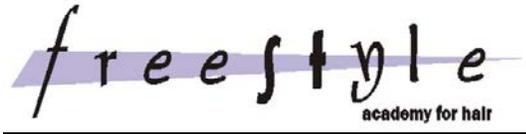




STUDENT CATALOG
2018 EDITION
107 North Meridian Street
Lebanon IN 46052
PH: 765-482-9500
Web: www.freestyleacademyforhair.com

Revised 1/01/18 - Expires 12/31/18



OUR MISSION

We aspire to provide a clean, positive environment with the correct tools to allot the student creative and educational vision in order to deliver the most professional service to their self-given ability.

EDUCATION = ART

ENROLLMENT

Admission Requirements

Cosmetology Course

Each student must meet the following requirements to be admitted:

- Attend a conference with the director. This includes a tour of our facility;
- Complete a student contract for enrollment;
- Pay the \$100.00 enrollment fee, which is refunded if the applicant is rejected;
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion;
- Is at least 16 years of age;
- If enrolled under a training agreement with a government agency, school district, and/or other entity, the student meets the admission requirements set out in the training agreement and/or state licensing or certification regulation;
- Have a Driver's License or State Identification;
- All foreign high school diplomas **MUST BE** translated to English.

Our academy is currently not accepting ATB students

Instructional Languages

Freestyle academy for hair offers instruction only in English

Transfer Students

Freestyle academy currently accepts transfer students. This includes practical progress, theory grades and clocked hours. An enrollment fee of \$100 must be paid upon signing contract.

Re-entry Student Policy

The academy reserves the right to evaluate that the student was in good standings before the student is accepted for re-enrollment. All students who withdraw may re-enter into the program without the loss of credit Program hours. The student must re-enroll within two years from the date of their withdrawal. All records of the student are stored for seven years. It is the responsibility of the student to maintain all documents received from the institution. There is a \$100 fee to be paid upon signing for re-entry.

New Student Orientation

Orientation will take place the first day of class.

Course Description

This course of study consists of the state mandated technical instructional and practical operations covering all practices in the art of Cosmetology. The course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist.

Cosmetology Performance Objective

1. Acquire knowledge of laws and rules regulating Indiana's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and disinfection as related to the industry.
3. Acquire knowledge of general theory relative to cosmetology.
4. Acquire basic knowledge of business ownership.

Skills to be developed

1. Learn the proper use of implements relative to cosmetology services.
2. Perform the basic manipulative skills in the areas of hair styling, hair cutting, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
3. Learn to project a professional and positive attitude in the presence of others.

Length of course, scope of hours

1500 hour – Cosmetology Course

The following is a breakdown of the units of theoretical and practical instruction necessary for completing the course, as prescribed by Indiana Statutes. Please note that the actual sequence of instruction does vary.

Subject	Theory hours	Practical hours	Total hours
Sanitation	40		40
Statutes and rules	10		10
Hair cutting	100	175	275
Salesmanship	5	5	10
Management	10		10
Manicuring	5	25	30
Pedicuring	5	15	20
Hair removal (eyebrows, upper lip, chin)	5	10	15
Anatomy & Physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp treatment	10	10	20
Facials & makeup	20	45	65
Hair coloring	40	150	190

Permanent waving & chemical relaxing	70	250	320
Hair styling (includes wet and thermal sets, hair waving, hair pressing, hair braiding, and finger waving)	70	210	280
Discretionary hours	150		150
Total	575	925	1500

Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book. All manicures, pedicures, facials, and scalp treatments must be done on live models. At least fifty percent of the other services must be done on live models. Students must complete 200 hours before working on customers of the cosmetology school. Customers shall be rotated according to students' needs for practice on live models.

Teaching and Learning Methods

The course is presented through comprehensive lesson plans. Subjects are presented by means of lecture, demonstration, and student participation. Guest speakers, audiovisual aids, projects, activities, and other related learning methods are used throughout the course.

Facilities, Equipment & Learning Resources

Freestyle academy for hair at 107 North Meridian Street, Lebanon IN 46052, is an open contemporary (3,800 sq. ft.) air conditioned, one story facility. The academy layout is as follows, reception area, clinic floor (open to public for services), classroom/work area, skin care area, student lounge/addition work space, and dispensary room and office/storage space. We have 20 stations on our clinic floor, 4 shampoo bowls, 2 manicure tables, lockers, sanitary drinking water. Fire extinguishers are maintained and operable. Accessible parking is available. Learning resources include DVD's, reference books, supplements to text materials, professional periodicals, technical manuals, and an inventory of supplies to enhance the educational program.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the United States Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:
Cosmetology 450, 900 and 1350 clocked (actual) hours

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

Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance scheduled in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the students has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the

academy will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) – 1500 Hours	58 Weeks	1,740
Cosmetology (Pat time, 20 hrs/wk) – 1500 Hours	83 Weeks	1,660

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

Academic Progress Evaluation

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion. Practical evaluations will be given at least once during the length of the program. Practical skills are evaluated according to criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	Excellent
85 – 92	Very Good
75 – 84	Satisfactory
74 and below	Unsatisfactory

Determination of Progress Status

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

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress 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 may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

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. Student 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 probation 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 attendance and academic requirements by the end of the warning or probation 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 withdrawal prior to completion of the course and wish to re-enroll will return in the same satisfactory academic status as at the time of withdrawal.

Appeal Procedure

If 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 on the designated form 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 satisfactory academic progress determination will be reversed and financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the academy's satisfactory academic progress standards.

Graduation Requirements for Licensure

1. All cosmetology students must complete 1500 hours. All progress and tests must be completed with a grade of 75% or higher .The written and practical final tests are to be passed with a 75% grade or higher. Students are responsible for requesting make-up tests.
2. All tuition and overage charges must be paid in full.
3. Final practical exam will be scheduled with instructor and given at the academy.
Students who do not show up for their scheduled final exam time will have to pay a fee

of \$100.00 to reschedule.

4. Final State written exam will be scheduled by the student through the state assigned location. Student is responsible for paying the testing fee at time of scheduling.
4. Student is responsible for paying license fees.
5. Once your 1500 hours has been reached Freestyle academy for hair is no longer liable for further education.

Document Awarded Upon Graduation

Upon graduation student will be awarded a diploma for successfully completing the cosmetology course.

Refund Policy

The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or academy closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the academy. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within 3 business days of signing the enrollment agreement. In this case all monies collected by the academy shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after 3 business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the academy less the enrollment fee in the amount of \$100.
4. A student notifies the academy of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the academy that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the academy that the student will not be returning.
6. A student is expelled by the academy. (Unofficial withdrawals will be determined by the academy by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the academy administrator or owner in person.
 - For students who enroll and begin classes but withdraw prior to course completion (after 3 business days of signing the contract), the following schedule of tuition earned by the academy applies. All refunds are based on scheduled hours.

PERCENT OF SCHEDULE TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION ACADEMY SHALL RECEIVE/RETAIN
0.01% to 4.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	50%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a

determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the academy will provide a pro rata refund of tuition to the student or if available provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the academy will either provide a full refund of all monies paid or completion of the course at later time. If the course is canceled after students have enrolled and instruction has begun, the academy shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participated in a teach-out agreement or provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150. This refund policy applies to tuition and fees in the enrollment agreement. Other miscellaneous charges the student may have incurred at the academy (extra kit materials, books, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

Job Placement Assistance

Job placement assistance is available to all graduates at no additional charge. Any known job openings will be posted on the bulletin board in break room. The curriculum includes training in professionalism, resume development, interview preparation, and job search skills. Graduates are encouraged to maintain contact with the academy on current employment or employment needs. Freestyle academy will not guarantee employment to any student.

State requirements application for license

1. Applicant must be 17 years of age
2. Has successfully completed the tenth grade or received the equivalent of tenth grade education.
3. Has graduated from a beauty culture school
4. Has received a satisfactory grade on an examination for cosmetologist license applicants prescribed by the board
5. Has not committed an act for which the applicant could be disciplined under IC 25-8-14
6. Has paid the fee set forth in IC 25-8-13-7 for the issuance of a license.

Hours

Part time 7:30am-11:30pm Monday-Friday or 12:00p.m.-4:00p.m. Monday-Friday
(Part time must attend at least 20 hours weekly)

Full time 7:30 – 4:00 (The school will close for a 30 minute lunch break.)

Holiday closings: Freestyle academy is closed on Saturdays and Sundays and the following days:

1. Dr. Martin Luther King's Day
2. Presidents Day
3. Memorial Day
4. The week of July 4th
5. Labor Day
6. Thanksgiving Day and the day after
7. Christmas Eve and Christmas Day

8. New Year's Day

Also closed the following days

Thursday March 22nd

Monday June 25th and Tuesday June 26th

Friday September 21st

Fall Break October 15th through October 19th (Returning on Monday October 22nd)

Winter Break starts Christmas Eve and goes through January 2rd. (Returning January 3rd 2019)

Non-Discrimination Policy

Freestyle academy for hair does not discriminate on the basis of sex, age, race, color, religion, or ethnic or national origin in its admission and other practice, policies or procedures.

Our academy is currently not accepting ATB students.

Ownership

Freestyle academy for hair is a Limited Liability Company and is owned by Freestyle academy for hair LLC.

Students Access to Records

Any student may request in writing only to review information contained in his/her file. If student desires to contest any information in the file, the student must specify which information is being contested in writing. This will be directed to the manager. Within two weeks the student shall be notified in writing the final determination. If it agrees with the student, corrections will be made accordingly. If it does not agree with the student, a copy of the student's notice shall be attached to the relevant information released to the student or any third party. Students will not be permitted to review any records in the absence of a school official. Students may not have access to any third party information without first submitting written permission from that party to in order to review the records.

Release of Information from Student Records

Any release of specific information from a student's file (such as grades, attendance information, etc.) require prior written approval from the student (or parent/guardian if the student is a dependent minor)

Exceptions include state, local, and federal officials which are legally authorized to review such information, along with representatives of the school's accrediting agency.

Record Maintenance

Student records are retained in a secure place for a minimum of 7 years from the students first day of attendance.

Release of Academic Transcript Tuition Balance must be \$0.00 in order for transcripts to be released to student. Written request must be given to director in order to receive transcript. Transcripts will be given to student within 30 days of receipt of written request. There is a fee of \$3.00 for every additional academic transcript request.

Scholarship Policy

Freestyle academy for hair will occasionally offer scholarships to students. Scholarships are only available to non-transferring students, as long as they meet the enrollment requirements. This includes deadlines and essay. It is under the school owner's discretion when to offer the scholarship.

The academy reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Changes will not affect attending students.

Housing

No housing is available at Freestyle academy for hair.

Career Counseling

All graduates are encouraged to contact the academy at any time, at no charge, for advice throughout their professional career.

Student Support:

Students are given personal attention and assistance throughout the program. Students are counseled individually, as often as necessary to review the student's progress. Students may request additional counseling at any time. Particular attention is given to preparation for the Program of Cosmetology Examination. Successful Salon Managers and Stylist are scheduled periodically to give demonstration and discuss career goals, etc. with the students.

Drug/Alcohol Free Workplace Policy

The possession, sale, manufacture or distribution of any controlled substance is illegal under both the state and federal law. Such laws are strictly enforced by Freestyle academy for hair. Violations are subject to disciplinary action, criminal prosecution, fine and imprisonment. Alcoholic beverages will not be served at any student events on school premises.

Substance Abuse Education

There are no on-campus drug counseling, treatment, or rehabilitation programs available. Off-campus services regarding Drug Abuse Information and Treatment, Crisis Intervention, counseling, and mental health include:

- Aspire 765-482-7100
- Central Indiana Teen Challenge 765-482-2336
- Arc Rehabilitation Services 765-482-6815
- Meridian Health Group of Lebanon 765-483-8150
- Cocaine Anonymous Hotline 1-212-262-2463
- Rape Victims Advocates 1-312-443-9603
- Alcoholics Anonymous 1-800-840-0762
- Domestic Violence Hotline 1-800-799-7233
- Pregnancy Choice Indy – Boone County – 765-482-3360

Licensing Agency

Indiana Professional Licensing Agency
State Board of Cosmetology and Barber Examiners
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Staff Phone Number (317) 234-3031
Staff E-mail: pla12@pla.IN.gov
Agency Fax (317) 233-4236

Physical and Health Considerations

The Cosmetology profession requires a great deal of bending, stretching and standing for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands. Cosmetologists must be in good physical health since he/she will be working in direct contact with customers.

Academy Rules & Regulations

Attendance/Clocking Rules

1. Students must attend all classes as scheduled. Additional hours are available with approval.
2. Deficit hours must be paid by the 15th of the next month.
3. Part-time students are allowed to take one break up to 14 minutes with approval to clock out.
4. Upon arriving each student shall punch time card and sign in for theory. Students leaving need permission to leave the academy and must punch out time card.
5. Time cards must be clearly legible.
6. Time cards cannot be written on by students and can never be taken home.
7. Student are only allowed to punch their own time card.
8. Clocking another student in and/or out is grounded for termination.
9. To be on time students need to be clocked in by 7:37a.m. There is a 7 minute grace period given to students to clock in. Student will be counted tardy if arriving after 7:37a.m.
10. Student who are habitually tardy (5) times in one month will be counseled by instructor and if tardiness continues may be placed on probation or suspended.
11. Students should be in class by 7:38 for roll call. Student should be in clean, prescribed uniform.
12. Permission is needed for late arrival and early dismissal.
13. In case of emergency or illness on any day, the student or parent must call in to the school to report his/her absence. Otherwise it will be counted as an unexcused absence.
14. Absence of 5 days or more without notification shall be considered cause for suspension.
15. Any student absent more than 14 calendar days will be dropped from the program.
16. Vacation and personal time off must be approved by the director.

Student Conduct, Termination and Suspension Policy

1. Weapons possession (Automatic Termination from academy);
2. Illegal drug, alcohol use or possession on property.(Automatic Termination from academy);
3. Theft or vandalism;
4. Skipping theory classes;
5. Repeated absences/tardiness;
6. Insubordination, use of profanity, refusal to perform services and assignments
7. Failure to maintain satisfactory progress status, repeated failure in attendance, academic performance or practical requirement:
8. Failure to make payments:
9. Repeated violation of dress code;
10. Behaviors including, but not limited to, verbal threats, insults, assaults, etc. which, in the opinion of the academy, endangers the safety of students, school staff or patrons.
11. Failure to possess equipment or to maintain, clean and disinfect equipment properly;
12. Student are expected to maintain a professional attitude while attending.

Leave of Absence

The academy will grant only one leave of absence of no more than 180 days. After 180 days the student will be withdrawn from our enrollment and must re-enroll if they decide to complete the program. Written notice must be given to freestyle prior to leave of absence. All scheduled payments remain in effect. The academy will extend projected graduation date by the same number of days taken.

Make up Time & Make up work

Students are encouraged and reminded to make up missed time and work within 30 days of absence. Students are able to make up time by using the discretionary hours. Proper paper work must be turned in for time to be counted. Paper work to be filled out can be found in the break room on the bulletin board.

All missed assignments will need to be made up.

Academy rules

1. Students must obey rules of personal hygiene and sanitation. Washing hands before and after each service is a must. Each student is responsible for cleaning up their station after every service. This includes wiping down shampoo bowls, sweeping up all hair and cleaning and disinfecting dirty combs and brushes. Students will have 14 minutes at the end of each day to do daily sanitation.
2. Visitors are not allowed during school hours.
3. Students caught cheating or stealing will be suspended or expelled, at the academy's discretion. The academy is not responsible for lost or stolen articles.
4. Cellular phones are to be used during break time only unless approved by instructor.
5. Possession of alcohol, drugs, weapons or any unlawful substance will result in immediate expulsion.
6. No smoking will be allowed on school property.
7. Student break room is to be kept clean at all times. Drinks are allowed in the classroom. Drinks and food are allowed in break room and should be put away after breaks and lunch. You are responsible for your own mess!
8. Students should maintain a professional attitude and respect all clients, instructors, and other students at all times.
9. Personal problems or school conflicts are not to be discussed amongst clients or students. Please feel free to discuss any school issues with the director.
10. No talking during theory or demonstrations. If working on the clinic floor please use a quiet tone of voice. Conversations should be between you and your customer.
11. Instructor must be present to be on the clock. Students must clock in and out on a time card to receive hours. Students must clock out if leaving building for any reason.
12. Students should not gather around the reception desk or on the clinic floor.
13. A Public Parking Lot can be found off of Main Street just east of Meridian Street. There is also on street parking available.
14. No working on yourself while on the clock.
15. You must bring your equipment every day.
16. Students must seek permission from the instructor to do any additional services after client has checked in.
17. Students will pay in advance for supplies on personal service such as color, lightener, perms, etc.
18. Student who are loaned equipment or materials from the academy are responsible for returning them.

19. Students should notify the school immediately of address or phone number changes.
20. Only products furnished by the academy may be used unless otherwise approved by the supervisor.
21. Insubordination will not be tolerated. Refusal to do services is not allowed. Students shall comply with all directions, instructions, orders, etc.
22. Students must comply with academy policies and rules along with state rules and regulations.

Dress code

All students are required to wear a smock and 1 identification tag; these are included in the student kit. Students shall maintain a professional appearance at all times. No sweats or pajama pants. Repeat violations could result in suspension.

Lockers

All students will be provided a locker in which to store person items while on the clock. Students will need to purchase their own lock. Items are not meant to be kept overnight.

Kit Policy

The kits contain the equipment necessary for satisfactory completion of the course and will be completely issued within 250 clocked hours. Students are expected to maintain the kit by replacing lost or broken articles. The academy is not responsible for the student's equipment or books either lost or stolen.

Security and Access Policy

The academy is open during business hours to students, parents, guests, customers, guests and invitees. During non-business hours the academy is only accessible by key.

Security and Awareness Programs

Students are informed during orientation that there are no security officers on the property. Any free local awareness, prevention, or personal safety programs that are known in the community will be posted either on the bulletin board or behind the restroom doors. Freestyle academy for hair does not offer Defense Training nor does it have off campus student organizations.

When students walk to and from school waiting to walk with a friend is always good personal safety.

Grievance Procedure

Students must fill out a grievance form and list all grievances. The form should be given to the instructor. The form could also be mailed to the school director: Attention to Scott Riddle at Freestyle academy for hair 107 North Meridian Street, Lebanon, IN 46052. All forms will be reviewed by the owners and a meeting will be set up with the person within 5 days of receiving the form. If the matter is urgent it will be addressed within 24 hours.

School Administration

Business hours: Monday – Friday 7:15a.m. – 11:30a.m. (Client services start at 8:30)

Owners Scott and Mitzi Riddle

Scott Riddle

- General Manager
- Director of Financial aid and Admissions

- Front Desk Manager
Mitzi Riddle
- Director of Education/Instructor

Course	Tuition	Enrollment	Kit & Books	Total	Months	Length
Cosmetology	\$12,000	\$100	\$900	\$13,000	20	1500 hours

Payment Methods

Students are expected to contribute from their own personal resources. Students who cannot pay the total cost of the course upon enrollment will have the option to make monthly payments as described in the contract.

Freestyle academy accepts cash, checks, money orders and loans for payment. All academy charges must be paid in full before graduation.

Extra Instruction Charge

Students are expected to complete the course within the maximum time allowed as specified in the Student Contract. If the student exceeds the projected graduation date, an extra instruction charge will be assessed for the balance of hours required to complete the course. The charge is \$250 per week.

Additional Charges for State Written Final Exam

All students are responsible for paying for their written final exam (Computer Based Test) fee payable to PSI. This will be paid upon setting up testing time. In order to set up test time an information sheet needs to be filled out and given to academy director. The information will be entered into PSI's system by the academy first. The student will receive an email from PSI as to when they may sign up.

Additional Charges for State License

All students are responsible for paying the fee for licensure. The fee is made payable to the Indiana Professional Licensing Agency. This will be mailed to the Indiana Professional Licensing agency along with the application set by the agency. Applications will be given to students that have been deemed as graduated. Fees can be found at www.pla.in.gov.

Orientation

Orientation is held on the first day of class.

Academy Closure

If the academy permanently closes after the student has started classes, the school shall retain:

- the enrollment fee
- the cost of any books, kit, or materials, which have been provided by the school and retained by the student
- An amount of the tuition and other instructional charges in proportion to the ratio of the student's total enrollment time to the length of time necessary for the student to complete the course.

Cosmetology Course

Each student must meet the following requirements to be admitted:

- Attend a conference with the director. This includes a tour of our facility.

- Complete a student contract for enrollment.
- Pay the \$100.00 enrollment fee, which is refunded if the applicant is rejected.
- Show proof of at least tenth grade education level
- Is at least 16 years of age
- Have a Driver’s License or State Identification

New Student Orientation

Orientation will take place the first day of class.

Course Description

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2. Acquire the knowledge of sanitation and disinfection as related to the industry.
3. Acquire knowledge of general theory relative to cosmetology.
4. Acquire basic knowledge of business ownership.

Skills to be developed

1. Learn the proper use of implements relative to cosmetology services.
2. Perform the basic manipulative skills in the areas of hair styling, hair cutting, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
3. Learn to project a professional and positive attitude in the presence of others.

Length of course, scope of hours

1500 hour – Cosmetology Course - The following is a breakdown of the units of theoretical and practical instruction necessary for completing the course, as prescribed by Indiana Statues.

Please note that the actual sequence of instruction does vary.

Subject	Theory hours	Practical hours	Total hours
Sanitation	40		40
Statutes and rules	10		10
Hair cutting	100	175	275
Salesmanship	5	5	10
Management	10		10
Manicuring	5	25	30
Pedicuring	5	15	20
Hair removal (eyebrows, upper lip, chin)	5	10	15
Anatomy & Physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35

Scalp treatment	10	10	20
Facials & makeup	20	45	65
Hair coloring	40	150	190
Permanent waving & chemical relaxing	70	250	320
Hair styling (includes wet and thermal sets, hair waving, hair pressing, hair braiding, and finger waving)	70	210	280
Discretionary hours	150		150
Total	575	925	1500

Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book. All manicures, pedicures, facials, and scalp treatments must be done on live models. At least fifty percent of the other services must be done on live models. Students must complete 200 hours before working on customers of the cosmetology school. Customers shall be rotated according to students' needs for practice on live models.

Graduation Requirements

1. All cosmetology students must complete 1500 hours. All progress and tests must be completed with a grade of 75% or higher. The written and practical final tests are to be passed with a 75% grade or higher and may be taken before 1500 hours are complete. Students are responsible for requesting make-up tests.
2. All tuition and overage charges must be paid in full.
3. Final exams will be scheduled. Students who do not show up for their scheduled final exam time will have to pay a fee of \$100.00 to reschedule.
4. Student is responsible for paying testing and license fees.
5. Once your 1500 hours has been reached Freestyle academy for hair is no longer liable for further education.

Payment Options

1. Students paying in full.
2. Students financing through the Academy pay an additional \$750 handling fee. The student is required to pay \$1600 down and a monthly payment on the remaining balance. Payments will remain in tact for any leave of absence or if student drops out or is dropped from the program for any reason.
Total cost includes enrollment fee, handling fee, books, supplies and student kit.
3. Students who need additional hours are required to pay \$250.00 per week.

Attorney fee clause

All reasonable legal fees and expenses are to be paid by student if he or she breaks contract. All terms are contained in contract. No outside terms or representation unless agreed to in writing.