following refund is used to determine how much the student owes in order to receive a transcript.

Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

- On or before the first day of class the school shall refund 100%. All periods of financial obligation are based upon scheduled hours.

Period of Obligation Scheduled Hours	Amount of Total Tuition Owed to School
0.01%-10%	10%
10.01%-25%	50%
25.01%-50%	75%
50%-100%	100%

All refunds for students not receiving Title IV will be calculated using the Institutional refund policy and funds will be returned to the student

Refund Policy for Programs Obligating students for Periods Beyond Twelve Months

- Institutions with programs longer than 12 months that financially obligate the student for any period beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.

- The calculation of the refund for the unused portion of the first 12 months is based on section (b) (1) Non-Public Institutions above.
- If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on section (b) (1) Non-Public Institutions above.

Financial Aid/Code of Conduct and Policy on Education Loans

Preamble

This code of conduct applies to Vogue Beauty and Barber School, all employees including without limitation the financial air officer who has the responsibility with respect to education loans. This code reiterates and reflects Vogue Beauty

and Barber School continuing commitment to conducting financial aid practices with integrity, free from conflicts of interest, in the interest of students, and in compliance with applicable law.

This institution deals strictly with William D. Ford Federal Direct Loan Program, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Veteran's Education Benefits.

William D. Ford Federal Direct Loan Program

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. For more information visit [William D. Ford Federal Direct Loan Program](#). There are three types of loans in the program:

- **Subsidized Stafford Loan**– A student can borrow this type of loan to cover some or all their school expenses. The U.S. Department of Education pays the interest while you're in school. The amount of the loan cannot exceed a student's financial need. For more information visit [Subsidized Stafford Loan](#).
- **Unsubsidized Stafford Loan**– A student can borrow this type of loan to cover some or all their school expenses. The U.S. Department does not pay interest on subsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. The fixed interest rate of 6.8 percent can be paid while attending school, during a period of deferment or forbearance or it can be accrued, and the interest added to the principle amount of the loan. For more information visit [Unsubsidized Stafford Loan](#).
- **PLUS, Loans**– Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 7.9 percent for the Direct Loan. For more information visit [PLUS Loans](#).

Veteran's Education Benefits

Some Empire Education Group schools are approved for Veteran's Educational Benefits for veterans, eligible dependents of deceased or disabled veterans and active status National Guard and Reserve personnel. Any student interested in this type of benefit must verify with the school representative that the school is eligible for benefits. For more information visit www.gibill.va.gov.

Financial Aid available for those who qualify and may be subject to the terms of the scholarships, loans or grants applied for.

Federal Pell Grant (PELL)

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. These grants are generally awarded to undergraduate students and the award amounts can change yearly. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part time) and whether you attend for a full academic year or less. For more information visit [Federal Pell Grant](#).

Federal Supplemental Educational Opportunity Grant (FSEOG)

This type of grant is awarded to undergraduate students with exceptional financial need—those with the lowest Expected Family Contribution (EFC). Federal Pell Grant recipients receive priority for FSEOG awards which range from two per award year. The amount of your award will be determined by the school's Financial Assistance Office. For more information visit [Federal Supplemental Educational Opportunity Grant](#).

Preferred Lender Arrangement

As noted above Vogue Beauty and Barber School only deals with William D. Ford Federal Direct Loan Program, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Veteran's Education Benefits.

Prohibition on Gifts and Remuneration to University Employees

Vogue Beauty and Barber School shall inquire and ensure that no officer, director or employee solicits or accepts gifts on his/her own behalf or on the behalf of another.

For the purpose of this code, "gifts" include any gratuity, favor discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimum amount, including services, transportation, lodging, and meal. A gift does not include standard materials, activities or programs related to a loan being provided, favorable terms, conditions, Pell Grant, FEOG or scholarships.

Attendance and Financial Aid

Effective July 1st, 1996; In Financial Aid an academic year is defined as 900 clock hours. It should take a student 26 weeks of attendance to complete 900 clock hours and 18 weeks to complete 600 clock hours. 1500 clock hours require a minimum of 44 weeks of attendance. Excessive attendance may affect the effect the amount of aid to be awarded by generating a down size in the amount of award. A lack of attendance may also affect your awards as and cause you to be in unsatisfactory progress.

Voter Registration

Voter registration information may be found on our website:

www.voguebeautyschool.com

Voter registration forms may also be requested from the administrative office.

Copyright Infringement

Vogue Beauty and Barber School does not participate in the unauthorized use of copyrighted material in a manner that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works that build upon it.

Short quotations from or references to other people's work are fine, so long as you attribute your sources. But never use substantial chunks of other people's

work without securing permission and clearly identifying the author. Citing sources not only protects you from plagiarism charges; it also enhances the quality of the information you supply and your credibility.

Source of this information may be found at:

www.educause.edu/library/higher-education-opportunity-act-heoa

Sanctions

Actual Damages and Profits

The copyright owner is entitled to recover the actual damages suffered by him or her as a result of the infringement, and any profits of the infringer that are attributable to the infringement and are not considered in computing the actual damages.

Statutory Damages

The copyright owner may elect, at any time before final judgment is rendered, to recover, instead of actual damages and profits, an award of statutory damages for all infringements involved in the action, with respect to any one work, for which any one infringer is liable individually, or for which any two or more infringers are liable jointly and severally, in a sum of not less than \$750 or more than \$30,000 as the court considers just. For the purposes of this subsection, all the parts of a compilation or derivative work constitute one work.

In a case where the copyright owner sustains the burden of proving, and the court finds, that infringement was committed willfully, the court in its discretion may increase the award of statutory damages to a sum of not more than \$150,000.

Source of this information may be found at:

www.copyright.gov/laws/

Student Handbook
2018-2019

Vogue Beauty and Barber School
3655 Macland Road
Hiram, GA 30141
7709436811

www.voguebeautyandbarberschool.com

Administrative Staff

Ms. Nadyne Brusco – Director
Ms. Kimberli Speck – Financial Aid Director

Office Personnel

Tiffany Hillman – File Clerk

Instructional Staff

Cosmetology

Ms. Burnie Springer – Hiram Campus
Ms. Tiffany Holmes – Douglasville Campus

Barber

Mr. Darnell Powell – Hiram Campus
Mr. Jovet Jackson – Douglasville Campus

Closing Comments from the Director

This educational institution reserves the right to amend any policies, procedures or regulations at any time at the discretion of administration.

I certify this copy to be true and correct as to content and policy.

NOTES

