

COBB



BEAUTY COLLEGE

INSTITUTIONAL CATALOG & HANDBOOK

2015-2016

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COBB BEAUTY COLLEGE

VISION

We are the Premiere Cosmetology School of the Southeast.

PROGRAM OBJECTIVES

To educate, train, and inspire confident leaders in the Cosmetology Profession.

To provide a quality, affordable, and relaxed salon experience to our clinic floor clients.

INSTITUTIONAL MISSION STATEMENT

Cobb Beauty College is dedicated to producing highly skilled and motivated professionals to meet the local community's ever increasing demand for premium cosmetology services. Cobb Beauty College will provide every student the opportunity to receive a sound education in the latest applications, principles and practices of the profession of cosmetology. The student will be taught the proper way render services in an ethical, efficient, and professional manner.

INSTITUTIONAL FACILITIES & HISTORY

Cobb Beauty College, Inc. (CBC) was founded and incorporated in 1980, with its principal offices and operations occupying approximately 1900 square feet of floor space located at 2726 Summers Street in Kennesaw, Georgia. In 1983, just three years after its incorporation, Cobb Beauty College enlarged its facilities located on Summers Street to more than twice its original floor space to better accommodate the needs of this fast growing area.

In June of 1987, Cobb Beauty College moved to its present location at 3096 Cherokee Street in Kennesaw, Georgia. The new facilities are clean and modern and provide approximately 5000 square feet of clinic floor, offices, class rooms, and a dispensary.

FACULTY & ADMINISTRATION

Angela Little	President & Chief Executive Officer
Glenn Little	Vice President & Business Manager
Nick Berryman	Chief Financial Officer
Michelle Slater	Financial Aid Director & Licensed Instructor
Jamie McKinnon	Financial Aid Administrator & Director of Student Services
Joey Jacques	Admissions Administrator
Nicole Rosa	Title IX & Campus Safety Coordinator
Beckie Cargle	Lead Educator & Licensed Instructor
Christian Thomason	Licensed Instructor
Michelle Roby	Licensed Instructor

CODE OF ETHICS

1. Cobb Beauty College has, as its principle objective, the training of qualified cosmetologists to render the best possible service to its students and clients.
2. Cobb Beauty College continuously strives to improve its operation by keeping abreast of the ever-changing new developments and techniques in the cosmetology field.
3. Cobb Beauty College observes all the rules and regulations issued by the Georgia State Board of Cosmetology and the Department of Health.
4. Cobb Beauty College requires its instructors to keep current in the latest teaching methods in Cosmetology by reading educational books, attending teacher refresher or advanced courses, workshops, and trade schools.
5. Cobb Beauty College will use all acceptable teaching techniques and training aids, such as textbooks, workshops, films, filmstrips, and other audiovisual aids in order to advance and provide the best possible training for the students.
6. Cobb Beauty College takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
7. Cobb Beauty College purchases only high grade equipment, cosmetics, and supplies to be used in the instruction and training of its students.
8. Cobb Beauty College maintains honest and fair relationships with its staff, students, clients, the Georgia State Board, and other professional schools and salons.
9. Cobb Beauty College advertises truthfully and makes honest representations to its students and clients.
10. Cobb Beauty College refrains from any advertisement or criticism which might reflect unfavorably on other schools in the Cosmetology profession.
11. Cobb Beauty College consistently maintains close contact with the most successful salons to ensure a greater opportunity for successful placement of its graduates.

APPROVALS

- Licensed by the Georgia State Board of Cosmetology, 237 Coliseum Drive, Macon, Georgia 31217-3858, Phone (478) 207-1430;
- Business license by the City of Kennesaw, Kennesaw, Georgia, 30144;
- Meets the requirements of the Non-Public Post-Secondary Commission, Tucker, Georgia;
- Meets the requirements of the United States Department of Education;
- On March 23, 1993, was accredited by The Southern Association of Colleges and Schools, Commission on Occupational Education Institutions; and continues accreditation under the Accrediting Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300 Suite 325, Atlanta, Georgia 30350, Phone (770) 396-3898;
- Reaffirmed Accrediting Status in 1999 by the Accrediting Commission of the Council on Occupational Education;
- Reaffirmed Accrediting Status in 2005 by the Accrediting Commission of the Council on Occupational Education;
- Reaffirmed Accrediting Status in 2011 by the Accrediting Commission of the Council on Occupational Education;
- Accepts qualified veterans approved to receive Veterans' training benefits; and
- Is an accredited member of the Commission on International and Trans-Regional Accreditation (CITA)

The documents listed above are available for inspection in the administrative office during regular school business hours.

AREAS OF STUDY

Your training will encompass three types of learning: Academic knowledge, the foundation of your education. Practical experience, the application of your knowledge. Professional business-building skills, vital for your success. Each phase of your education will emphasize a different combination of learning approaches.

COSMETOLOGY

Explore the latest styles and techniques in hair cutting and styling, skin care, nail care and makeup.

INSTRUCTOR TRAINING

Advance your cosmetology skills to specialize in education, presentations, and the ability to communicate.

CAREER OPPORTUNITIES

SALON INDUSTRY

- hair stylist
- esthetician
- makeup artist
- manicurist
- sales representative
- permanent waving specialist
- hair coloring specialist
- nail technician
- front desk coordinator
- manager

EDUCATION & OTHER FIELDS

- cosmetology educator
- freelance educator
- manufacturer educator
- distributor educator
- consultant/trainer
- freelance makeup artist
- stylist or makeup artist for film, theater, fashion or print

OBJECTIVES

- Instruct students in all phases of study within the curriculum of his/her chosen course
- Instruct students in the proper applications, principles, and practices involved in the cosmetology profession
- Instruct students to render services in an ethical, efficient, and professional manner in preparation for employment
- Inspire confidence in every student
- Uphold the rules and regulations as set forth by the Georgia State Board of Cosmetology
- Prepare students to successfully pass the State Board Licensing Examination and to prepare students for above entry level jobs in their chosen profession

COSMETOLOGY COURSE

MISSION STATEMENT

Cobb Beauty College is dedicated to producing highly skilled and motivated professionals to meet the local community's ever increasing demand for premium cosmetology services. Cobb Beauty College will provide every student the opportunity to receive a sound education in the latest applications, principles and practices of the profession of Cosmetology. The student will be taught the proper way render services in an ethical, efficient, and professional manner.

COSMETOLOGY CURRICULUM

Classroom	250 hours
Theory	100 hours
Hair Cutting & Shaping	125 hours
Shampoo & Style	280 hours
Hair Coloring	140 hours
Hair & Scalp Treatments	50 hours
Permanent Waves	180 hours
Facials, Make-up & Arching	55 hours
Personal Improvement (Social Skills)	50 hours
Nail Procedures	90 hours
Chemical Relaxing	100 hours
Laboratory	50 hours
Salon Management	30 hours
Minimum Total Credit Hours	1500 hours

Cosmetology students must complete 1500 credit hours and 1500 clock hours at Cobb Beauty College before graduation. Cosmetology students must attend school a minimum of 10 months, meeting the required attendance as regulated by the Georgia State Board of Cosmetology. The Cosmetology course at Cobb Beauty College enables a student to take the Georgia State Board of Cosmetology Licensing Examination, and to pursue an excellent career in the various fields of Cosmetology.

INSTRUCTOR TRAINING COURSE

MISSION STATEMENT

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INSTRUCTOR TRAINING CURRICULUM

General Education	300 hours
Teaching Techniques	300 hours
Apprentice Teaching	300 hours
Minimum Total Clock Hours	900 hours

COURSE DESCRIPTION

The 900-hour Instructor Training Program is designed to provide a trainee with the basic functions to become an effective instructor. Teaching requires a conscious effort by the instructor and a close working relationship between the instructor and the student. This course teaches trainees how to communicate ideas effectively, to be aware of each student as an individual with different ideas and special skills. The Instructor trainee will develop the necessary skills to establish a teaching climate to assist students to learn.

GOALS & OBJECTIVES

The course is divided into three levels.

1. General Education - Designed to introduce and prepare the trainee to function as a cosmetology instructor.
2. Teaching Techniques - Designed to give trainees teaching methods knowledge, teaching aids, classroom management, discipline, testing and evaluations.
3. Practice Teaching - Designed for a trainee to learn how adults may differ, instructor/student relations, and the art of teaching.

After completing the course, an instructor will be able to help students develop good work habits, a wholesome attitude toward the public, the ability to follow orderly procedures, and an appreciation of good workmanship.

CONTENTS OF INSTRUCTIONAL UNITS

GENERAL EDUCATION (300 HOURS)

- A. Vocabulary Development
- B. Theory
- C. State Cosmetology Board Requirements and Record Keeping
- D. Salon Management
- E. Principles of Teaching Cosmetology

TEACHING TECHNIQUES (300 HOURS)

- A. Lesson Plans and Presentations
- B. Classroom Management and Discipline
- C. Demonstrations and Lecturing
- D. Testing and Examinations

PRACTICE TEACHING (300 HOURS)

- A. Teaching Adults
- B. Teacher/Student Relations
- C. Practice

NAIL TECHNICIAN COURSE

MISSION STATEMENT

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NAIL TECHNICIAN CURRICULUM

Theory	140
Manicure	70
Artificial Nail Removal & Nail Repair	10
Nail Fill In Applications	30
Artificial Tip Application with Overlay	60
Nail Wrapping	20
Nail Sculpturing	90
Pedicure with Foot & Leg Massage	60
Nail Arts Techniques	10
Professional Drill Usage with Drill Designs	5
Air Brush Nail Art	5
Paraffin Treatments (Hand & Feet)	5
Related Subjects & Advanced Techniques	20
Total Hours	525

The Georgia State Cosmetology Board requires nail students to complete 525 credit hours 525 clock hours or four (4) months of training in order to graduate from CBC.

The Nail Care/Technician program at CBC is an excellent path into the Cosmetology field. The curriculum qualifies a student to take the Georgia State Board Licensing Examination. Most leading salons employ nail care specialists.

ADMISSION REQUIREMENTS & PROCEDURES

Thinking about becoming a Cobb Beauty College student and need to know what to do next? This checklist outlines what you'll need to complete before starting classes.

For more in-depth information, visit: cobbbeautycollege.edu/prospective-students

APPLY

- Complete your application for admission to Cobb Beauty College by picking up an application at the school during your tour
- If seeking financial assistance, apply for financial aid at fafsa.ed.gov
 - Use Cobb Beauty College code: 030906
 - Submit your FAFSA at least two weeks before your class start date

COMPLETE

- Complete the official paperwork with an admissions representative after your FAFSA has been submitted
 - There may be additional verification paperwork to submit based on your FAFSA
 - If you are a dependent student, you may be required to have a Parent Credit Consent in order to qualify for additional loans
 - If approved, the parent is eligible for a PLUS loan in their name to help pay for the student's tuition for that award year
 - If declined, the student is eligible to increase their unsubsidized loan amount for that award year
- Complete the Entrance Test with an admissions representative
- Complete a **Master Promissory Note** online at studentloans.gov
- Complete **Entrance Counseling** for Direct Subsidized/Unsubsidized loans online at studentloans.gov

SUBMIT

- Submit a copy of your driver's license/state issued identification card, social security card, and high school diploma/transcript or GED
- Submit all verification paperwork:

- V1, V3, V4, V5, V6 Paperwork if selected for verification by the department of education
- Supporting documents for verification paperwork, if applicable
- Low Income Statement if the student or parent's annual gross income was below poverty level for that year

SIGN 

- Sign the student contract - if dependent must have a parent signature as well
- Sign the Estimated Financial Plan (EFP) for the maximum awards available during that award year - differs on a student by student basis

GO 

- Go to your first day of class! Be sure to follow your schedule and show up for your classes! Learning begins day one!

Notes:

- ❖ Dependent students must provide their parents income information on their FAFSA and have a parent sign the FAFSA with their verified FSA ID
- ❖ As of May 10, 2015 you must have a verified FSA ID (Username& Password) instead of a PIN to log in to studentloans.gov
- ❖ FSA ID's must be created by the person whose name it is associated with
- ❖ Misrepresentation of your identity to the federal government could result in criminal or civil penalties

NOTICE

- Cobb Beauty College does not admit ability-to-benefit students
- Cobb Beauty College does not admit students who have record of a felony conviction
- Cobb Beauty College has not entered into an articulation or transfer agreement with any other college or university
- Cobb Beauty College requires no information regarding vaccinations from potential students to attend school
- Cobb Beauty College does not provide English-as-a-second language instruction
- Home-School students must provide a copy of their complete high school transcript. Home-School transcripts must include the following information:
 - Name, Address, and Phone Number of Home-School
 - Student's personal information (name, address, date of birth, social security number)
 - Itemization of courses and final grades achieved for each grade level accomplished
 - Date of Graduation

- Name and signature of the Home-School Administrator
- Home-School transcripts must be notarized by a Notary Public and sent to Cobb Beauty College's Admissions Office in an envelope sealed and sent by the Home-School Administrator
- Every Georgia home-schooled student must submit a copy of their private school affidavit, declaration of intent, of home schooling. For students home-schooled in other States, please submit whatever verification is provided by that State
- If the high school information cannot be verified, the student will be required to take and pass a GED test prior to enrollment
- Cobb Beauty College does not recruit students that are currently attending or admitted to another school offering a similar program study

COSMETOLOGY

All Students must be a minimum of 17 years of age and have a high school diploma or a GED in order to take the Georgia State Cosmetology Examination. There are no exceptions to this rule.

All applicants to be tested in any area of the cosmetology profession must have a High School Diploma or GED in order to qualify to take the Georgia State Board of Cosmetology Licensing Examination, based on the State's laws and rules.

INSTRUCTOR TRAINING

Cosmetologist interested in the Instructor Training program must be able to provide a current Master Cosmetology License issued by the Georgia State Board of Cosmetology, a transcript of 1500 clock and credit hours from an approved cosmetology school or a transcript of 3000 hours from an approved apprentice, and proof of a minimum of one-year work experience in a salon.

STUDENT TRANSFER POLICY

- A. A student who transfers from another Cosmetology school must provide Cobb Beauty College with the following documents:
 - 1. Certification of hours from the Georgia State Board of Cosmetology or an approved school of cosmetology
 - 2. Proof of satisfactory progress from the school from which the student is transferring
 - 3. Meet all other requirements for admission at Cobb Beauty College as listed under Beginning Freshman
 - 4. Assume financial responsibility of calculated course charges
- B. Transfer students must purchase, or have an acceptable and approved kit and books, to comply with Cobb Beauty College standards. Tuition will be charged at the rate that is in effect at the time of the transfer.
- C. A student who transfers from Cobb Beauty College to another school must do the following:
 - 1. Submit a written request to transfer to another school;
 - 2. Meet all financial obligations to Cobb Beauty College;
 - 3. Have been counseled by the Compliance Office;
 - 4. Have a formal exit interview with the school's Compliance Office. The Student must make an appointment within 10 days of the last day of attendance at the school with the compliance office for an exit interview and to complete any necessary paperwork. The student will not be assisted on a drop-in basis.

TRANSFER STUDENTS

Applicants for transfer into Cobb Beauty College are considered on an individual basis. Cobb Beauty College may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. The determination of the hours accepted for transfer will be based on an examination of the individual's technical skills and knowledge of the program and subject matter. Cobb Beauty College does not award credit for prior experiential learning.

Former students seeking re-enrollment to Cobb Beauty College should contact the Admissions department to inquire about re-enrollment.

Tuition shall be calculated based on the credit hours needed (as defined by the Georgia State Board of Cosmetology) to complete the course selected. One clock hour will be allowed to complete one credit hour. A transfer student will be charged \$15.00 per clock hour for number of clock hours needed to complete his/her selected course. The supply fee will be prorated based on needed clock hours, and the transfer student may be required to purchase books or equipment he/she needs to complete his/her selected course. The Registration Fee shall be \$100.00 dollars or 15% of the calculated tuition, whichever is less. The Placement Assessment Fee for testing during the first week of school will be \$175. Transfer students are not eligible for a diploma from Cobb Beauty College.

Listed below are the requirements in order to qualify to transfer from another school:

- 1. Official Transcript of hours from Georgia State Board of Cosmetology or board-approved school of

cosmetology

2. Proof of satisfactory progress while at the school from which the student is transferring
3. Meet all other requirements for admission at Cobb Beauty College as listed under Admissions

TRANSFER BETWEEN PROGRAMS

The rules and regulations governing financial aid programs, a student cannot directly transfer to a different program after starting a school program. In order for the student to change his/her course of study, the student must withdraw from his/her current program. Any tuition refunds due will be computed and processed as described in the student catalog. The student must then enroll in the new course of study as any new student. Students are encouraged to thoroughly review his/her options before making any type of transfer. Most hours earned in one program do not transfer to another program, for example, if a nail technician student earns 200 hours in the Nail Technician Program, only 90 hours can be transferred to the Cosmetology Program.

RE-ENROLLMENT POLICY

Students wishing to be readmitted after withdrawing or being dropped from the program need to apply through the admissions office. Applications will be reviewed with the Lead Educator, Financial Aid Department, and Admissions Department. Students may not re-enroll until six months after the last date of attendance. Students accepted for re-enrollment will be charged a \$100 registration fee to accompany their application. Tuition costs will be assessed as a transfer students at rate of \$15.00/hour to complete the program. Financial Aid awarded for re-enrollment may not be used to pay previous balances owed. Balances must be paid or on a payment plan and have made six consecutive payments before re-enrollment.

STATEMENT OF NON-DISCRIMINATION

Cobb Beauty College does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation, financial status, veteran status or national origin.

SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Cobb Beauty College will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering Cobb Beauty College's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the admissions department of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing.
2. The admissions department will schedule a time to meet with you prior to enrollment after receiving your request for accommodation. The purpose of this meeting is to help ensure that Cobb Beauty College is obtaining adequate information and understanding of your individual needs.
3. The admissions department will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.

VACCINATION POLICY

Cobb Beauty College recommends that all students are current on vaccines but they are not required for admissions. Vaccine information is posted on the student service bulletin board.

IMMUNIZATION AGAINST DISEASE DURING AN OUTBREAK/EPIDEMIC

During an epidemic or a threatened epidemic of any disease preventable by immunization on campus of Cobb Beauty College, and when an emergency has been declared by appropriate health authorities of this state, the president of the institution is authorized, in conjunction with appropriate health authorities, to promulgate rules and regulations specifying those diseases against which immunizations may be required.

Any individual who cannot show proof of immunity or adequate immunization and refuses to be immunized shall be excluded from any institution or facility of Cobb Beauty College until such time as he/she presents valid evidence that he/she is immunized against the disease or the epidemic or threat no longer constitutes a significant public health danger.

TUITION RATES

MASTER COSMETOLOGY

Tuition	Kits, Books, & Supplies	Registration Fee	Total
\$17,070.00	\$2,259.00	\$100.00	\$19,429.00

INSTRUCTOR TRAINING

Tuition	Kits, Books, & Supplies	Registration Fee	Total
\$6,950.00	\$1350.00	\$100.00	\$8,400.00

NAIL TECHNICIAN

Tuition	Kits, Books, & Supplies	Registration Fee	Total
\$3,525.00	\$755.00	\$100.00	\$4,400.00

- All students are issued new materials and are responsible for replacing lost or broken items.
 - Cobb Beauty College furnishes 90% of all necessary items.
 - Cobb Beauty College will not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student's eligibility for an amount of Title IV program assistance.
-

TRANSCRIPT FEE

A fee of \$35.00 will be charged for transcripts if not currently enrolled as a student at Cobb Beauty College.

GEORGIA STATE BOARD LICENSING EXAMINATION FEE

Upon successfully completing the school requirements for graduation at Cobb Beauty College, an application will be made to the proper testing facility to schedule a graduate student for the exam. The student is responsible for any and all fees associated with tests and applications; they are not included in the cost of tuition. Fees are set by the State of Georgia, Cobb Beauty College, and the testing facility.

FINANCIAL ASSISTANCE

Option 1: Pay in full at enrollment.

Option 2: Pay in full by graduation with zero percent (0%) interest - Program cost is divided into equal monthly payments with the first payment due at the start date.

Option 3: Financial Aid is available, for prospective students who qualify, in the form of a Pell Grant and/or Direct Loan from the U.S. Department of Education. Federal financial aid is available online for those who qualify at www.fafsa.ed.gov

Enter our Federal School Code -- 030906

Financial aid packages will be sent to the Admissions office to be discussed with you upon appointment.

FINANCIAL AID

Please contact an Admissions Representative to discuss payment options and financial aid that may be available to qualified students.

Federal student aid is available for qualified students. Students may be eligible for grants and/or loans to cover qualified educational expenses. More information regarding student aid can be found at www.federalstudentaid.ed.gov.

Cobb Beauty College is not a public institution. If the student obtains a loan for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

The Financial Aid Director at Cobb Beauty College oversees the financial aid process at Cobb Beauty College. A third-party servicer, FATSTAF, is used in coordination with the financial aid staff for financial aid purposes.

Students may email the Financial Aid Office at finaid@cobbbeautycollege.edu in regards to questions about Verification, Entrance and Exit Counseling, Master Promissory Notes, and other general inquiries regarding student financial aid. Students may make appointments to meet with a Financial Aid Counselor for longer inquiries.

TITLE IV ELIGIBLE STUDENTS

Federal student aid is available to qualified students. Those that qualify may be awarded a Pell grant, Direct subsidized and/or Unsubsidized Stafford loans, and/or Direct Parent Plus loans. In order to be considered for aid, a student must complete a FAFSA (Free Application for Federal Student Aid), which is available at www.fafsa.ed.gov. The amount of financial aid that a student may be awarded is based on a student's EFC (Expected Family Contribution), which is determined by his or her FAFSA application.

All students using Title IV loans are required to complete Entrance Counseling, which can be completed at

www.studentloans.gov. Students are expected to have completed Entrance Counseling prior to Orientation. No student is eligible to receive Title IV loans funds until Entrance Counseling is complete. All students using Title IV loans are required to sign a master promissory note (MPN). An MPN can be signed online at www.studentloans.gov. Any student planning to receive funds from a Parent Plus loan must also have a Parent MPN on file. A parent MPN may be signed at the aforementioned link. Students are also required to complete Exit Counseling prior to his or her Title IV aid file being released for graduation; students should complete this requirement by visiting www.studentloans.gov. Cosmetology students should complete Exit Counseling after clocking approximately 1400 hours. Students that withdraw from Cobb Beauty College are also required to complete Exit Counseling.

The Office of Financial Aid is available to assist in the collection of Verification documents, the completion of Entrance and Exit Counseling, as well as the signing of a Master Promissory Note. Some students enrolled at the school may be eligible to receive living expenses through the receipt of Title IV funding. Students eligible to receive living expenses are eligible because he/she has more award money available to him/her than tuition, supplies, fees, taxes, and any other charges that may be due to the school.

Title IV disbursements are released as a student progresses satisfactorily through his/her program; living expenses are released as a result of these funds being in excess of amounts owed to the school. In almost all circumstances, living expense funds come from loan funds and must be paid back.

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STUDENTS SELECTED FOR VERIFICATION

Certain students who have completed a FAFSA may be selected for Verification; all students selected for Verification are required to submit relevant (and requested) income and/or tax information to the Office of Financial Aid in order to be Title IV eligible.

Students selected for Verification will generally be given notice of this prior to a student's first day of class. If a student's FAFSA is found to be selected for Verification post-Orientation, the Financial Aid Office will provide the student with written notification within two business days of being aware of the selection; such notification will outline directions and required documentation needed to complete the Verification process. Upon the student receiving this notification from the Financial Aid Office the student will have 3-4 business days to submit the required documentation needed to satisfy Verification. If the required documentation is not received within this time frame, possible delay or forfeit of federal aid may occur.

If there are differences between the information listed on your FAFSA and your Verification documents, the Financial Aid Office will make corrections to your FAFSA for you. If your EFC (Expected Family Contribution; used to determine your Federal aid package) changes as a result of these corrections, the Financial Aid Office will notify you via written notification, in the form of an updated Award Letter; This notification will occur within one to two months of you starting class.

Students selected by the U.S. Department of Education for the process of verification are required to submit

to the School Financial Aid Office additional student and or parents' financial and household information (the documentation required as indicated in the U.S. Department of Education's Application and Verification Guide). The verification procedures will be conducted as follows.

THIRD PARTY SERVICING POLICY AND PROCEDURE FOR VERIFICATION

- 1) Students that require verification documents will be given a "Verification Documents Required Form" by their FA listing any documents required. This form lists all the regulatory required notifications to the student regarding the process of verification. These are listed below.
- 2) The School's designated official must then call the student in and collect the necessary documents to complete the Verification process.
- 3) The student should be asked to submit all required documentation to the School FA within 14 days from the date the student is notified that the additional documentation is needed due to being selected for verification.
- 4) If the student does not provide all of the required documentation within the 14 day time frame, at the School's discretion the student may need to be notified that they will be required to make other payment arrangements until the documentation is received and the student's eligibility for Federal Aid has been established.
- 5) The appropriate School official may reserve the right to make exceptions to the 14 day policy stated above on a case by case basis due to extenuating circumstances.
- 6) Once the documents have been received the School official should then review and upload those documents as part of the initial FA file.
- 7) Provided all the required documents are received and there are no discrepancies to hold up the process, the student's aid package will be further processed.
- 8) A Verification Comparison form will be completed, uploaded and an e-mail notification sent to the School saying that verification has been completed.
- 9) The FATSTAF FAA will notify the School FA of any changes to the student's financial aid awards resulting from corrections made due to the verification process. An adjustment(s) will be made to the Financial Aid Worksheet and a new Award Notification can then be printed at the School and presented to the student for signature.
- 10) Any students selected for V4 or V5 verification will be reported on FAA Access.

CONFLICTING INFORMATION

Cobb Beauty College understands that all conflicting information must be resolved before any Title IV funds can be disbursed, therefore students with conflicting information in their files or paperwork may be selected for verification by the School or FATSTAF in order to resolve the conflict in question. In such an instance a Verification Documents Required form will be sent to the School Financial Aid Office listing the documents required by FATSTAF to resolve the conflicting information.

APPLICANTS SELECTED FOR VERIFICATION

If FATSTAF has any reason to believe that any information on the application or any supporting documentation used to calculate the EFC is discrepant or inaccurate, the applicant will be required to provide adequate documentation to resolve the conflict.

APPLICANTS NOT SELECTED FOR VERIFICATION

FATSTAF will review all tax returns provided by the school even if they were not requested and will resolve all conflicting information regardless of whether the applicant was selected for verification or not. All C-Codes will be reviewed and resolved.

C-CODES

Selective Service C-Codes will require the student to submit a letter to selective service to verify whether they are considered a veteran. They must provide the response letter and written documentation to support their reasons for not registering for selective service. All this will be reviewed, a determination will be made and the student will be notified by the school of the decision.

For Citizenship C-codes students will be required to provide acceptable documentation proving they are a US Citizen or eligible non-citizen. If the eligible non-citizen student does not pass the automated secondary confirmation the documentation will be sent along with form G-845 to Homeland Security for secondary confirmation of the validity of the documents submitted.

LOW INCOME

FATSTAF requires students and parents who provide financial data on their FAFSA that is below the established poverty level published in the Federal Register annually to complete and sign a low income statement. This is regardless of being selected for verification.

VETERANS EDUCATION BENEFITS - MONTGOMERY GI BILL

Students eligible for Veterans Education benefits through the Montgomery GI Bill may be able to use these funds to help finance their education. For more information, visit www.va.gov.

TITLE IV ACADEMIC YEAR AND DISBURSEMENTS

ACADEMIC YEAR

The cosmetology program is a clock hour program in which a student must complete 1500 clock and credit hours to graduate. Title IV funds are disbursed based on clock hours. An academic year for a clock hour program is equal to 900 clock hours. The number of weeks to complete the first academic year differs based on the students schedule. There are three schedule options a student may choose when starting school. The chart below displays the number of weeks to complete an academic year based on the three schedule options.

	Academic Year 1 - 900 clock hours	Academic Year 2 - 600 clock hours	Total Program Completion
30 hours/week	30 weeks	20 weeks	50 weeks
27.5 hours/week	33 weeks	22 weeks	55 weeks
19.5 hours/week	47 weeks	32 weeks	78 weeks

The first academic year is equal to the minimum standard of 900 clock hours. However, the second academic year is 600 clock hours and therefore less than the minimum standard. Since the second academic year is less than the minimum standard, the students maximum award eligibility will be prorated.

DISBURSEMENTS

Students who are eligible for Federal Student Aid will have their aid broken up into several disbursements while in school. The chart below displays when a student is eligible for a disbursement. The students eligibility may based on their schedule. The students schedule affects when the student is allowed to receive their disbursements.

	Academic Year 1		Academic Year 2	
	0-450 clock hours	451-900 clock hours	901-1200 clock hours	1201-1500 clock hours
30 hours/week	Pell - Week 1	451 Clock Hours	901 Clock Hours	1201 Clock Hours
	Loans - Week 5	15 Weeks Since Last Disbursement	15 Weeks Since Last Disbursement	10 Weeks Since Last Disbursement
27.5 hours/week	Pell - Week 1	451 Clock Hours	901 Clock Hours	1201 Clock Hours
	Loans - Week 5	17 Weeks Since Last Disbursement	17 Weeks Since Last Disbursement	11 Weeks Since Last Disbursement
19.5 hours/week	Pell - Week 1	451 Clock Hours	901 Clock Hours	1201 Clock Hours
	Loans - Week 5	24 Weeks Since Last Disbursement	24 Weeks Since Last Disbursement	16 Weeks Since Last Disbursement

LOAN BASICS

William D. Ford Federal Direct Loan (Direct Loan) Program - Student loans provided by the U.S. Department of Education to enable a student to pay for education after high school. Eligible students borrow directly from the U.S. Department of Education to attend participating schools. Direct Loans include the following types of federal student loans: Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans. You repay your Direct Loan(s) to the U.S. Department of Education.



Example assuming Direct Unsubsidized Loans at 6.8% interest using a standard 10 year repayment plan. Loan fee=1%.

Student Loan - Money you borrow for school and must repay with interest.

Disbursement - A portion of a federal student loan that the school pays out by applying the funds to the student's school account or by paying the borrower directly. Students generally receive their federal student loans in more than one disbursement.

Loan Servicer/Federal Loan Servicer - An entity that collects payments on a federal student loan, responds to customer service inquiries, and performs other administrative tasks associated with maintaining a loan on behalf of a loan holder. A federal loan servicer is a loan servicer for the U.S. Department of Education.

Principal - The loan amount plus any capitalized interest. During repayment, the principal is usually referred to as the outstanding (unpaid) principal balance.

Repayment - To pay back money you borrowed by making scheduled payments to the loan servicer.

Repayment Period - The maximum time period over which you must repay your federal student loan. The repayment period may range from 10 years to 30 years, depending on loan amount, loan type, and repayment plan.

Loan Fee - A fee charged for each federal student loan you receive that is a percentage of the total loan amount you are borrowing (gross amount). The loan fee is deducted proportionately from each disbursement of your loan. This reduces the actual loan amount you receive (net amount). You must repay the gross amount. You can find your loan fee amount in a disclosure statement you will receive before the first disbursement of your federal student loan.

Interest - The cost to borrow money. Interest is calculated as a percentage of the outstanding principal balance.

Capitalized Interest - Unpaid interest that has been added to the outstanding principal balance of a loan. Interest is then charged on the increased outstanding principal balance and, under most repayment plans, will increase your monthly payment amount and the total amount you repay over the life of the loan.

Loan Holder - The entity that holds your loan promissory note and has the right to collect from you. For Direct Loans, your loan holder is the U.S. Department of Education. Throughout this counseling session, references to your loan servicer mean the loan servicer, federal loan servicer, or the loan holder.

FAFSA

The Free Application for Federal Student Aid (FAFSA®) is free! There is no need to pay for completing the FAFSA. Go to the www.FAFSA.ed.gov to complete an application or forecast your eligibility for aid for FREE!

MASTER PROMISSORY NOTE

A binding legal document that you must sign before you may receive a federal student loan. There is one MPN for Direct Subsidized/Unsubsidized Loans and a different MPN for Direct PLUS Loans.

The MPN can be used to make one or more loans for one or more academic years (for up to 10 years). It lists the terms and conditions under which you agree to repay the loan and explains your rights and responsibilities as a borrower. It's important to read and save your MPN because you'll need to refer to it later when you begin repaying your loan or at other times when you need information about provisions of the loan, such as the requirements for a deferment or forbearance.

If you do not want to receive more than one federal student loan under the same MPN, you must notify your school or your loan servicer in writing each academic year.

TYPES OF FEDERAL STUDENT LOANS

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 Stafford, Federal Direct Unsubsidized Stafford and Federal Direct Parent Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

FEDERAL DIRECT SUBSIDIZED LOAN: This is a need-based loan for which the Federal government subsidizes the interest until repayment begins and during any periods of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period which starts immediately following their last date of attendance.

FEDERAL DIRECT UNSUBSIDIZED LOAN: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues after disbursement. The recipient has the option to pay the interest or to defer payment of the interest for the grace period which starts immediately following their last date of attendance. This is known as capitalization.

FEDERAL DIRECT PLUS LOAN: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS

Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological or adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC).

DIRECT SUBSIDIZED LOAN TIME LIMITATION

If you receive your first federal student loan after June 30, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. [More Information](#)

If you continue to be enrolled in an undergraduate program after you have received Direct Subsidized Loans for your maximum eligibility period and did not complete the program or do not enroll in a longer program, you will have to pay (with certain exceptions) the interest that accrues on your Direct Subsidized Loans during all periods. This is called losing interest subsidy. [More Information](#)

In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called your "maximum eligibility period."

Remember:

Loss of eligibility for Direct Subsidized Loans due to the time limitation has no impact on your eligibility for Direct Unsubsidized Loans.

The periods of time that count against your maximum eligibility period are periods of enrollment (also known as "loan periods") for which you received Direct Subsidized Loans.

If you enroll in a new program that is longer than your previous program, you may regain eligibility to receive Direct Subsidized Loans.

ORIENTATION

This orientation is mandatory for all incoming students and must be attended prior the start of the program. During orientation we will discuss responsibilities and standards. We will explain the format of our program, how you will progress during your program, and how your performance will be measured. Students will sign a contract, entrance counseling online, master promissory note online, and all other required documentation for financial aid. During this orientation they are provided a locker and are given a username and password to clock in and out on the SuperSalon software.

STUDENT PREPARATION TIPS

There are several things you may want to consider while arranging a successful enrollment plan: ::

- Choose a start date that allows sufficient preparation time
- Make dependable housing arrangements
- Prepare financially
- Plan for dependable transportation
- Obtain dependable childcare
- Consider employment that supports the demands of your education

ACADEMIC SCHOOL CALENDAR & DAILY SCHEDULE

Cobb Beauty College operates on a continuous basis throughout the year. Unless otherwise advertised, or due to scheduled holidays, classes begin the first Tuesday of every month, with the exception of the months July and December.

SCHOOL SCHEDULE

Option 1	Option 2	Option 3
Tuesday: 9:00 am to 5:00 pm	Tuesday: 9:00 am to 2:00 pm	Tuesday: 5:00 pm to 9:00 pm
Wednesday: 9:00 am to 5:00 pm	Wednesday: 9:00 am to 2:00 pm	Wednesday: 5:00 pm to 9:00 pm
Thursday: 9:00 am to 5:00 pm	Thursday: 9:00 am to 2:00 pm	Thursday: 5:00 pm to 9:00 pm
Friday: 9:00 am to 5:00 pm	Friday: 9:00 am to 2:00 pm	
Saturday: 8:30 am to 4:30 pm	Saturday: 8:30 am to 4:30 pm	Saturday: 8:30 am to 4:30 pm
<p>After 250 clock hours a weekday must be dropped and Saturday's are mandatory unless directly conflicts with work schedule. All work schedules will be verified with employer before approval is given for Saturday exemption.</p>	<p>Saturday's are mandatory unless directly conflicts with work schedule. Saturday schedules are mandatory for students on this schedule. There are no exemptions.</p>	<p>Saturday schedules are mandatory for night students. There are no exemptions.</p>
30 Hours/Week	27.5 Hours/Week	19.5 Hours/Week
Master Cosmetology: 12 months Instructors: 7 months	Master Cosmetology: 13 months Instructors: 8 months	Master Cosmetology: 18 months Instructors: 11 months

CLASS STARTING DATES & SIZES

Classes begin the first Tuesday of every month. An application, enrollment papers, and registration fee must be received a minimum of one week prior to class start date. Class size is restricted to twenty students or less per instructor for all classes.

HOLIDAYS

New Year's Day	Independence Day*	Thanksgiving Day*
Memorial Day	Labor Day	Christmas Day*

*Cobb Beauty College is closed the week of July 4th every year for student and staff vacation.

*Cobb Beauty College is closed Friday, Saturday, Sunday, and Monday after Thanksgiving.

*Cobb Beauty College is closed Christmas Eve and Christmas Day for the holidays, other days as announced.

Cobb Beauty College may be closed for other days as designated by the Administration.

EMERGENCY CLOSINGS

Emergency closings will be announced on the website at www.CobbBeautyCollege.edu. A student or staff member may call (770) 424-6915 for updated information available on Cobb Beauty College's phone line.

For updates to be sent to your phone about emergency closings text @CobbBeauty to 81010.

INSTRUCTIONAL TECHNIQUES & METHODS USED BY INSTRUCTORS

Reading and Vocabulary Assignment

- Lectures and presentations by instructor or other professionals
- Demonstrations by instructors and company representatives in the trade
- Frequent testing of covered materials
- Practicum of management skills and theory
- Preparation for the Georgia State Board Examination

EVALUATION PROCEDURES

Students are given progress reports monthly in conference with their instructor. The pace at which the student is progressing is divided by the cumulative number of hours the student has completed by the cumulative number of hours the student has been scheduled. Students who do not meet their scheduled hours will see a decrease in satisfactory progress.

INCOMPLETES: If a student misses a scheduled day that student may come up with a plan to reschedule missed hours outside of their schedule. Students who do not complete their rescheduled hours will decrease their pace of completion. Students who miss theory will be given a zero for any assignments or tests for that day. Students may schedule a makeup exam and complete missed assignments with approval of the instructor. The student's GPA may be affected by an incompletes.

WITHDRAWALS: If a student withdraws from the program, appropriate refund calculations will be made. GPA and pace of completion are cut off on the date of withdrawal with cumulative totals from their start date to their last date of attendance. There is no way to withdrawal from a single class; the programs offered at CBC are clock hour programs that require regularly scheduled attendance.

REPETITIONS: There is no option to repeat a course within the programs offered at CBC.

GRADING SYSTEMS

Students are regularly informed of the state of their progress throughout the course. Cosmetology and Instructor Training students are evaluated every three (3) months. The evaluations help each student see areas of strength and weakness in the field of his/her study, including academics, appearance, and attitude.

GRADING PROCEDURE

Theory: (quizzes, tests and examinations)

Note: In case of failure, a retake will be possible and the grades will be averaged and recorded.

Cobb Beauty College Grading System:

94-100	A	Excellent
89-93	B	Above Average
75-88	C	Satisfactory
68-74	D	Unsatisfactory
67 or below	F	Incomplete - Failing

TESTING PROCEDURE

Tests are given for each chapter in the Milady Standard Cosmetology textbook and are provided by Milady.

TEACHING TECHNIQUES

Various teaching techniques are utilized to provide students with an interactive learning environment. Techniques include lectures, practical demonstrations, student projects, theory tests, video and DVD visual aids, guest speakers, and workbooks provided by Milady Standard Cosmetology.

LEVEL OF SKILLS

	Clock Hours		
Level One	0 - 250	▪ Pre-training	▪ Assessments
Level Two	251 - 450	▪ Salon Level 2 Services	▪ State Board Prep Class #1
Level Three	451 - 900	▪ Salon Floor Full Access	▪ State Board Prep Class #2
Level Four	901 - 1200	▪ Salon Floor Full Access	▪ State Board Prep Class #3
Level Five	1201 - 1500	▪ Test Completion	▪ State Board Test Prep ▪ Salon Tours

LEAVE OF ABSENCE POLICY

This Policy applies for all student requests for a leave of absence from Cobb Beauty College.

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring Cobb Beauty College to perform a refund calculation.

In order for an LOA to qualify as an approved LOA:

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student signature.
 - A. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance.
 - B. Cobb Beauty College may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if Cobb Beauty College documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend the because of the accident.
2. Leave of Absence Request Process:
 - A. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request For Leave of Absence form.
 - B. The Request For Leave of Absence form must be submitted to the Student Services Department prior to the Leave of Absence start date.
 - I. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.
 - II. Due to varying types of LOAs covered under this policy, verification of need for an LOA may be provided through a multitude of sources. Examples: court documentation for criminal proceeding in which the student is court ordered to attend, military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.
 - C. Students who do not follow procedure will not be granted a LOA and are expected to attend school as scheduled.
 - D. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit a LOA request after the leave start date. Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.

E. Cobb Beauty College reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.

3. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
4. All LOA requests are subject to approval by the Student Services Department. If a student's LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.
5. Cobb Beauty College shall not assess the student any additional institutional charges as a result of the LOA.
6. The LOA must be a minimum of 10 calendar days and not to exceed 90 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. Cobb Beauty College shall extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of Cobb Beauty College.
9. In the event that a student does not return or call from his/her leave of absence at the expiration of an approved LOA, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.

GRADUATION

All students must meet the following requirements before considered a graduate.

1. All theory exams must be completed with a grade point average of 75% or above
2. Complete final examinations with a grade point average of 75 % or above
3. Tuition contract and course cost have been paid in full or a payment plan is in effect
4. Successfully complete the hours required for the course curriculum
5. Complete all projects

ADDITIONAL HOURS

If a student, after completing the required number of hours for the course, requests additional instruction, it may be provided at the discretion of the Director of Education, at an hourly rate of \$15.00 to be paid by the student in advance.

OVER CONTRACT CHARGES

Students who do not complete the program by their contracted graduation date will be given a transcript on their contracted graduation date. At this time, the student may choose to finish the program at a rate of \$15.00/hour determined by the number of clock or credit hours remaining, whichever is greater. Students must either pay the balance upfront for the remaining portion of the program, or set up a payment plan before they are allowed to return after their contracted graduation date.

STUDENT RESPONSIBILITIES

It is each student's responsibility to:

- Review and consider all the information about Cobb Beauty College's school's program before enrolling
- To ask questions and understand all the information about his/her program of study
- Carefully read and understand forms that he/she signs, and keep copies of all documents.
- Accept responsibility for all agreements that he/she signs
- Understand and comply with Cobb Beauty College's refund procedures
- Understand and follow Cobb Beauty College's dress code and attendance rules and regulations
- Take entrance/exit counseling online during enrollment and at graduation or at exit of a program
- Entrance Counseling (requirement for financial aid) must be completed by reading the requirements and checking the box that you have completed entrance counseling
- Students must furnish all paperwork within the first 30 days of school or student may be dismissed until all requested paperwork is submitted to the financial aid office

STUDENT PROPERTY & EQUIPMENT

- Cobb Beauty College provides most supplies that are to be used on its clients. No supplies may be brought into the school without prior approval from an administrator or instructor.
- Cobb Beauty College provides a Pivot Point Electrical and Essentials Kit for all students.
- Cobb Beauty College issued locker to secure personal belongings. Lockers are available for each student. A student must purchase a lock to secure his/her assigned locker.
- Cobb Beauty College students must keep his/her kit and working area clean and neat. Anything that you use must be sanitized and placed where the item belongs.
- Students are responsible for picking up any personal property and equipment from the school at the time the student graduates or withdraws from Cobb Beauty College. If after 30 days, a lock is in place on a former student's locker, the lock will be cut off and all property and/or equipment will be removed. Cobb Beauty College is not responsible for any student's personal property and/or equipment left at the school. **

****Security cameras are located around the school and parking lot. These cameras are on continuous record and are monitored constantly.**

POLICIES AND STANDARDS

STANDARDS

Because every student is a future employee, manager or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career:

1. Maintaining a professional appearance is vital to success. A professional appearance includes:
 - a. Tops: A solid black blouse/shirt must have sleeves that cover the entire underarm area. It must not be see-through, and must cover the student's entire midsection when they raise their arms. Solid white, gray or black shirt may be worn underneath the solid black blouse/shirt. A solid black button down or zip-up sweater or jacket may be worn over the solid black blouse/shirt.
 - b. Pants: Solid black scrubs are to be worn by each student. Apparel considered unacceptable includes, but is not limited to: no torn, distressed or embellished pants/slacks, blue jeans, sweatpants, leggings, athletic apparel, yoga pants, shorts, revealing or otherwise unprofessional clothing. Two pairs of black scrubs are included in the students kit; additional uniform scrubs are available for purchase. Master Cosmetology Students are required to wear uniform scrub pants.
 - c. Dresses/skirts: All dresses and skirts must be at least fingertip length. They must be solid black. If the shortest part of the dress or skirt's length falls above the knee, solid opaque tights must be worn under the dress/skirt.
 - d. Footwear: All footwear must be professional in appearance and worn at all times in accordance with individual program guidelines. They must have an enclosed toe and an enclosed heel. They must cover the entire foot and ankle. They may be any color.
 - e. Accessories: Accessories that are acceptable include, but are not limited to: earrings, necklaces, belts, and suspenders. Unacceptable accessories include, but are not limited to, bangle bracelets, hats, bandannas, and scarves that are deemed to interfere with a service.
 - f. Identification badges are to be worn as issued during all clocked hours to identify students to clients. If badge is lost, the student must replace it immediately at a cost of \$5.00.
 - g. Cobb Beauty College reserves the right to maintain an esthetic standard for all students, including professional personal hygiene and grooming and, to the extent appropriate, makeup, appropriate facial hair and standard dress code adherence.
 - h. Students who, in the reasonable determination of Cobb Beauty College, are not dressed professionally will be dismissed for the day.
2. Students are expected to conduct themselves in a professional manner at all times and be mindful of the following:
 - a. To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language or other unprofessional behavior) may be dismissed for the day or permanently depending on the severity.
 - b. Food, candy and gum are allowed in the classroom area only. Beverages can be consumed in the classroom and classroom areas only.
 - c. Because Cobb Beauty College is a smoke-free facility, smoking is not allowed on school property, surrounding premises or while wearing the Cobb Beauty College uniform.

- d. So as not to interrupt the educational process, students will be notified of emergency phone calls only. Cell phones are prohibited in all classroom clinic areas. Cell phones may be used during lunch upon clocking out.
3. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive instructor permission to be in unassigned areas.
4. To benefit from the training and technical experience Cobb Beauty College offers, students must be mentally alert and have a sober state of mind. We strongly support the National Drug Prevention Program, which does not condone the use of controlled substances and intoxicants. Students using nonprescription controlled substances or intoxicants will be terminated.
5. All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an instructor within the educational situation. Students who refuse an assigned service will be dismissed for the remainder of the day. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise or services will be considered professional.
6. Students are responsible for their own personal property and are required to provide locks for their lockers and/or lockable stations and to secure their property in these locked areas. For the student to perform professional services, student kits are to be complete at all times. Any missing or damaged kit items must to be replaced by the student within 24 hours. Stealing, cheating, possession of concealed weapons, defacing or damaging student or school equipment will be cause for immediate termination.
7. Cobb Beauty College expects that all students and employees adhere to the United States Copyright Act (Title 17 United States Code) and the related acts, which further define the proper use of copyrighted materials. Computers located in the Cobb Beauty College's classroom areas are for student use. It is against college policy for students to copy or share copyrighted materials. This includes unauthorized peer-to-peer file sharing. It is prohibited for students to use Cobb Beauty College's information technology systems for these activities.
8. Plan to arrive at school at least 10-15 minutes before scheduled time to prepare for class with all required materials. Credit hours are given for each class attended. Each student is to be in class on time and prepared for the class. Late students are not allowed to enter the classroom, it will be considered an unexcused absence, and no credit will be given for the class.
9. All students are expected to maintain his/her assigned weekly schedule on a regular basis. Tardiness and absences are not excusable unless there is an emergency situation; every student is expected to be in class, ready for the day, and prepared based on his/her schedule.
10. Be on time and consistent with your attendance. Being late or absent will affect your overall performance. This on a regular basis will interfere with your financial aid and your graduation.
11. Students must obtain permission from an instructor before leaving class early or the time out will be considered an unexcused absence.
12. Students who miss a class can make-up the time by scheduling make up time with the Lead Educator.
13. Students who are scheduled on Saturdays will be charged a \$50 No Call/No Show fee if they fail to attend as scheduled.
14. All students are required to call the school at least thirty minutes prior to their scheduled start time on any given day when they know they will be late arriving or absent for the day. The student must speak to an employee that will document your call. Do not text or send a message with another student.
15. Schedule changes are a \$100 fee and must be submitted through Student Services.

16. Students are required to sign-in and clock-in upon entering the school each day. Students are required to sign-out and clock-out and sign-in and clock-in for each break or lunch time taken during the day. Upon leaving the school for the day, students are required to sign-out and clock-out.
17. Leaves of absence for personal or serious medical situations require a written application, backed by medical certificates where necessary. Leaves can extend no longer than one-hundred and eighty days per calendar year.
18. If a student falls below satisfactory academic, seventy-five percent GPA, or sixty-seven percent attendance progress, that student will be put on probation. Students may be allowed one disbursement of Federal Financial Aid during a probation period.
19. It is the student's responsibility to read the rules, catalog, contract and any paperwork. It is the student's responsibility to be in school on time and in classes as scheduled. It is the student's responsibility to realize that this training is above the high school level and students are expected to act and treat all with respect.

ATTENDANCE POLICIES

Daily attendance is critical, as proper time management is crucial to the success of a salon/spa professional. The Institute is a clock hour institution, therefore clocking in and out is extremely important. Students are expected to clock in upon arrival, out for lunch, and out at the end of the day. Students must clock out each time they leave the building, and back in when they return.

Cobb Beauty College can only issue credit for hours that are properly documented. Cobb Beauty College will honor documented daily time earned. It is the student's responsibility to clock in and out. Students are required to clock in no later than the exact minute school begins for the day. Students are not permitted to clock in unless they are in adherence with the Institute dress code and prepared to begin training for the day. Students who are in attendance for five hours or more get a thirty minute lunch and two fifteen minute breaks. Lunch times are scheduled by student. Times will vary by day and depend on classroom and clinic schedules. Students must be clocked back in from their meal period no later than 45 minutes after the start of their break.

Any Title IV aid recipient who has zero attendance and (no approved Leave of Absence) for 14 consecutive days or greater will immediately be terminated.

CLASS TRANSFER FOR ATTENDANCE VIOLATIONS

- If a student is absent more than 36 hours during Level 1, they will be subject to a class transfer.
- Students not maintaining an acceptable attendance record will be subject to a class transfer.

STUDENT RESPONSIBILITIES

Cobb Beauty College is dedicated to providing hands-on professional training in the field of cosmetology. Part of the responsibility to the student and to our professional colleagues is to provide prospective employers with a true evaluation of the student's ability, behavior and attitude.

To do this Cobb Beauty College must witness student responsibility during training. A responsible student, like a valued employee, is at work at the assigned time. They have planned ahead for child-care, back-up,

child-care, weather conditions, etc. Patrons and fellow students are inconvenienced when a student does not meet his/her responsibility of being on time. In order to ensure students obtain the skills necessary for professional success, Cobb Beauty College expects students to maintain a cumulative attendance of not less than 90%. This means that a student is physically present and actively engaged in training for not less than 90% of their scheduled attendance. Failure to maintain a 90% cumulative attendance percentage may result in the student being subject to professionalism counseling with representatives of Cobb Beauty College's professional development team.

If an extended leave is necessary, please see the Leave of Absence section of this catalog. In order to ensure that the provided education and training is properly maintained, it is the student's responsibility to make up any missed work and assignments during an absence. Failure to maintain adequate attendance and/or failure to make up missed work and/or assignments may prevent a student from advancing to a subsequent level in their program.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in Cobb Beauty College. NOTE: Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. This policy is intended to comply with all applicable rules and regulations applicable to students eligible to receive Title IV federal student financial aid. In the event that any provision of this Policy conflicts with any rules or regulations in effect with respect to Title IV federal student financial aid, the rules and regulations of Title IV shall apply.

ATTENDANCE PROGRESS

Maximum Time: The maximum time a student has to complete is 150% of the program length (67% attendance average). Regular time of completion for the cosmetology program is 50 weeks at 30 hours/week, 55 weeks at 27.5 hours/week, and 77 weeks at 19.5 hours/week.

Attendance: In order to be considered making satisfactory progress, all students must (i) be in compliance with the attendance policy; and (ii) complete the program within the maximum time frame. A leave of absence extends the student's contract period and maximum time frame by the same number of days of the leave of absence.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress: Academic work (test grades, homework, etc.), Practical Work and Clinic Work.

Academic and practical work will be graded according to the following scale:

Students must maintain a cumulative C- grade average (minimum cumulative grade point average of 75% in academic and practical/clinical work) in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS

To determine Satisfactory Progress, all Cosmetology students are evaluated at 450, 900, and 1200 scheduled hours and all Instructor Training students are evaluated at 450 scheduled hours. If a student is making satisfactory progress at evaluation time, the student is considered making satisfactory progress until the next evaluation period and will be eligible for Title IV funding. If a student is not making satisfactory progress at the evaluation time, the student will be placed on warning status until the next evaluation period.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while 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 has still not met both the attendance and

academic requirements, he/she will become ineligible to receive Title IV funds. See “Probation” and “Appeal Procedure” below.

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 the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the 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 ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school describing why they failed to meet satisfactory academic progress standards, along 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 file. If the student prevails upon appeal, the federal financial aid will be reinstated, if applicable.

TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours.

NOTIFICATION AND RECORDS

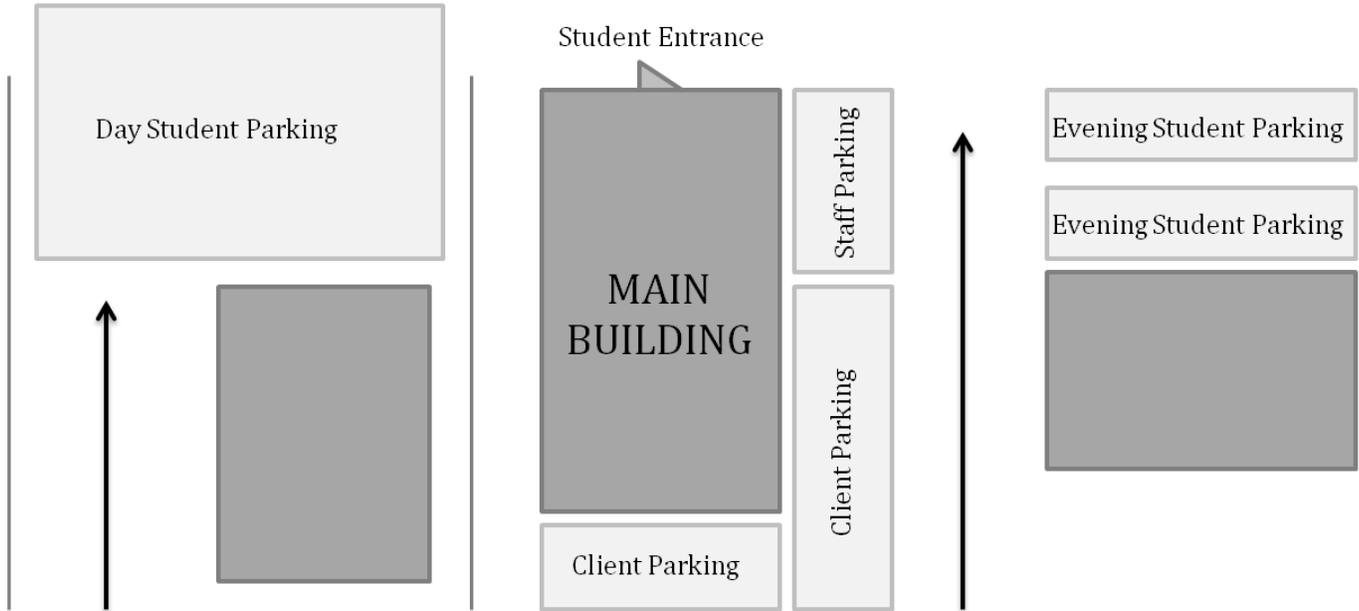
Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file.

Incompletes, repetitions and non-credit courses have no effect upon the satisfactory progress policy.

STUDENT SERVICES

TRANSPORTATION & PARKING

Cobb Beauty College does not provide daily transportation to and from school for students. All Cobb Beauty College students and staff are required to park in designated areas.



STUDENT HANDICAP SERVICES

Cobb Beauty College's building is wheelchair accessible and handicap parking is noted in the parking lot. At this time, there is no special training equipment provided for a handicapped student.

COUNSELING

Cobb Beauty College does not provide counseling nor employ a licensed counselor. Advisement is limited to student progress, attendance, performance, recommendations for improvement, and career planning. All students are encouraged to seek assistance from the instructor or other appropriate administrative staff member concerning classes or other problems/issues that may affect the student's attendance at school.

HOUSING

Cobb Beauty College does not have dormitory facilities under its control and does not own or operate housing facilities. There are many housing options available for students in Kennesaw, Georgia.

STUDENT COUNCIL

Representatives from day and evening classes will be elected to participate on the student advisory board. They will collaborate to coordinate volunteer events and community activities.

PLACEMENT ASSISTANCE

Cobb Beauty College offers placement assistance for graduates at no additional cost. Like all reputable schools, no guaranteed job placement is given to any graduate student. However, every effort is made to assist a graduate with the desire to work to find a position that fully utilizes his/her skills.

Cobb Beauty College maintains a unique and strong relationship with the most successful salons in the Atlanta area, private ownership and chain salons. Representatives from many businesses serve as guest teachers/speakers in classes throughout the year and as judges at Cobb Beauty College's annual student competition.

There are many opportunities for a student to become acquainted with local businesses while attending school. Students are introduced to owners, operators, and managers; this gives the student the rare opportunity to interview upon graduation.

Additionally, because of Cobb Beauty College's strong relationship with the successful salons, several salons offer a special benefit to Cobb Beauty College's quality graduates. Some salons will assist the graduate who works for them, meets and maintains specific requirements, by a tuition reimbursement program.

An Employment Opportunity notebook is maintained at Cobb Beauty College. Salon owners often call or fax information about employment opportunities for students. Cobb Beauty College encourages students to request references.

ACADEMIC ADVISEMENT

Students are given quarterly reports on clock and credit hours they have earned within the period. During these meetings students are advised on how many clock and credit hours they must complete every week to finish before their scheduled completion date.

VOTER REGISTRATION

To use the Online Voter Registration System you must have a valid driver's license or identification card issued by GA Department of Driver Services (DDS) with signature on file with DDS. If you do not have a valid driver's license or identification card, the link below will allow you to manually submit a paper registration by clicking "I do not have a GA DL/ID#". To register to vote go to this website: registertovote.sos.ga.gov

DIPLOMAS

It is a student's responsibility to make an appointment with the Student Services Office to pick up his/her diploma. Diplomas are available to the student upon completion and passing the Georgia State Board of Cosmetology Examination.

RECORDS

Student educational records are updated and kept in the educational office; all financial records are kept in the financial aid department. Student hours, transcripts, and academic records are maintained for a period of five years. Requests for records exceeding five years cannot be processed. A copy of any/all student complaints, grievances and/or concerns is kept in the student's file. During the retention period, student records are maintained in a locked, fireproof filing cabinet.

RECORD RETENTION POLICY

Cobb Beauty College maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program at Cobb Beauty College. Cobb Beauty College maintains permanent records of the following for each student granted a certificate of completion:

1. The date on which the certificate of completion was granted.
2. The program and hours upon which the certificate of completion was based.
3. The grades earned by the student in each program

Cobb Beauty College maintains student transcripts for five years. Student transcripts shall show:

1. The educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
2. The final clock hours earned by the student;
3. The final credit hours earned by the student.

Cobb Beauty College maintains, for a period of not less than five years, at its location at 3096 Cherokee Street, Kennesaw, Georgia, 30144, complete and accurate records of all of the following information:

1. The educational programs offered by Cobb Beauty College and the curriculum for each.
2. The names and addresses of the members of Cobb Beauty College's current faculty and records of the educational qualifications of each member of the current faculty.
3. Any other records required to be maintained by BPPE

PROBATION AND DISMISSAL POLICIES

MINOR STANDARD VIOLATION

Minor violations include assigned area violations, property misuses, client service violations, unprofessional behavior, and any disruptive behaviors determined by instructors and/or the Director of Education as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. Anytime during the student's program the violation of a minor standard may result in disciplinary actions, and repeated violations may result in suspension from the school or termination.

MINOR STANDARD SUSPENSION

Students who are suspended by the Director of Education have up to 3 days to provide the Director documentation that the stipulations have been met. Once the Director of Education has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of suspension will be recorded in the student's permanent file. While a student is suspended, no clock hours may be earned, and tuition charges are suspended. If a student on suspension fails to return on scheduled date, that student is automatically terminated.

MAJOR STANDARD VIOLATION

Major standards include using controlled substances/alcohol, defacing or destroying property, possession of concealed weapons, stealing, falsifying documents, committing fraud, abusing and/or causing physical harm to others and violating local, state and/or federal laws. At anytime during a student's program, the violation of a major standard will result in termination.

NOTICE OF EXPECTED ABSENCE

Students who are planning to be absent need to:

- Obtain and complete a Notice of Expected Absence Form, which must be signed by the Lead Educator.
- Once your Notice of Expected Absence form has been approved and submitted to Lead Educator you will not be required to call the attendance line on the dates that have been approved. However, if you have not completed a Notice of Expected Absence form, or you are tardy or unable to come into school you will be required to call the student attendance line. If you do not call in your absence or tardiness you will be subject to the Call-in Policy.

EARLY RELEASES

Students requesting an early release must:

- Obtain a Request for Early Release Form no later than one (1) hour after the start of the student's scheduled start time.
- The completed form must be signed by the student's instructor and approved by the professional development office prior to leaving.
- Deliver the completed Request for Early Release Form to the Lead Educator.
- Clock-out for the day.
- In the event that a Request for Early Release Form is not completed and/or approved by the Lead Educator, prior to the student leaving, the student will be subject to disciplinary action.

STUDENTS ARE NOT PERMITTED TO ARRIVE LATE AND LEAVE EARLY ON THE SAME DAY.

LATE ARRIVAL

Failure to clock in by school start times and/or meal period end times is a Standard Violation.

TIME RECORD POLICIES

It is a state requirement that the school provide an accurate system for recording all students' times, services and class hours. Students are ultimately responsible for clocking hours on a daily basis. Cobb Beauty College will honor documented daily time worked.

1. Always clock in/out on the time clock at the beginning and end of each day, and at the beginning and end of each lunch break.
2. Complete sign-in sheets on a daily basis (ask for assistance as needed).

STUDENT GRIEVANCE POLICY & PROCEDURES

Students at Cobb Beauty College who have a grievance should inform an instructor. If an instructor is not available, he/she may turn to an administrator to hear his/her grievance. Any/all grievances should be submitted in writing by the student.

If an administrator or instructor cannot resolve the grievance to the student's satisfaction, the student may pursue the grievance with the owner of the school. If the owner cannot resolve the grievance to the student's satisfaction, the student may pursue the grievance with the Council on Occupational Education (COE). The student may contact COE at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, or by telephone to 800-917-2081, or 770-396-3898, or by fax to 770-396-3790, or the website at www.council.org/. A student should be aware there are timeframes involved when filing a grievance with COE and should contact them as soon as possible.

Students who do not follow the procedures as published in the Grievance Policy will be held accountable for any costs including: attorney fees, court costs, monetary damages, or any charges that the school encounters.

A copy of any/all student complaints, grievances and/or concerns is kept in the student's file.

SEXUAL HARRASSMENT POLICY

INTRODUCTION

Cobb Beauty College is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of Cobb Beauty College community should be aware that Cobb Beauty College is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of Cobb Beauty College's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated widely to Cobb Beauty College community through publications, Cobb Beauty College website, new employee orientations, student orientations, and other appropriate channels of communication. Cobb Beauty College provides training to key staff members to enable Cobb Beauty College to handle any allegations of sexual harassment promptly and effectively. Cobb Beauty College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

DEFINITIONS

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of Cobb Beauty College community, including faculty, staff, students, and non-employees participants in Cobb Beauty College community, such as vendors, contractors, and visitors.

RETALIATION PROHIBITED

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by Cobb Beauty College or a government agency with respect to such complaints. Cobb Beauty College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

COMPLAINT PROCEDURE

Any member of the Cobb Beauty College community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting Cobb Beauty College's Title IX Coordinator, Nicole Rosa, nrosa@cobbbeautycollege.edu.

RESPONSE TO SEXUAL HARASSMENT ALLEGATIONS

Cobb Beauty College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, Cobb Beauty College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

When filing a complaint, the complainant shall be notified of the time frames during which the school will conduct an investigation and when he or she can expect to receive a written notice of the outcome of the complaint. Every complainant will have the right to present his or her case, which includes the right to an adequate, reliable and impartial investigation of the complaint. Parties will be given an equal opportunity to present witnesses and evidence.

FALSE REPORTS

Cobb Beauty College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

ADDITIONAL INFORMATION

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/oc>.

STUDENT CONSUMER RIGHTS & RESPONSIBILITIES

Education after high school involves a large investment of effort, time, and money. Therefore, a prospective student should carefully evaluate the education or training being considered. To assist in making the best possible choice, the prospective student should have information on a school's academic program, facilities, dropout rates, full cost of attendance, financial aid program(s) (if available), refund policy, transfer policy, and any other information that will help him/her make a good decision.

Cobb Beauty College has unique agreements with the most successful salons in the Atlanta area who allow the school's students to visit the salons during Senior Salon Tours. If a student visits a salon, he/she will be able to observe firsthand how a salon operates and gain a better understanding of the business world. It will also help a student decide where he/she would like to work after graduation. Cobb Beauty College strongly encourages a student to take advantage of all the special opportunities Cobb Beauty College provides its students.

SOCIAL MEDIA POLICY

Social Media Policy At Cobb Beauty College, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all students enrolled in Cobb Beauty College and employees who work for Cobb Beauty College. Guidelines in the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Cobb Beauty College, as well as any other form of electronic communication. The same principles regarding employee honesty, integrity, and standards of conduct in Cobb Beauty College policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers or otherwise adversely affects customers, suppliers, people who work on behalf of Cobb Beauty College or Cobb Beauty College's legitimate business interests may result in disciplinary action, up to and including termination. Know and follow the Rules and Regulations of Cobb Beauty College. Carefully read these guidelines to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including dismissal or termination.

BE RESPECTFUL

Always be fair and courteous to fellow students, employees, customers, suppliers or people who work on behalf of Cobb Beauty College. Also, keep in mind that you are more likely to resolve complaints by speaking directly with your instructor than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that belittle or mock customers, fellow students, employees or staff, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

BE HONEST AND ACCURATE

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Cobb Beauty College, co-workers, customers, suppliers, people working on behalf of Cobb Beauty College, or competitors.

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

Maintain the confidentiality of Cobb Beauty College trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. Do not create a link from your blog, website, or other social networking site to a Cobb Beauty College website without identifying yourself as a Cobb Beauty College student or employee. Express only your personal opinions. Never represent yourself as a spokesperson for Cobb Beauty College. If Cobb Beauty College is a subject of the content you are creating, be clear and open about the fact that you are a student or employee and make it clear that your views do not represent those of Cobb Beauty College, co-workers, customers, suppliers or people working on behalf of Cobb Beauty College. If you do publish a blog or post online related to the work you do or subjects associated with Cobb Beauty College, make it clear that you are not speaking on behalf of Cobb Beauty College. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Cobb Beauty College."

USING SOCIAL MEDIA AT SCHOOL

Refrain from using social media while on school time or on equipment we provide, unless it is work related as authorized by your instructor or manager or consistent with the Company Equipment Policy. Do not use a Cobb Beauty College email addresses to register on social networks, blogs or other online tools utilized for personal use. Employees should not feel pressured to accept or initiate friend requests or otherwise connect or communicate via social media with fellow students, instructors, supervisors, co-workers, vendors, or others associated with the Company. To avoid even the appearance of undue pressure, supervisors should never initiate a friend request to their direct reports via social media.

RETALIATION IS PROHIBITED

Cobb Beauty College prohibits taking negative action against any student or associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including dismissal or termination.

MEDIA CONTACTS

Employees should not speak to the media on Cobb Beauty College behalf without contacting the Owner. All media inquiries should be directed to the Owner. If media inquiries should be directed to the public relations firm, you will be provided with contact information at the time of the incident.

FOR MORE INFORMATION

This policy is not intended to and should not be interpreted to prohibit employees from discussing the terms or conditions of their employment or engaging in other protected concerted activities under the National Labor Relations Act. If you have questions or need further guidance, please contact management.

HEALTH & SAFETY

HAZARDOUS CHEMICALS

In the cosmetology field students and professionals will handle and store hazardous chemicals and produces that may burn the skin and scalp or produce dangerous fumes if not properly used and stored.

ALLERGIC REACTIONS

Products, chemicals, and solutions may cause allergic reactions. It is important to follow the manufacturers' instructions, to wear disposable gloves, and to protect their clothing by wearing their lab coats at all times. In case of any allergic reaction, a student should immediately notify a staff member.

YOUR FEET & LEGS

Closed-toed shoes are required with non-skid soles that have a reasonable heel height. Appropriate footwear is necessary to prevent injury and to comply with state board rules and regulations.

SKIN & CLOTHING

Products and chemicals used may burn skin or damage clothing. To protect, prevent, and minimize the damage that can be caused by chemical spills, splashes, and to promote general cleanliness, protective lab jackets are required.

ELECTRICAL APPLIANCES

Electrical appliances must be properly cared for and stored so that an electrical shock is not produced. All electrical appliances must be plugged into a grounded outlet. Cords may not be stretched across the floor.

SAFETY PLAN

If and when an accident occurs at Cobb Beauty College medical assistance will be obtained if necessary. If an emergency medical situation arises, a plan of action will be taken up with the instructor and proper authorities will be notified. Emergency phone numbers are kept in the instructors' office and at the front reception area for easy access.

When an accident has occurred, a follow-up Accident Report form must be completed after all actions taken are complete. These forms are to be completed by an instructor and filed in the student or employee files located in the instructors' office.

THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Students and parents of dependent students have the right to review a student's educational records, to request an amendment to a student's educational records, to provide consent prior to disclosure of any personal, identifiable information and/or documentation, and to file a complaint with the U.S. Department of Education regarding the failure of this Institution (Cobb Beauty College) to comply with FERPA.

1. A request to review a student's educational records must be submitted in writing by the legal parent of the student.
2. Records will be made available in the school's administrative office on an appointment basis only.
3. No personal, identifiable information or documentation will be released to a third party without the written consent of a parent or student, unless it is for the following reason:
 - a) To other school officials who have an educational interest in the information and/or documentation;
 - b) To officials of another school where the student is seeking/intending to enroll;
 - c) To a representative of the Comptroller General of the United States, the Secretary of Education, or State and local educational authorities;
 - d) Relating to financial aid, it is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, and enforce the terms and conditions of aid to the student;
 - e) To State officials, if required by State statute;
 - f) To organizations that are conducting studies for educational agencies or institutions to develop, validate, or administer tests, to administer student aid programs, or improve instructional material or curriculum. No personally, identifiable information will be released, except to representatives of the organization or institution, and the information provided to the organization or institution will be destroyed when no longer needed for a study;
 - g) To an accrediting agency to carry out accrediting functions;
 - h) To parents of a dependent student (age 25 or under);
 - i) To comply with a judicial order or subpoena; and/or
 - j) To meet a health or safety emergency.
4. All/all disclosure of information will be recorded and kept in a student's personal file. The record will include parties that received information and/or documentation and the legitimate interests of the parties to inspect a student's records.
5. Personally, identifiable information and/or documentation that is designated as directory information include the student's name, address, telephone listing(s), date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received, and the most recent previous educational agency or institution attended.

REFUND & CANCELLATION POLICY

If a student withdraws from school and provides written notification, a refund will be processed within 30 days of the last day of attendance. All refunds are made within 45 days from the date Cobb Beauty College terminates a student or determines a student has withdrawn without written withdrawal notification from the student. In any event, all refunds will be made within 60 days of the student's last day of attendance. Students who do not return from a Leave of Absence (LOA), a refund will be processed within 45 days of his/her scheduled return date.

A. REFUNDS FOR CLASSES CANCELED BY COBB BEAUTY COLLEGE

If tuition and fees are collected in advance of the start date of a program and Cobb Beauty College cancels the class, 100% of the tuition and fees collected will be refunded. The refund will be processed within 30 days of the planned start date.

B. REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE THE FIRST DAY OF CLASS

If tuition and fees are collected in advance of the start date of a class and the prospective student does not begin class or withdraws on the first day of class, no more than \$100 of the tuition and fees will be retained by Cobb Beauty College. Appropriate refunds for a student who does not begin class will be made within 45 days of the class start date.

C. REFUNDS FOR STUDENTS WHO HAVE ENROLLED IN A SHORT-TERM PROGRAM

Less than 300 clock hours, refresher courses, professional development, or continuing education, etc.

1. If a student cancels one week or more prior to the scheduled class start date all collected monies will be refunded.
2. If a student cancels less than one week prior to the scheduled start date for a class and/or by the first day of class, an administrative fee of \$100.00 will be retained by Cobb Beauty College.
3. If a student withdraws after attending the first day of class, no refund will be issued to the student.

D. REFUNDS FOR A STUDENT WHO WITHDRAWS AFTER CLASS COMMENCES

1. Return of Title IV Funds for a Student Receiving Financial Aid (Pell Grant and/or a Direct Loan). The return of Title IV funds as prescribed in Section 484B of the HEA Amendment determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the withdrawal date through 60% of the payment period.
2. In brief, the formula is as follows:
 - a. The Financial Aid Office will determine the date of withdrawal (last date of attendance) then determine the percentage of the payment period attended by a student.

- b. The Financial Aid Office will determine the amount of Title IV aid for which the student was eligible by the percentage of the time enrolled in the school.
 - c. The Financial Aid Office will compare the Title IV amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, the excess Title IV aid must be returned.
 - d. The Financial Aid Office allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
 - e. Cobb Beauty College and/or the student must then distribute the unearned Title IV aid back to the Title IV program.
3. After this process has been completed, Cobb Beauty College will then perform the calculation of a student refund. The policy is based on the refund policy of the Council of Occupational Education (COE) as stated in paragraph (b) below. COE's refund policy is also used to calculate refunds for all students who do not receive Title IV funds. The refund calculation could result in the student owing tuition or fees to Cobb Beauty College.

4. REFUND POLICY (AS STATED IN THE COE ACCREDITATION POLICY)

a. Non-Public Institutions

(1) Refund Policy for programs obligating students for periods of 12 months or less will be calculated as follows:

- (a) After the first day of class and during the first 10% of the period of financial obligation, Cobb Beauty College will refund at least 90% of the tuition, 10% will be retained by Cobb Beauty College.
- (b) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, Cobb Beauty College will refund at least 50% of the tuition, 50% will be retained by Cobb Beauty College.
- (c) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, Cobb Beauty College will refund at least 25 % of the tuition, 75 % will be retained by Cobb Beauty College.
- (d) After the first 50% of the period of financial obligation, Cobb Beauty College will retain 100% of the tuition.
- (e) 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 of time beyond 12 month shall 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 shall be based on section (a)(1) Non-Public Institutions above.

- (f) There will be no refunds after 12 months of enrollment.

COLLECTION POLICY

1. If the student is terminated or withdraws from Cobb Beauty College, Cobb Beauty College shall inform the student of any balance owed. Unless otherwise documented as part of an approved payment plan between the student and Cobb Beauty College, the full balance is due within 30 days of the students receipt the balance due. Letters are sent certified to the students most recent address on file. If the certified letter is returned it will be kept in the students file and collection procedures will proceed.
2. Cobb Beauty College is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference Cobb Beauty College's cancellation and refund policies set forth herein.

IN THE EVENT THAT THE STUDENT'S ENROLLMENT AGREEMENT IS SOLD OR DISCOUNTED TO A THIRD PARTY, SUCH THIRD PARTY SHALL BE REQUIRED TO COMPLY WITH THE CANCELLATION AND REFUND POLICIES SET FORTH IN THIS POLICY.

GRADUATION REQUIREMENTS

When a student has met all the school's requirements in his/her chosen course of study, Master Cosmetology or Instructor Training, he/she will be issued a Cobb Beauty College Diploma upon completion and passing of the Georgia State Board of Cosmetology Examination. In order to receive a Diploma the student must meet the following requirements:

All Theory Exams completed with a GPA of 75% or above.

- Complete final exam with a score of 75% or above.
- Tuition contract and course costs have been fulfilled, all monies due to the school have been paid and the student is current with all financial obligations to Cobb Beauty College.
- The course of instruction has been completed as required by Cobb Beauty College in accordance with Georgia laws governing the course of study, and,
- The student has successfully passed the Georgia State Master Cosmetology or Instructor/Teacher Licensing Examination.

PERFORMANCE FACT SHEET

This Performance Fact Sheet contains information regarding the completion rates, job placement rates, and license examination passage rates for students attending Cobb Beauty College.

The information contained in this Performance Fact Sheet is for students who enrolled in Cobb Beauty College's cosmetology program and had an expected graduation date in the 2014/2015 year.

The Graduate Completers are calculated by the number of students who have demonstrated the competencies required by the program and have been awarded the appropriate certificates, diplomas, and/or degrees upon completion. The Graduate Completers Employed in Positions Related to the Field of Instruction is calculated by graduates who are either employed in the field of instruction, entered the military, or are continuing their education. Non-Graduate Completers are the total number of students who left a program before graduation but have acquired sufficient competencies for employment in the field of instruction or related field.

The Completion Rate below is calculated by subtracting the students that are still enrolled from the cumulative enrollment for the period, then divide that number by the number of completers (Graduate and Non-Graduate) and multiplying by 100.

COMPLETION RATES: COSMETOLOGY PROGRAM 1500 HOURS

Calendar Year	July 1, 2014 - June 30, 2015
Beginning Enrollment	42
New Enrollees	35
Allowable Subtractions	7
Cumulative Enrollment	70
Still Enrolled	36
Non-Graduate Completers	2
Graduate Completers	21
Completion Rate	68%

PLACEMENT RATES: COSMETOLOGY 1500 HOURS

To calculate the Placement Rate we must first add the Graduate Completers Waiting to Take the Licensure Exam PLUS Graduate Completers who are Awaiting Results PLUS Graduate Completers Unavailable for Employment PLUS Graduate Completers who Refused Employment, then subtracting that number from the total number of Graduate Completers. The Placement rate is calculated by divided by the total number of Graduate Completers Employed in Positions Related to the Field of Instruction by the number calculated previously for the allowable subtractions. That number is then multiplied by 100 to calculate the percentage.

Calendar Year July 1, 2014 - June 30, 2015

Graduate Completers Waiting to Take the Licensure Exam	4
Graduate Completers who are Awaiting Results	0
Graduate Completers Unavailable for Employment	0
Graduate Completers who Refused Employment	0
Graduate Completers	21
Placement Rate	100%

EXAM PASSAGE RATES: COSMETOLOGY 1500 HOURS

The Licensure Exam Pass Rate is calculated by the number of students who passed the licensure exams by the number of students who took the exams.

Calendar Year July 1, 2014 - June 30, 2015

Graduate Completers who Took the Licensure Exam	16
Graduate Completers who Passed the Licensing Exam	16
Licensure Exam Pass Rate	100%

Prospective students and members of the general public may obtain a description of the manner in which Cobb Beauty College calculated its Performance Fact Sheet by contacting the Director of Student Services. You may also contact the Director of Student Services to obtain a list of the employment positions determined to be within the field for which a student received education and training for purposes of calculating the job placement rate published above.

GEORGIA STATE BOARD OF COSMETOLOGY

130-2-.05 Application for Instructor License.

1. Any person desiring to teach or instruct in a school of cosmetology, school of hair design, school of esthetics, or school of nail care in the State of Georgia, is required to make application for a license using the form furnished by the Georgia State Board of

Cosmetology and show by such application that applicant has met all the requirements of the law and rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

- a) a photo static copy of a current Georgia cosmetology license at the appropriate level;
 - b) proof of one (1) year work experience as a licensee at the appropriate level;
 - c) proof of a high school diploma or GED Certificate;
 - d) an official certification of required credit hours of instructor training from a Board approved school of cosmetology (obtained within four (4) months), school of hair design (obtained within four (4) months), school of esthetics (obtained within nine (9) months), or school of nail care (obtained within four (4) months);
 - e) required fee;
 - f) proof of passing a written and practical examination to become an instructor.
2. Any person desiring to obtain a license to teach or instruct in a school of cosmetology, hair design, esthetics, or nail technology in the State of Georgia, who is certified by the State Department of Education to teach cosmetology, hair design, esthetics, or nail technology in the state's public schools, may make application for a license by using the form furnished by the Georgia State Board of Cosmetology and show by such application that applicant has met all the requirements of the laws and rules of the Board. When such application is completed and returned to the Board, it shall be accompanied by the following:
 - a) a photo static copy of a current Georgia cosmetology license at the appropriate level;
 - b) certification from the Georgia State Department of Education of completion of the three-year teacher's training program required by the State Department of Education;
 - c) proof of a high school diploma or GED certificate;
 - d) proof of passing a written and practical examination to become an Instructor;
 - e) required fee.

Authority O.C.G.A. Secs. 43-10-2, 43-10-12. History. Original Rule entitled "Application for Teacher License" adopted as ER. 130-2-0.2-.05. F. Apr. 11, 1983; eff. Apr. 5, 1983, the date of adoption.

Amended: Permanent Rule of same title adopted. F. Aug. 11, 1983; eff. Aug. 31, 1983. Repealed: New Rule of same title adopted. F. Feb. 25, 1986; eff. Mar. 17, 1986. Repealed: New Rule entitled "Application for Instructor License" adopted. F. Nov. 2, 2007; eff. Nov. 22, 2007.

130-2-.06 Student and Apprentice Records.

1. Student Records

- a) A weekly work sheet signed in black ink and or electronic signature by the student and the instructor shall be kept for each student indicating the number of hours of training in each subject. This work sheet shall be sub-totaled in January, April, June, and September and shall be subject to review by the Georgia State Board of Cosmetology at any time.
- b) Student attendance records, and grades shall be maintained on school premises by the school as part of the permanent record for each student for a period of five (5) years.
- c) Progress Reports on students' attendance and grades shall be current and shall be made available for inspection by the Georgia State Board of Cosmetology at all times. Should a student withdraw for any purpose, a notarized transcript of total school hours for that student shall be signed by the school's owner or manager and submitted to the Georgia State Board of Cosmetology within thirty (30) days of withdrawal.
- d) Each school shall have a curriculum guide and lesson plan used by each instructor for each course taught. Such curriculum guides and lesson plans shall be made available to the Georgia State Board of Cosmetology for inspection at all times.
- e) Certification of completed training shall be included with the examination application.

2. Apprentice Records

- a) A weekly work sheet completed and signed in black ink and/or electronic signature by the apprentice, the salon/shop owner/manager, and the training master shall be kept for each apprentice indicating the number of hours of training in each subject. This work sheet shall be sub-totaled in January , April ,June , and September and shall be subject to review and available to the Georgia State Board of Cosmetology for inspection at any time.
- b) Salon/shop owners/managers must maintain records on each apprentice for a period of five (5) years. These records must be accurate, complete, and available to the Georgia State Board of Cosmetology for inspection at all times.
- c) Should an apprentice change salon/shop or master cosmetologist, hair designer, esthetician, or nail technician, a notarized transcript of total hours accumulated shall be signed by both the salon/shop owner/manager and the master cosmetologist, hair designer, esthetician, or nail technician and submitted to the Georgia State Board of Cosmetology within thirty (30) days of the change.
- d) Certification of completed training shall be included with the examination application.

Authority O.C.G.A. Secs. 43-10-2, 43-10-12, 43-10-13, 43-10-14. History. Original Rule entitled "Application for Instructor Trainee License" was filed on February 25, 1986; effective March 17, 1986. Repealed: New Rule entitled "Student and Apprentice Records" adopted. F. Jul. 20, 1993; eff. Aug. 9, 1993. Repealed: New Rule of same title adopted. F. Mar. 29, 2007; eff. Apr. 18, 2007.130-2-.07

130-2-.07 Application for Cosmetology License at the Master Cosmetologist, Hair Designer, Esthetician or Nail Technician Level.

(1) Any person desiring to practice cosmetology at the master cosmetologist, hair designer, esthetician or nail technician level in the State of Georgia, is required to make application for a license using the form furnished by the Georgia State Board of Cosmetology and show by such application that applicant has met all the requirements of the laws and the rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

- a) Proof of passing a written and practical examination from Board's designated agent;
- b) required fee;
- c) any other information requested by the Board required for licensure by law or rule.

Authority O.C.G.A. Secs. 43-10-2, 43-10-8, 43-10-9. History. Original Rule entitled "Application for Cosmetology License at the Master, Esthetician or Manicurist Level" adopted. F. Feb. 25, 1986; eff. Mar. 17, 1986. Repealed: New Rule entitled "Application for Cosmetology License at the Master, Esthetician or Nail Technician Level" adopted. F. Mar. 1, 2006; eff. Mar. 21, 2006. Repealed: New Rule entitled "Application for Cosmetology License at the Master Cosmetologist, Hair Designer, Esthetician or Nail Technician Level" adopted. F. Mar. 29, 2007; eff. Apr. 18, 2007.

GAINFUL EMPLOYMENT

Cosmetology/Cosmetologist, General

Program Level - Certificate

Program Length - 12 months at 30 hours per week

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$17,170

Books and supplies: \$2,259

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$13,000

Private education loans: \$0

Institutional financing plan: \$0

The school has elected to provide the following additional information: 81% of program graduates used loans to help finance their costs for this program.

HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?

The program is designed to take 12 months to complete. Of those that completed the program in 2014-2015, 81% finished in 12 months.

What are my chances of getting a job when I graduate?

The job placement rate for students who completed this program is 100%.

For further information about this job placement rate, [click here](#).

NOTES:
