

# Crave Beauty Academy

Cosmetology | Esthetics | Nails



BEAUTY ACADEMY

*“Crave Change. Crave Excitement”*

**2023**

## **Academy Catalog and Handbook**

This Crave Beauty Academy Catalog and Handbook is specific to the  
**Main Campus.**

**3804 W Douglas**

**Wichita, Ks 67203**

**316-943-5516**

Branch Campus – 14858 Manchester RD Ballwin, MO (St. Louis)

[www.CraveBeautyAcademybeautyacademy.com](http://www.CraveBeautyAcademybeautyacademy.com)

## Table of Contents

Philosophy / Mission Statements /Changes in Policy	5
Programs of Study/Course Outline	6-28
Cosmetology- Full-Time/Evening Part-Time	6-14
Esthetics- Full-Time/Evening Part-Time	14-21
Nail Technology	21-26
Instructor Training Program	26-28
Continuing Education Opportunities	29
Admission Procedures	29
Ability-to-Benefit students	29-30
Dismiss, Withdrawal and Re-enrollment	30
Transfer Policies	30-31
Licensing Requirements	31-32
Scholarships	32
Financial Aid Eligibility/Requirements	32
Student/Parent Loans	32-34
Federal Pell Grants	34
Student Rights	34
Notice of Applicants of Tuition Aid	35
Treatment of Title IV	35-36
Satisfactory Academic Progress Policy	36-43
Evaluation Periods	36
Attendance Progress Evaluations	36
Maximum Time Frame	37
Academic Progress Evaluations	37-38
Determination of Progress	39
Warning	39
Probation	39
Re-establishment of Satisfactory Academic Progress	39
Interruptions, Course Completions, Withdrawals	39-40
Appeal Procedure	40
Non-credit, Remedial Courses, Repetitions	40
Unit of credit	40
Awarding Credits	40-41
Transfer Hours	41
Temporary Interruptions	41

Table of contents (cont.)	
Academic/Attendance Policy	41
Continued Absence	41
Dismissal, Withdraw & Re-enrollment	42
Transfer Policy	42-43
Time System	43
Hours	43-44
Tardiness Policy	44
Absence Policy	44
Saturday Attendance Policy	44-45
Procedures for Calling in Absences	45
Regulations Governing Mon/Sat	45-46
Attendance Hours	46
Leave of Absence	46-47
Holidays	47-48
Testing Out Policy	48-49
Retakes	49
Policies Govern all Students	49
Additional Costs	49
Cancellation/Refund Policy	49-52
Order of Refund	53
Non-Discrimination Statement	53
Cyber Security Coordinators	54
Contact for Civil & Criminal Information	54
Rules of Conduct	54-55
Copyright Infringement	55
Special events	55
Facility	55
Dress Code	55-58
Products	59
Student Services	59
Salon/Spa Service Area	59
Students Having Salon and Spa Services	59
Personal Phone Usage	60
Parking	60
Duties	60
Equipment/Supplies	60
Furniture	61

Table of contents (cont.)	
Library	61
Tipping	61
Student Café	61
Retail Center	62
Spa & Skincare	62
Miscellaneous/Other	62
Drug Policy	63
Family Educational Rights/Privacy Act-Students files	63
Disclosure of Information	64
Career Advising/Job Placement	64
Record Maintenance Policy	65
Student Grievance Policy	65
Faculty	65
Emergency Evacuation/Lock Down Procedures	66
Crime Awareness/Campus Security	66
Additional Consumer Information	66
Availability of GED Programs	67
Vaccination Policy	67
Voter Registration	67
Statement of Ownership	68
Affiliations/Licensing/Student Grievance Policy	68
Academy Staff and Team	71
Student Catalog & Handbook Policy Acknowledgement	
Signature Page	72

Revised Date of Publication- October 1, 2023

## **PHILOSOPHY**

CRAVE BEAUTY ACADEMY is dedicated to the belief that everyone should have the opportunity to acquire the education and technical skills that will allow them to attain fulfilling and productive careers in cosmetology and other related fields.

Crave Beauty Academy is committed to providing programs that deliver quality training within a convenient time frame. We are very interested in the success of our students and strive to maintain a reputation for quality training programs, an array of modern equipment and curriculum, which reflects current industry standards.

CRAVE BEAUTY ACADEMY feels deep responsibility to our students, parents, and business community, which we serve. The Academy attempts to instill a similar sense of responsibility in their faculty, staff, students, and alumni.

This catalog has been designed to help you gain a quick and comprehensive overview of the education programs at Crave Beauty Academy (i.e. the Academy or Crave Beauty Academy). Some of the policies and points of view found are special, in that they reflect the Academy's own beliefs on important educational matters; others are basic to all trade schools engaged in career training. It is our hope that this information will bring to you a clearer picture of our Academy, and the program in which you will be enrolled.

## **MISSION STATEMENT**

To our Students...

To enthusiastically provide an educational environment which empowers our students through optimism and teamwork to become career-oriented professionals in the art of cosmetology and related fields.

The National Accrediting Commission of Career Arts and Sciences is recognized by the Department of Education as a national accrediting agency for post-secondary schools and programs of cosmetology and sciences, and massage therapy.

## **CHANGES IN POLICY**

The policy, rules, and regulations within this catalog are subject to change to continue our standards of excellence, safety, and to provide the best instruction available. Crave Beauty Academy has the right to change and update the policies, instruction, course structure and practices as it determines necessary. Future professionals will be notified of such changes as they take place.

The term "student" and "future professional" are used interchangeably. The terms "you" and "your" refer to the student/future professional. The terms "we," "us," or "our" refer to the school/academy, its staff, faculty and/or administration.

## **PROGRAMS OF STUDY**

### **COSMETOLOGY PROGRAM**

**Full-Time & Part-Time are both 1500 HOURS-**

**The Full-Time Program is 43 WEEKS**

**The Evening/Part-Time Program is 75 WEEKS**

Description of course: The Cosmetology program is designed to prepare the student to become licensed in cosmetology. The Academy has prepared curriculum and learning systems based on a clock hour system and the integration of theory with practical application, and the use of LAB – Learn About Beauty on line learning system. English is the language this program is taught in. Crave Beauty Academy Cosmetology curriculum sets forth clearly stated learning objectives, resulting in learning outcomes that are reasonable and measurable.

Objectives: Students completing the Cosmetology program are prepared to operate some of the most advanced equipment in the Cosmetology industry and capable to perform and meet challenges set forth in this field. Upon completion of Cosmetology curriculum, our Crave Beauty Academy graduates will take a state board exam from the Kansas State Board of Cosmetology. Teaching methods include theory lecture, whiteboard, projector, demonstrations, Pivot Point on line learning, activities and useful resources.

Cosmetology Curriculum 2018 - 1500 hours 1500 credits

**Full-Time Phase I – Core Training Class** – Weeks 1 – 10 - Class is Monday through Friday 9:00 – 4:30pm. No Saturdays for the Phase I - Core Training students  
**Phase II, III, IV - Advanced Curriculum** starts week 11 – 47, Class is Tuesday through Saturday. Classroom continues to be one day a week and the other days are spent in the salon/spa area.

**Evening- Part-Time Phase I – Core Training Class** – Weeks 1 - 17

Class is Tuesday, Wednesday, Thursday 5:00 – 9:00 pm and Saturday 8:30 – 5:00 pm  
**Phase II, III, IV – Advanced Curriculum** starts week 18 – 75. Schedule remains the same, but classroom is only one day a week with the other time spent in the salon/spa area.

**Crave Beauty Academy Cosmetology Curriculum**

**OPEID #02603100**

**SOC Code 39-5012 Hairdressers, Hairstylists and Cosmetologists**

CRAVE BEAUTY ACADEMY reserves the right to change the sequential offering of courses contained in this catalog. The academy also reserves the right to change

course content, contingent upon the approval of the academies licensing and accrediting body.

The following chart represents the course breakdown of the cosmetology program and is in compliance with all Kansas state regulations.

Scientific Concepts	115
Physical Services	400
Chemical Services	450
Hair Designing	360
Business Practices	75
State Law	50
Student Specific Needs	<u>50</u>
TOTAL HOURS	1500

The above hours include the study of related theory. Safety, sanitation and sterilization will also be taught in each subject area as it pertains to that specific topic. Students must complete a minimum of 320 hours of training before the academy can assign them to paying customers and charge for any service(s) rendered.

### **Cosmetology Full-Time – Course Outline**

#### Phase I/CORE: Curriculum

- A. Orientation, Professional Development, Salon Ecology, Chemistry/Trichology
- B. Design Decisions I & II
- C. Skin Care I & II / Makeup Intro
- D. Sculpture I, II
- E. Sculpture III/ American Crew I
- F. Pivot Point Menswork I/ Chemical Reformation
- G. Nail Technology I/ Color Design I
- H. Color Design II
- I. Certification for Advancement Review and CFA Test
- J. Guest Services Training/Retailing, Nuts & Bolts Book 1, Book 2 Units 1-2
- K. Student Salon Area

#### Phase II/EXPERIENCE: Curriculum

- A. Chemical Reformation II/Texture and Relaxing
- B. Make Up Artistry I
- C. Nail Technology II
- D. Long Hair Design
- E. Color Design Formulations III
- F. Pivot Point Menswork II
- G. Nuts & Bolts Book 2 Units 3-4, Books Units 1-2 BUSINESS
- H. Skin Care III/Electricity
- I. Certification for Advancement II Review (when time allows)

J. Certification for Advancement II Test

Phase III/CREATE: Curriculum

- A. Color Design V
- B. Nail Technology III
- C. Pivot Point Taper & Fade Menswork III
- D. Make Up Artistry II
- E. Nuts & Bolts Book 3 Units 3-4, Book 4 Units 1-2, BUSINESS
- F. Advanced Thermal Styling
- G. Anatomy I
- H. Anatomy II
- I. Certification for Advancement III Review (when time allows)
- J. Certification for Advancement III Test

Phase IV/SALON LIFE: Curriculum

- A. Flash Me – photography
- B. Nuts & Bolts Book 4 Units 3-4, Book 5 Units 1-2
- C. Nuts & Bolts Book 5 Unit 3-4 BUSINESS
- D. Salon Business III
- E. State Law Class
- F. Pivot Point Taper & Fade Menswork IV
- G. Pivot Point T & F Menswork V
- H. Pivot Point T & F Menswork VI
- I. Certification for Advancement IV Test

COURSE FORMAT/CLASS SCHEDULE

Scheduled class time contains both theory, demonstrations, and practical work. Students first application of services are performed on mannequins guided by an instructor's step-by-step supervision, before services are performed on guests. Class is held the first ten weeks at the Academy Monday through Friday from 9:00 AM to 4:30 PM, with a half hour lunch. Weeks 11 through 37- class is held one full day a week: Tuesday, Wednesday, or Thursday. The remaining four days of the week the student is working in the guest service area with guests and instructors. The schedule also changes to Tuesday through Saturday, 9:00 AM-4:30 PM.

All non-class scheduled time will be service area or lab work including all day on Saturday. An optional rotation schedule is available based on GPA, attendance, and availability. Class participation is very important and a part of the students' grade.

**Crave Beauty Academy Cosmetology Evening Part-Time**

**OPEID #02603100**

**SOC Code 39-5012 Hairdressers, Hairstylists and Cosmetologists**

The Cosmetology evening Program is the same curriculum and 1500 hours as the daytime cosmetology program. The exception is the number of weeks in each phase/module.



CRAVE BEAUTY ACADEMY reserves the right to change the sequential offering of courses contained in this catalog. The academy also reserves the right to change course content, contingent upon the approval of the academies licensing and accrediting body.

### **Cosmetology Evening/Part-Time – Course Outline**

#### Phase I/CORE: Curriculum

- A. Orientation, Professional Development, Salon Ecology
- B. Trichology/Chemistry
- C. Design Decisions I, II
- D. Sculpture I, II, III
- E. Pivot Point Taper & Fade Menswork I
- F. Chemical Reformation I
- G. Nail Technology I
- H. Skin I, II/Make Up Intro
- I. Color Design I, II
- J. Certification for Advancement Review and Test
- K. Student Salon Training/Retailing/Nuts and Bolts

#### Phase II/EXPERIENCE: Curriculum

- A. Nuts and Bolts
- B. Long Hair Design
- C. Advanced Color Formulations III
- D. Advanced Color Design IV
- E. Make Up Artistry I
- F. Advanced Thermal Styling
- G. Chemical Reformation II/Texture Relaxing
- H. Pivot Point T & F Menswork II
- I. Certification for Advancement Review and Test

#### Phase III/CREATE: Curriculum

- A. Nail Technology II, III
- B. Skin Care III
- C. Make Up Artistry II
- D. Anatomy I, II
- E. Nuts and Bolts - BUSINESS
- F. State Law Class
- G. Certification for Advancement Review and Test

#### Phase IV/SALON LIFE: Curriculum

- A. Nuts and Bolts - BUSINESS
- B. Design Forum I, II
- C. Salon Business I, II, III
- D. Pivot Point T & F Menswork II, III, IV, I
- E. Certification for Advancement Review and Test

## **COURSE FORMAT/CLASS SCHEDULE**

Scheduled class time contains both theory, demonstrations, and practical work. Student's first application of services are performed on mannequins guided by an instructor's step-by-step supervision, before services are performed on guests. Class is held the first 17 weeks on Tuesday through Thursday from 5:00 p.m. to 9:00 p.m., and Saturday from 9:00 a.m. – 5:00 p.m. Weeks 18 through 75 class is held one full night a week: Tuesday, Wednesday, or Thursday. The remaining three class times of the week the student is working in the Guest Service area with guests and instructors. All non-class scheduled time will be service area or lab work including all day on Saturday. Schedules are subject to change.

Class participation is very important and a part of the students' grade. Students will be given a 15-minute break in the evenings. A 15-minute break will also be given on Saturday a.m. & p.m. along with a 30-minute lunch.

### **Both Full-Time and Evening Part-Time Programs:**

- Occasionally schedules make it necessary to adjust the order in which the classes are taught in a certain phase. Check for updates and class schedules changes on the monthly calendar handed out and posted by the information board in the classroom and in the Student Café.

## **COURSE DESCRIPTION**

### Facials, Massage, Make-up & Hair Removal

This course introduces the student to facial shapes and structures, law of color and types of illumination, make-up application techniques, the techniques of superfluous hair removal, for the face and body. Body treatments and specialty facial procedures will be covered, safety and sanitation measures, product manufacturer and ingredient knowledge as well.

### Scalp and Hair Care

This course teaches the importance and treatment for proper scalp and hair care. Recognizing hair/scalp disorders and the corrective treatments, shampooing and massage skills; product knowledge and proper techniques. Students will learn through discussions and demonstrations of related theory and by actual practical application of product and treatments. Public safety and sanitation are covered.

### Hair Coloring

This course instructs the student in the proper technique of color application, chemistry of products and chemical reactions. We also focus on all aspects of corrective hair coloring and creative fashion trend techniques most popular in the salon and spa.

### Women's and Men's Hair Sculpture

This is a study of the forms of hair sculpture for both female and male clients. These forms include but are not limited to solid form, graduated form, increased layers and uniform layers. With mastering these core concepts, the student will be able to create, or recreate any hair sculpture.

### Pivot Point Salon Taper & Fade Menswork Program

Students learn the Pivot Point Taper & Fade Menswork sculpture techniques, servicing their male clientele and hair certification applications.

### Management, Ethics and Salesmanship

This course offers knowledge of business principles, bookkeeping, business laws, insurance, and salesmanship is crucial to the cosmetologist. It also includes developing proper personal and professional ethics necessary for insuring success within the field of cosmetology.

### Manicure and Pedicures

This course provides the fundamental knowledge required for proficiency in the art of manicuring and pedicuring. Students will learn the techniques required for nail care and massage. Diagnosis and treatment of non-medical nail disorders. The safety and preventative measures required performing these services.

### Business Training

One way to maximize your earning power is by developing your chair side manner. Nuts and Bolts intense program deals with all aspects of client relations. The course teaches the students how to manage a clientele to build financial success through proper pre-booking, adding on of services, client retention, client request rates, average ticket dollars and the sale of retail products. Also, The Pacific Institute teaches thought patterns for a successful career. Exclusive to the Pivot Point curriculum is the first social media curriculum for the beauty industry, BAAB (Beauty as a Business.) Through Pivot Points online LAB BAAB offers students the resources to grow their social media platform through instructional videos and lessons.

### Rules/Regulations/Lawsuit/Sanitation/ Sterilization/Safety

This course provides the student with a basic understanding of the laws, rules and regulations required by the State Board of Cosmetology regarding sterilization, sanitation, and safety measures. The specific state laws are also interwoven throughout every course of the governance and operational standards.

### Texture Design/Permanent Waving Design

This is a study of the artistic and scientific principles of hair chemistry. Applications of texture perming, form perming, design perming, and combination structure are subjects covered in the program. Professional recommendations and competency will be the result of module.

### Hair Design

This course introduces the student to the history of hair styling and its relationship to present day trends and techniques. The student will gain knowledge and proficiency in the areas of quick service, molding techniques, thermal styling, and roller placement, press and curl services.

### Anatomy and Chemistry

Knowledge of the structure and functions of the human form is the scientific basis for the proper application of cosmetic services. Through the advances in the science of chemistry, new and better products constantly are being developed, for the benefit of both cosmetologist and the client. It is therefore, important that the professional technician understands these products and learns how to use them for the maximum benefit of the client.

### Certification for Advancement (CFA)

Students are tested on their knowledge of information taught throughout the previous weeks to attain the student's ability and readiness to progress to the next phase of training, prepare for the State Board exams and/or graduation.

### Professional Ethics/Client Services

This prepares students for a lifetime of quality skills needed once entering the job market. The emphasis on proper ethics of the industry and good personal care skills that salon owners will expect from employees. This area also teaches the skills necessary in guidelines plus communication skills utilized in the salon and spa.

### Student Salon and Spa Area

Students are assigned to perform services on the public, while under the direct supervision of licensed instructors. The Student Salon/Spa area is a "live" classroom where the educators work with the students to master the basic skills and assist them while performing advanced techniques on the paying public. This helps refine the skills necessary for them to perform in a salon or spa. The students must complete all the required practice skills in order to earn the credits necessary to receive a diploma.

### Unassigned Hours

These unassigned hours are designated for guest speakers, product knowledge and advanced training, and salon business.

### **Texts and References**

A library of Cosmetology related materials and resources are available to Cosmetology students during regular school hours.

### **Graduation Requirements**

Certificate of graduation will be issued when our Cosmetology students have completed the following:

- 1) Abide by all academy rules and regulations
  - 2) Complete all academic requirements and state credit requirements in each area of course
  - 3) Attend the graduation ceremony or be excused by the Academy official
- A diploma will be issued to students completing all graduation requirements.

**2023 Cosmetology Class Starting Dates**

Full Time  
 January 16      February 20      March 27      May 15      June 19  
 Aug. 28      Oct. 2      Nov. 6  
 Evening Part-Time  
 February 7      June 13      Oct. 24

**Cosmetology Tuition**

Investment:  
 \*Cosmetology Tuition (\$10.67 an hour): \$16,000.00  
 \*Equipment/Books (non-refundable after use): \$3,476.00  
 (Allocated by payment period/\$12.98 w/ tuition and kit/supplies) \$19,476.00  
 KS tax is \$260.70

Application Fee (non-refundable): \$100.00  
 State Board Apprentice License fee \$15.00  
 SB fee is paid to the Kansas SB office and is non-refundable.

\*Includes State Board **exit** application fees if student completes entire program, full kit purchase, meets all graduation requirements and completes Crave Beauty Academy exit interview process/documentation within 30 days of their contracted end date.

Once the kit, supplies are distributed and used, it is non-refundable. The student can purchase the kit/supplies required for the program if they chose to do so on their own. The Academy must approve all kit, supplies, products used and brought into the Academy for safety, sanitation, and insurance purposes.

An interest free payment plan is available while in attendance. Payments are due to the business office on the 15<sup>th</sup> of each month. All tuition payments received after the 15<sup>th</sup> of each month will be charged a \$25.00 late fee. Payments may be made by cash, credit, and/or check, and student grants or loans if they qualify. Financial Aid is available for those who qualify. Please direct financial aid questions to the campus business office.

The cosmetology program tuition charges are posted per academic year and payment period. The tuition and kit/supplies costs are allocated throughout Academic Year 1 and 2, and within payment periods 1 through 4.

## **Job Opportunities for Cosmetology Graduates**

Professional Hair stylist, Hair Color & Perming Specialist, Nail care technician, Cosmetology School Educator, Owner/Director, Manufacture Platform Artist/Educator, Magazine Fashion/Model Stylist, Professional Salon Consultant, Salon Manager, Distributer.

## **HELPFUL INFORMATION**

2018-2019 Median Loan Debt incurred by students completing the program \$6,525.30

2018-2019 Job Placement Rate 70.6%

\*2018-2019 On time Graduation Rate 37%\*

*\*This calculated number is of students completing the program within the contract enrollment period as well as 10% absences. Satisfactory Progress Policy allows for 15% personal absences that do not adversely affect the student's satisfactory completion of the program*

2021 Overall institutional outcome rates; Graduation 87.76%, placement 72.09% and Licensure 98.46%

Helpful Website Links:

O\*Net Resource Center: [www.onetcenter.org](http://www.onetcenter.org)

*The nation's primary source of occupational and college information*

Dept. of Education: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

*Information on Title IV Financial Aid*

College Navigator: <http://nces.ed.gov/collegenavigator>

*College search website*

## **ESTHETICS PROGRAM**

**Full-Time & Part-Time are both 1000 HOURS-**

**The Full-Time Program is 29 WEEKS**

**The Evening/Part-Time Program is 50 WEEKS**

Description of Course: Esthetics Program is designed to prepare the student to become licensed in skin care. The Academy has a prepared curriculum and learning system based on a clock hour system and the integration of theory with practical application. This program is taught in English. The Esthetic curriculum sets forth clearly stated learning objectives, resulting in learning outcomes that are measurable.

Objectives: Students completing the Esthetics Program are prepared to operate some of the most advanced equipment in the esthetics industry and capable to perform and meet challenges set forth in the field of Esthetics. Upon completion of the esthetics curriculum our graduates will take a state board exam from the Kansas State Board of Cosmetology. Scheduled class time contains theory, lectures, demonstrations, use of whiteboard, projector, Pivot Point on-line learning, activities, and useful resources, along with practical work.

## Esthetics Curriculum 2023

**Full-Time Phase I – Core Training Class** – Weeks 1 – 7, Class is Monday through Friday 9:00 – 4:30pm. No Saturdays for the Phase I - Core Training students  
**Phase II, III, IV – Advanced Curriculum** Weeks 8 – 28, Tuesday thru Saturday.

**Evening- Part-Time Phase I – Core Training Class** –Weeks 1- 14  
Class is Tuesday, Wednesday, Thursday 5:00 – 9:00 pm and Saturday 8:30 – 5:00 pm  
**Phase II, III – Advanced Curriculum Weeks 15- 50**, Tuesday thru Saturday schedule.

### Esthetics Program OPEID #02603100 SOC Code 39-5094 Skincare Specialists

Crave Beauty Academy reserves the right to change course content contained in this catalog. The following chart represents the course breakdown of the esthetics program and is in compliance with all KANSAS state regulations.

	Hours
Infection Control	60
Skin Anatomy & Physiology	200
Skin Analysis/Consultation	120
Skin Treatments	240
Body Treatments	40
Advanced Treatments	140
Temporary Hair Removal	40
Make-Up	60
Business Practices	30
State Law	20
Student Specific Needs	<u>50</u>
	Total 1000

#### Esthetics Full Time Course Outline

##### Phase I: Curriculum

- A. Orientation, Professional Development, Salon Ecology, Chemistry
- B. Skin Physiology and Skin Disorders
- C. Guest Care, Skin Analysis, Skin Treatments, Extractions, Product Knowledge
- D. Nuts and Bolts/Electricity, Color Theory, Make Up Artistry
- E. Hair Removal, Body Treatments
- F. Intro to Advanced Treatments and Procedures
- G. Certification for Advancement Review, Student Salon Training, Retailing, and

##### Product Knowledge.

- H. Certification for Advancement Review and Test

## Phase II: Curriculum

- A. Student Salon, Training Retail, Nuts and Bolts
- B. Pharmacology
- C. Advanced Skin Care/Aging Skin and Sun Damage Skin
- D. Advanced Facial Treatments/Dermalogica Skin Care  
Anatomy
- E. Certification for Advancement Review and Test

## Phase III. Curriculum

- A. Salon Business I, II
- B. Esthetics in the Medical Field I, II
- C. Airbrush Make up
- D. State Law
- E. Certification for Advancement Review and Test

## COURSE FORMAT/CLASS SCHEDULE

Phase I Curriculum or Basics is seven weeks long. Classes are Monday through Friday, 9:00AM to 4:30PM. After the first seven weeks, Phase II (weeks 8 – 22) begins and the Esthetics students are in class for one full day and for the remainder of the day's students will complete student salon requirements. Schedule changes Tuesday through Saturday from 9:00 – 4:30 PM. Rotation schedule is available based on GPA, Attendance, and availability. Scheduled class times contains both theory, demonstrations, and practical work. Students first application of services are performed on mannequins and models guided by an instructor's step by step supervision, before services are performed on guests. Scheduled class time contains both theory lectures, demonstrations, and practical work.

## **ESTHETICS EVENING PART-TIME PROGRAM**

**OPEID #02603100**

**SOC Code 39-5094 Skin Care Specialist**

The Esthetics evening program is the same curriculum and 1000 hours as the day full time Esthetics program. The exception is the number of weeks in each phase due to the part time number of hours attended each week.

Crave Beauty Academy reserves the right to change the sequential offering of courses contained in this catalog. The academy also reserves the right to change course content, contingent upon the approval of the academies licensing and accrediting body.

## **Crave Beauty Academy Esthetics Evening Part-time Course Outline**

### Phase I:

- A. Welcome! Complete process / check in kits  
Professional Development
- B. Salon Ecology and Chemistry
- C. Skin Physiology
- D. Skin Disorders



- E. Client Care, Skin Analysis Skin Treatments
- F. Extractions, Product Knowledge
- G. Nuts and Bolts / Chapters 1, 2, 3 & 4 and Electricity
- H. Color Theory/Make Up Theory, Make Up Artistry
- I. Hair Removal
- J. Body Treatments
- K. Ear piercing, Sunless spray tan
- L. Intro to Advanced Treatments and Procedures (*Chemical Peels, Micro, Lumifacial, Lumilift, Lumericell, LED Light Therapy*)
- M. Aromatherapy and CFA Review
- N. CFA Test Written and Practical, Student Salon Training / Retailing / Product Knowledge and Nuts and Bolts & TPI

Phase II:

- A. Student Salon Training / Retailing and Nuts and Bolts / Chapters 6 & 7
- B. Pharmacology I
- C. Pharmacology II
- D. Permanent Eye Lashes
- E. Advanced Skin Care / Aging Skin and Skin Peels
- F. Advanced Skin Care / Aging Skin and Sun Damage Skin
- G. Advanced Facial Treatments / Bio-elements Skin Care
- H. Anatomy I
- I. Anatomy II
- J. Anatomy III
- K. CFA II Review
- L. CFA Test Written and Practical

Phase III:

- A. Salon Business I
- B. Salon Business II
- C. Esthetics in the Medical Field I
- D. Esthetics in the Medical Field II
- E. Airbrush Make up I
- F. Airbrush Make up II
- G. State Law/Graduate dinner
- H. CFA Review
- I. CFA Test Written and Practical

Safety, Sanitation and Sterilization will also be taught in each subject area as it pertains to that specific topic. Students must complete a minimum of 130 hours of training before the Academy can assign them to paying clients and charge for any services rendered.

## **COURSE FORMAT/CLASS SCHEDULE**

Student's schedule is Monday thru Thursday, 5:00 – 9:00 PM and Saturday 8:30 am– 5:00 pm. Phase I class starts promptly at 5:00 pm Tuesday thru Thursday and 8:30 am on Saturday. Phase II and Phase III alternate and the students continue to have class one to two days a week. Subject to change, see the monthly curriculum calendar. Students are allowed one 15-minute break and it is usually taken at 6:30 pm. Students are allowed a lunch break, one 15-minute break in the morning and one 15-minute break in the afternoon on Saturdays when in the classroom. Schedules are subject to change.

### **Both Full-Time and evening Part-Time Programs:**

- Occasionally schedules make it necessary to adjust the order in which the classes are taught in a certain phase.  
Check for updates and class schedules changes on the monthly calendar posted by the information board in the Student Café.

## **COURSE DESCRIPTION**

### **Facials, Massage, Make-up & Hair Removal**

This course introduces the student to facial shapes and structures, law of color and types of illumination, make-up application techniques, the techniques of superfluous hair removal, for the face and body. Body treatments and specialty facial procedures will be covered, safety and sanitation measures, product manufacturer and ingredient knowledge as well.

### **Management, Ethics and Salesmanship**

This course offers knowledge of business principles, bookkeeping, business laws, insurance, and salesmanship and is crucial to the esthetician. It also includes developing proper personal and professional ethics necessary for insuring success within the field of esthetics.

### **Business Training**

One way to maximize your earning power is by developing your chair side manner. Nuts and Bolts intense program deals with all aspects of client relations. The course teaches the students how to manage a clientele to build financial success through proper pre-booking, adding on of services, client retention, client request rates, average ticket dollars and the sale of retail products. Also, The Pacific Institute teaches thought patterns for a successful career. Exclusive to the Pivot Point curriculum is the first social media curriculum for the beauty industry, BAAB (Beauty as a Business.) Through Pivot Points online LAB BAAB offers students the resources to grow their social media platform through instructional videos and lessons.

### **Rules/Regulations/Lawsuit/Sanitation/ Sterilization/Safety**

This course provides the student with a basic understanding of the laws, rules and regulations required by the State Board of Cosmetology regarding sterilization, sanitation, and safety measures. The specific state laws are also interwoven throughout every course of the governance and operational standards.

### **Anatomy and Chemistry**

Knowledge of the structure and functions of the human form is the scientific basis for the proper application of cosmetic services. Through the advances in the science of chemistry, new and better products constantly are being developed, for the benefit of both esthetician and the client. It is therefore, important that the professional technician understands these products and learns how to use them for the maximum benefit of the client.

### **Certification for Advancement (CFA)**

Students are tested on their knowledge of information taught throughout the previous weeks to attain the student's ability and readiness to progress to the next Phase of training, prepared for the State Board exams and/or graduation.

### **Professional Ethics/Client Services**

This prepares students for a lifetime of quality skills needed once entering the job market. The emphasis on proper ethics of the industry and good personal care skills that salon owners will expect from employees. This area also teaches the skills necessary in guidelines plus communication skills utilized in the salon and spa.

### **Student Salon and Spa Area**

Students are assigned to perform services on the public, while under the direct supervision of licensed instructors. The Student Salon/Spa area is a "live" classroom where the educators work with the students to master the basic skills and assist them while performing advanced techniques on the paying public. This helps refine the skills necessary for them to perform in a salon or spa. The students must complete all the required practice skills in order to earn the credits necessary to receive a diploma.

### **Unassigned Hours**

These unassigned hours are designated for guest speakers, product knowledge and advanced training, and salon business.

## **TEXTS AND REFERENCES**

A library of Esthetics related materials are available to Esthetic students during regular school hours.

### **ESTHETICS DRESS CODE**

All esthetics students are required to wear coordinating black scrubs, no prints. A white long-sleeved shirt may be worn underneath scrub tops. Shoes should be clean, polish-able, and comfortable. Students may wear socks with closed toe loafers, flats, or mule type shoes. Crocs are not acceptable. Tennis like shoes may be worn but must be solid black. CLEAN BLACK tennis shoes are approved. Other campus dress code guidelines apply and are required to be followed.

## GRADUATION REQUIREMENTS

Certificate of graduation will be issued when our Esthetic students have completed the following:

- 1) Abide by all academy rules and regulations
  - 2) Complete all academic requirements and state credit requirements in each area of course
  - 3) Attend the graduation ceremony or be excused by the academy official
- A diploma will be issued to students completing all graduation requirements.

## ESTHETICS TUITION

Investment:

*Esthetics Tuition (\$11.50 an hour):	\$11,500.00
*Equipment/Books: (non-refundable after use)	<u>\$2260.00</u>
(Allocated by payment period/\$13.48 w/ tuition and kit/supplies)	\$13,760.00
KS tax is \$169.50	
Application Fee:	\$100.00
State Board Apprentice license fee	\$15.00

SB fee is paid to the Kansas SB and is non-refundable.

\*Includes State Board exit application fees if student completes entire program, full kit purchase, meets all graduation requirements and completes Crave Beauty Academy exit interview process/documentation within 30 days of their contracted end date.

Once the kit, supplies are distributed and used, it is non-refundable. The student can purchase the kit/supplies required for the program if they chose to do so on their own. The Academy must approve all kit, supplies, products used and brought into the Academy for safety, sanitation, and insurance purposes.

Monthly payment plans are available at no interest, while attending Crave Beauty Academy. Payments can be made through cash, credit, and/or check, and student grants or loans if they qualify. Financial Aid Programs available for those who qualify. Payments are due to the business office on the 15<sup>th</sup> of each month. All tuition payments received after the 15<sup>th</sup> of each month will be charged a \$25.00 late fee.

The Esthetics program tuition charges are posted per academic year and payment period. The tuition and kit/supplies costs are allocated throughout Academic Year 1 and 2, and within payment periods 1 through 4.

## **2023 ESTHETICS CLASS START DATES**

Full-Time

January 23    March 20    May 15    July 10    Sept. 11

Evening Part-Time: February 7    May 23    Sept. 5

## JOB OPPORTUNITIES FOR ESTHETICS GRADUATES

Skin Care Specialist, Make Up Artist, Manufacturer Technician, Platform Artist/Educator, Professional Salon Consultant, Distributor Store Manager, Academy Educator, Distributor Personnel

## HELPFUL INFORMATION

2018-2019 Median Loan Debt incurred by students completing the program  
\$6488.0

2018-2019 Job Placement Rate 64%

2018-2019 On time Graduation Rate 59%\*

*\*This calculated number is of students completing the program within the student's contract enrollment period as well as 10% absences. Satisfactory Progress Policy allows for 15% personal absences that do not adversely affect the student's satisfactory completion of the program.*

2021 Overall institutional outcome rates; Graduation 87.76%, placement 72.09% and Licensure 98.46%

### Helpful Website Links:

O\*Net Resource Center:

*The nation's primary source of occupational information*

Dept. of Education: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

*Information on Title IV Financial Aid*

College Navigator: <http://nces.ed.gov/collegenavigator> *College search website*

## **NAIL TECHNOLOGY PROGRAM** (Technical term for Nail Technology is Onychology)

### **Full-Time 350 HOURS- 10 WEEKS**

Description of Course: Crave Beauty Academy Nail Technology Program is designed to prepare the student to become licensed in nail care. The Academy has a prepared curriculum and learning system based on a clock hour system and the integration of theory with practical application. This program is taught in English. Crave Beauty Academy Nail curriculum sets forth clearly stated learning objectives, resulting in learning outcomes that are measurable.

Objectives: Students completing the Nail Technology are prepared to operate some of the most advanced equipment in the nail industry and capable to perform and meet challenges set forth in the field of Nail Care. Upon completion of the Nail Technology curriculum our Crave Beauty Academy graduates will take a state board exam from the Kansas State Board of Cosmetology. Scheduled class time contains theory, lectures, demonstrations, use of whiteboard, projector, Pivot Point on-line learning, activities and useful resources, along with practical work.

## Nail Technology Curriculum 2023

**Full-Time Phase I – Core Training Class** – Weeks 1, Class is Monday through Friday 9:00 – 4:30pm No Saturdays for the Phase I - Core Training students

**Phase II – Advanced Curriculum** – Weeks 2 – 10, Classroom is one day a week and the other time spent in the salon/spa area. Tuesday thru Saturday schedule.

### Crave Beauty Academy Nail Technology

OPEID #02603100

Soc Code 39-9011 Nail Technicians

CRAVE BEAUTY ACADEMY reserves the right to change the sequential offering of courses contained in this catalog. The academy also reserves the right to change course content, contingent upon the approval of the academies licensing and accrediting body.

The following chart represents the course breakdown of the nail technology program and is in compliance with all KANSAS state regulations.

	Hours
Scientific Concepts	60
Manicuring Skills	75
Artificial Nails	160
Business Practices	35
State Law	<u>20</u>
Total	350

#### Nail Technology Course Outline

##### UNIT I: SCIENTIFIC CONCEPTS

- A. Sanitation
- B. Chemistry
- C. Nails
- D. Skin
- E. Anatomy of the nail

##### UNIT II: MANICURE/PEDICURE SKILLS

- A. Purpose and Effect
- B. Preparation
- C. Equipment and Implements
- D. Supplies and Products
- E. Procedures

##### UNIT III: NAIL ENHANCEMENTS

- A. Purpose and Effect
- B. Preparation
- C. Equipment

- D. Supplies and Products
- E. Procedures
  - a. Sculpturing/Gels
  - b. Tipping
  - c. Wrapping
  - d. Repair Techniques
- F. Nail Art

#### UNIT IV: BUSINESS PRACTICES

- A. Management Practices
- B. Salon Development
- C. Insurance
- D. Guest records
- E. Salesmanship

#### UNIT VI: Kansas LAW/STATE BOARD REVIEW

- A. Rules and Regulations

Safety, Sanitation and Sterilization will also be taught in each subject area as it pertains to that specific topic. Students must complete a minimum of 70 hours of training before the Academy can assign them to paying clients and charge for any services rendered.

- Occasionally schedules make it necessary to adjust the order in which the classes are taught in a certain phase.  
Check for updates and class schedules changes on the monthly calendar posted by the information board in the Student Café.

### **COURSE DESCRIPTION**

#### **Manicure and Pedicures**

This course provides the fundamental knowledge required for proficiency in the art of manicuring and pedicuring. Students will learn the techniques required for nail care and massage. Diagnosis and treatment of non-medical nail disorders. The safety and preventative measures required performing these services.

#### **Management, Ethics and Salesmanship**

This course offers knowledge of business principles, bookkeeping, business laws, insurance, and salesmanship and is crucial to the cosmetologist. It also includes developing proper personal and professional ethics necessary for insuring success within the field of cosmetology.

#### **Salon Success**

One way to maximize your earning power is by developing your chair side manner. This intense program deals with all aspects of client relations. The course teaches the students how to manage a clientele to build financial success through proper

pre-booking, adding on of services, client retention, client request rates, average ticket dollars and the sale of retail products.

### **Rules/Regulations/Lawsuit/Sanitation/ Sterilization/Safety**

This course provides the student with a basic understanding of the laws, rules and regulations required by the State Board of Cosmetology regarding sterilization, sanitation, and safety measures. The specific state laws are also interwoven throughout every course of the governance and operational standards.

### **Anatomy and Chemistry**

Knowledge of the structure and functions of the human form is the scientific basis for the proper application of cosmetic services. Through the advances in the science of chemistry, new and better products constantly are being developed, for the benefit of both esthetician and the client. It is therefore, important that the professional technician understands these products and learns how to use them for the maximum benefit of the client.

### **Certification for Advancement (CFA)**

Students are tested on their knowledge of information taught throughout the previous weeks to attain the student's ability and readiness to progress to the next Phase of training, prepared for the State Board exams and/or graduation.

### **Professional Ethics/Client Services**

This prepares students for a lifetime of quality skills needed once entering the job market. The emphasis on proper ethics of the industry and good personal care skills that salon owners will expect from employees. This area also teaches the skills necessary in guidelines plus communication skills utilized in the salon and spa.

### **Student Salon and Spa Area**

Students are assigned to perform services on the public, while under the direct supervision of licensed instructors. The Student Salon/Spa area is a "live" classroom where the educators work with the students to master the basic skills and assist them while performing advanced techniques on the paying public. This helps refine the skills necessary for them to perform in a salon or spa. The students must complete all the required practice skills in order to earn the credits necessary to receive a diploma.

### **Unassigned Hours**

These unassigned hours are designated for guest speakers, product knowledge and advanced training, and salon business.

### **COURSE FORMAT/ CLASS SCHEDULE**

Scheduled class time contains both theory, demonstrations and practical work. Students first application of manicures and pedicures are performed on each other and models, their first application of nail extensions are performed on plastic nail tip fingers all guided by an instructor. Services are then performed on guests.





own. The Academy must approve all kit, supplies, products used and brought into the Academy for safety, sanitation, and insurance purposes.

An interest free payment plan is available while in attendance. Payments can be made through cash, credit and/or check, and student grants and loans if they qualify. Payments are due to the business office on the 15<sup>th</sup> of each month. All tuition payments received after the 15<sup>th</sup> of each month will be charged a \$25.00 late fee. Financial Aid is not available for this program.

The nail technology program tuition charges are posted upfront. Books/equipment cost, and administrative fee are also posted upfront and in the first payment period.

2021 Overall institutional outcome rates; Graduation 87.76%, placement 72.09% and Licensure 98.46%

### **JOB OPPORTUNITES FOR NAIL TECHNOLOGY GRADUATES**

Professional Manicurist, Pedicure Specialist, Natural Nail Specialist, Artificial Nail Specialist, Nail Art Technician, Cosmetology School Educator, Owner/Director, Manufacture Educator, Magazine Fashion/Model Nail Technician, Professional Salon/Spa Consultant, Salon /Spa Manager

### **INSTRUCTOR TRAINING**

Full-Time and Part-Time Hours are available  
300 HOURS

# of WEEKS is determined by the total number of hours that are required, and the amount of hours scheduled/applied each week.

Description of Course: Crave Beauty Academy Instructor Training is designed to prepare the student to become licensed in Instructing in a School of Cosmetology. Crave Beauty Academy has a prepared curriculum and learning system based on a clock hour system and the integration of theory with practical application. This program is taught in English. Crave Beauty Academy Instructor Training curriculum sets forth clearly stated learning objectives, resulting in learning outcomes that are measurable.

Objectives: Our objective for the students that join our program is to provide teaching skills and technical background to assist you with your career as an instructor. Students completing the Instructor Training are prepared to meet challenges set forth in the field of Cosmetology Education. Upon completion of the Instructor Training curriculum our Crave Beauty Academy graduates will take a state board exam from the Kansas State Board of Cosmetology. Scheduled class time contains theory, lectures, demonstrations, use of whiteboard, projector, Pivot Point on-line learning activities and useful resources, along with practical work. Crave Beauty Academy Instructor training requires 300 Hours.

The Professional Teacher	20
Student Motivation and Learning	40
Methods, Management and Materials	150
Testing and Evaluation	60
Evaluation	<u>30</u>
Total Hours	300

### **Crave Beauty Academy Instructor Training Course Outline:**

#### Academy Orientation

- A. Basic Teaching Method/Counseling Techniques
- B. Overview of Instructor Training Program
- C. Required Reading List
- D. Development of Lesson Planning
- E. Statement of the Academy Program/Professional Ethics
- F. Classroom Observation/Presentation
- G. Assist Progress of Evaluation/Classroom Record Keeping
- H. Practice Teaching
- I. Observe Orientation of New Students
- J. Basic Training Program
- K. Assist Presenting Basic Skills
- L. Sanitation/Sterilization Laws & Practices
- M. Supervision of Service Area Activity
- N. Good Demonstration Procedures
- O. Observe Student/Guest Relations
- P. Record Keeping
- Q. Observe/Familiarization of Styling Techniques
- R. State Rules, Regulations & Academy Records
- S. Student Records/Inventory/Purchasing
- T. Pre-Enrollment/Enrollment Procedures
- U. Maintaining Academy Records
- V. Student Scheduling
- W. Retail/Service Promotions
- X. Computer Training in Guest Services
- Y. Marketing

### **COURSE FORMAT/TEACHING METHODS/CLASS SCHEDULE**

Course contains theory, demonstrations, practice teaching techniques with Licensed Educators and practical work. Teacher Trainings are guided through all necessary requirements to be prepared to take the state board test.

Classes are held one half day a week from 8:30 a.m. – 11:30 a.m. The remaining days are spent observing and assisting another Licensed Instructor either in class or on the Guest Service area. Schedule is subject to change.

## GRADUATION REQUIRMENTS

A minimum grade point average of 85% must be maintained at all times. Grade Point Average is based upon theory and practical assignments. Teacher Trainings are tested. Areas of improvement are individually discussed at this time with the student.

A certificate will be issued when our Instructor Training have completed the following:

- 1.) 300 hours of training
- 2.) Complete the required curriculum/all academic requirements
- 3.) Final evaluation in teaching skills with assigned Instructor

A diploma is issued to each student completing all the graduation requirements.

## INSTRUCTOR TRAINING TUITION

Investment: \*fees subject to change

Tuition (\$6.67 an hour)	\$2000.00
Textbooks (non-refundable):	\$150.00
KS tax is \$11.25	
Application Fee (non-refundable):	\$100.00
State Board Application Fee	\$15.00

Scholarships are available, Monthly Payment Plan, no interest added while attending academy. An interest free payment plan is available while in attendance. Payments can be made through cash, credit and/or check, and student grants and loans if the student qualifies. Payments are due to the business office on the 15<sup>th</sup> of each month. All tuition payments received after the 15<sup>th</sup> of each month will be charged a \$25.00 late fee. Financial Aid is NOT available for this program.

The Instructor Training may be a paid employee exception in which the institution does not charge the individual to attend, but instead employs the person as a student teacher while simultaneously training the individual as an instructor.

## 2023 STUDENT INSTRUCTOR TRAINING START DATES

The program starts a class on the first Tuesday of each month upon academy **availability**.

The Instructor Training program is ONLY offered at the Wichita, Kansas Crave Beauty Academy campus.

## JOB OPPORTUNITES FOR INSTRUCTOR TRAINING GRADUATE

Professional Manicurist, Pedicure Specialist, Natural Nail Specialist, Artificial Nail Specialist, Nail Art Technician, Cosmetology School Educator, Owner/Director, Manufacture Educator, Magazine Fashion/Model Nail Technician, Professional Salon/Spa Consultant, Salon /Spa Manager

## CONTINUING EDUCATION OPPORTUNITIES

Study Abroad Trips, Advanced Service Classes and other educational opportunities are also available. These continuing education offers are not guaranteed and depend solely on classes and programs

available to Crave Beauty Academy and student's interest. \*Students do not receive hours outside of the Crave Beauty Academy facility.

## **ADMISSIONS PROCEDURE FOR ALL PROGRAMS**

Admissions procedures are designed to assist the applicant in selecting the most appropriate program based on the student's ability and interest.

### **Admissions Requirements**

1. Must be a high school graduate, have a GED or equivalent. (Copy of High School Diploma, Transcript showing Highschool completion, or certificate of attainment, GED or Equivalency, or if homeschooled; a state issued credential for secondary school completion or demonstrate the Ability to Benefit; or enrollment under a training agreement).
2. Must be at least 17 years' old

### **Required prior to enrolling and on or before the first day of attendance**

1. Copy of High School Diploma, Transcript showing Highschool completion, or certificate of attainment, GED or Equivalency, or if homeschooled; a state issued credential for secondary school completion or demonstrate the Ability to Benefit; or enrollment under a training agreement.
2. Copy of birth Certificate/Passport/Verification of birth
3. Copy of photo ID
4. Application fee (non-refundable)
5. Complete and pass the Entrance Exam
6. Completed admissions application and signed tour sheet
7. Application for Apprentice License to Kansas State Board

No applicant will be denied admission on the base of race, color, ethnic origin, sex, age religion or handicap/disability in its educational programs or activities. Enrollments are accepted year-round. Classes start several times within a year. Instructor Training applicants are required to have the current cosmetologist, esthetics, or nail technology license for their specific training program.

## **Admissions Procedures for Ability-to-Benefit Students**

Crave Beauty Academy does not enroll ability to benefit students.

## **Dismissal, Withdraw & Re-Enrollment**

### **Dismissal**

Attendance, behavior and academic records are regularly evaluated, and students may be dismissed under the following conditions:

1. Unsatisfactory academic progress
2. Unsatisfactory attendance or punctuality

3. Violation of academy rules and regulations
4. Unsatisfactory behavior which interferes with the work or progress of other students

Crave Beauty Academy reserves the right to suspend or dismiss any student if at any time the student's action is deemed inappropriate or detrimental to the academy or community. A student may also be suspended for not having all applications for Financial Aid turned into the Business Office in time for scheduled disbursement. Should suspension or dismissal occur, the academy will follow traditional disciplinary and due process procedures.

Students discharged for any reason will be readmitted only upon evidence provided to the Academy that the problem associated with their dismissal has been removed and they have demonstrated an ability to succeed in their program.

Students who have temporarily withdrawn will be readmitted when we feel circumstances will allow them to successfully continue their education. Students may have a waiting period of 180 days after termination. Students re-entering the same program will continue with existing grade point average and percent of attendance as at the time of withdrawal, regardless of the time that has elapsed. \*\*\*No Title IV funds shall be disbursed until the student meets all satisfactory policy requirements.

There will be a \$100.00 re-admittance fee, the student kit will be the responsibility of the student, with the tuition reinstated at the same balance as when the student left plus any refunds made, plus any tuition adjustments.

### **Transfer Policy**

Transfer hours from another institution need to be pre-approved and possibly will be accepted towards the student's educational program. If the hours are approved, they will be counted as both attempted and completed hours.

The following guidelines have been established to ensure all transfer students are well informed of the structure and guidelines put forth by CRAVE BEAUTY ACADEMY.

1. Students enrolling with hours from another institution need to be directed to the administration. Any transfer hours will have to be approved.
2. Transfer students will be charged an hourly fee for remaining hours needed.
3. Transfer students are required to have all equipment necessary to participate in scheduled classes. This is the student's financial responsibility.
4. A letter of transfer hours/credits must be obtained by student from academy they are transferring from.
5. Executive Director and Campus Director will approve all transfer students.

Crave Beauty Academy will issue a diploma to transfer students attending a minimum of 750 hours for Cosmetology and 500 hours for Esthetics. No transfer hours will be approved for the shorter programs; Nail Technology, Student Instructor training program. Exit state board application fees are not included in partial program and partial kits offered at Crave Beauty Academy.

No staff member shall recruit any student already attending or admitted to another academy offering similar programs of study to enroll or attend Crave Beauty Academy.

Students that desire to transfer hours from Crave Beauty Academy cannot be guaranteed all hours will transfer to another institution. Each institution may approve transfer hours differently and may be subject to change. Students should also get any and all transfer hours approval from the Kansas State Board of Cosmetology.

Crave Beauty Academy makes no guarantee of the transferability of the clock hours earned at another school/post-secondary institution.

### **KANSAS LICENSING REQUIREMENTS**

The Kansas State Board of Cosmetology (KBOC) governs licensing procedures for Cosmetologists, Estheticians, Nail Technicians, and the student Instructor training program. Students take their exam at a remote testing facility. Kansas uses a computer-based program over written and practical applications. Applications for state examinations will be completed during exit interviews once all graduation requirements have been met.

To be eligible to take the Kansas State Board exam, one must successfully complete the requirements of an approved program, received a diploma, paid all fees to the school, and pass the computer state board examination of 75% in both the written and the practical exam. The student instructor training program exam only requires a written portion and to pass with a 75%.

Student hours are sent to the KBOC each month. Any time adjustments or challenges with the student time clock need to be addressed to the Business Office no later than the 3<sup>rd</sup> of the following month. This will allow corrections prior to sending hour totals to the KBOC. After the 3<sup>rd</sup> of the month time adjustments will not be accepted.

A student must be a citizen of the United States, or an alien lawfully admitted into the United States who is eligible for a credential under the Uniform Credentialing Act or a non-immigrant whose visa for entry, or application for visa is related to such employment in the United States, or you are a qualified alien under the federal Immigration and Nationality Act.

For more information, please visit [www.DHHS.KS.GOV/LIS/LISindex.htm](http://www.DHHS.KS.GOV/LIS/LISindex.htm)

## **SCHOLARSHIPS**

Crave Beauty Academy does accept third party scholarships from students. In-house Scholarships opportunities may be available, please see the campus business office. Scholarship information will be reviewed by administration for final approval.

## **FINANCIAL AID ELIGIBILITY REQUIREMENTS**

### **Financial Aid Eligibility Requirements**

The most basic eligibility requirements are that you must

- Demonstrate financial need (for most programs; to learn more, Visit [www.studentaid.ed.gov/sa](http://www.studentaid.ed.gov/sa)),
- Be a U.S. citizen or an eligible noncitizen,
- Have a valid Social Security number,
- Register (if you have not already) with Selective Service,  
*If you are a male between the ages of 18 and 25*
- Maintain satisfactory academic progress in postsecondary education and
- Show you're qualified to obtain a postsecondary education by;  
*\*Having a high school diploma or General Education Development (GED)*  
*\* Completing a high school education in a home school setting approved under state law*

*Crave Beauty Academy offers the following types of aid:*

**LOANS:** Must be repaid with interest

**GRANTS:** Financial aid you do not have to pay back

### **LOANS:**

#### **The following loans are offered at Crave Beauty Academy**

Direct Federal Subsidized Stafford Loans are available to students who have established a financial need. Repayment begins six months after a student ceases to attend at least half time. Interest is paid by the government until the loan enters repayment. A maximum for this loan is \$3,500-\$5,500 depending upon the grade level. Aggregate maximum total \$23,000.

Direct Federal Unsubsidized Stafford Loans are available for undergraduate and graduate students. The borrower is responsible for all interest. Maximum for this loan is \$5,500-\$20,500 depending on grade level and dependency status. Aggregate maximum total \$34,500.

Direct Federal PLUS Loans are available for parents to borrow on behalf of dependent students. PLUS, loan borrowers cannot have an adverse credit history (credit checks will be done). Repayment begins sixty (60) days after the last disbursement is made;



you may be able to defer payments for up to six months after the student graduates. Maximum amount is cost of attendance minus any other aid the student receives, no minimum amount. Borrower is responsible for all interest.

Loan Type	Borrower Type	Loans first disbursed on or after 7/1/21 and before 7/1/22	Loans first disbursed on or after 7/1/21 and before 7/1/22
Direct Subsidized Loans	Undergraduate	5.05%	5.05%
Direct Unsubsidized Loans	Undergraduate	6.6%	6.6%
Direct Plus Loans	Parents and Graduate or Professional Students	7.60%	7.60%

Interest Rates for Direct Loans First Disbursed on or After July 1, 2021

All interest rates shown in the chart above are fixed rates for the life of the loan.

In addition to interest, the student will pay a loan origination fee will be added and it is a percentage of the principal amount of each loan you receive. This fee helps reduce the cost of making these low-interest loans. They deduct the fee before you receive any loan funds, so the loan amount you actually receive will be less than the amount you have to repay.

To take out a Direct Loan for the first time, you must complete a master promissory note (MPN). The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loans(s). You can complete an MPN online at [StudentLoans.gov](http://StudentLoans.gov) website.

**Standard Repayment Plan**

Initial Debt	Per Month	Total
\$3,500	\$50.00	\$4,471.00
\$5,000.00	\$58.00	\$6,905.00
\$5,500.00	\$63.00	\$7,595.00
\$7,500.00	\$86.00	\$10,357.00
\$10,500.00	\$121.00	\$14,500.00
\$15,000.00	\$173.00	\$20,714.00
\$18,500.00	\$213.00	\$25,548.00
\$23,000.00	\$265.00	\$31,762.00
\$30,000.00	\$345.00	\$41,429.00
\$40,000.00	\$460.00	\$55,239.00
\$46,000.00	\$529.00	\$63,524.00
\$50,000.00	\$575.00	\$69,048.00

## **GRANTS:**

The following grants are available at Crave Beauty Academy:

Federal Pell Grants provide a foundation of assistance to which other forms of aid may be added. A distinguishing feature of this program is the concept of “entitlement” which guarantees that students who demonstrate need will receive a grant. Pell Grants must be applied for each award year to determine if a student is eligible to receive Pell Grants. The student must make satisfactory progress toward his/her certificate to remain eligible. Annual award amount, up to \$6,195.

After completion of the Free Application for Federal Student Aid (FAFSA) the student will receive a Student Aid Report. If corrections need to be made to the information, please notify the Business Office.

## **STUDENT RIGHTS**

1. Students have the right to be assured that information provided by them to determine their eligibility for student aid will be held in confidence within the parameters of the Privacy Act of 1974.
2. Students have the right to equal consideration in the awarding process with other students in the same stage of process.
3. Students have the right to know the school’s disbursement procedure regarding student aid.
4. Students have the right to know the current satisfactory progress policy. The policy and its entirety are available in the Student Handbook.
5. Students have the right to review their file, including, but not limited to, aid, computations, awards, etc. The financial Aid Office (Business Office) has the right to set the time and date of the file review. Requests must be in writing by the student only.

## **NOTICE TO APPLICANTS OF TUITION AID**

The Financial Aid Office (Business Office) reserves the right to revise offers of aid at any time during the academic year based on availability of funds and procedures mandated by the state or federal authorities.

If applicable any additional funds that are available for credit balances will be paid to you during the following payment periods; cosmetology 451-900, 901-1200 and/or 1201-1500 and esthetics 451-900, 901-1000.

Pursuant to Section 7 of the Privacy Act of 1974, applicants for financial aid are hereby notified that mandatory disclosure of their Social Security Number is required by Crave Beauty Academy to verify the identity of each applicant.

## **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWLS**

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you

received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

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

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charge. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

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

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

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

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

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

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your

school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

All students at Crave Beauty Academy are required to meet the following Satisfactory Academic Progress Policy whether Title IV Federal Aid recipient or not. These policies are applicable to all students enrolled at Crave Beauty Academy and are consistent in all programs and schedules. These policies are given to students prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal regulations established by the United States Department of Education. All policies are applied to all students whether student has withdrawn from school, or it is a school decision to terminate the student.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress, within seven days of clock hours listed below, as follows:

Cosmetology 450, 900, 1200 actual clock hours – 900-hour academic year

Esthetics 450, 900 actual clock hours – 900 academic year

Nail Technology 175 actual clock hours – No FA is available for this program

Instructor Training 150 actual clock hours – No FA is available for this program

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The student will be notified of evaluations and any impact of the students' eligibility of financial aid. All programs are based on a 900-hour academic year; academic year 0 - 900 hours is academic year one. And 901- 1500 hours is academic year two.

### **Attendance Progress Evaluations**

Students are required to attend minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. This is based on actual hours. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which includes that, given the same attendance rate, the student will graduate within the within the maximum time frame allowed.

### **Maximum Time Frame**

Maximum completion time is the maximum time frame the student has to complete the course, which is 118% of the program. The student **may** remain eligible for Title IV fund per the Department of Education if the program is completed within 118%

of the timeframe of hours and the student remains eligible through the institution. Title IV funds cease once the student has exceeded the maximum time allowed. However, the student may still stay enrolled as a student at the institution if they can obtain other funding sources should Title IV funds cease. The student would be required to make up clock hours and academics to meet the graduation requirements of 85% attendance and 85% academics to graduate. The maximum time frame allowed for students to complete each course at satisfactory academic progress is listed below.

**Course Length** Attending 35 hours per week full time, 20 hours a week is part time  
 Cosmetology- Full time – 1500 hours Phase I, II, III, IV 1770 hours/50 Wks.  
 Cosmetology- Part time – 1500 hours Phase I, II, III, IV 1770 hours/89 Wks.  
 Esthetics – Full time – 1000 hours Phase I, II 1180 hours/34 Wks.  
 Esthetics – Part time – 1000 hours Phase I, II 1180 hours/59 Wks.  
 Nail Technology/Nail Technology – Full-time – 350 hours Phase I, II 413 hours/12 wks.  
 Instructor Training – Full-time - 300 hours Phase I 354 hours/10 wks.  
 (Title IV funds are not available for the Nail Technology or Teacher Training)

\*Transfer students who need less than the full course requirements or part-time will be determined based on 85% of the scheduled contracted hours. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The midpoint in the course. The student will be notified of evaluations.

**Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 85%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A 95 - 100	Excellent
B 89 - 94	Above Average
C 85 - 88	Average
D 79-84	Below Average
78 and BELOW	Fail

A minimum grade point average of 85% is to be maintained at all times. GPA is based upon accumulative computer tracked theory and practical assignment grades. Students are tested weekly and typically on Friday mornings unless otherwise noted. A progress report is available to each student to assist them in monitoring their own progress. Areas of improvement may be individually discussed.

Students will be graded in the below areas during class practical's, certification for advancement and in the student salon/spa area.

Cosmetology/Barbering	Esthetics	Nail Technology
1. Sectioning/Parting	1. Service/Room set up	1. Service/Table set up
2. Product Application	2. Product Application	2. Nail Filing
3. Shampooing/Timing	3. Massage Techniques	3. Massage Techniques
4. Draping/Sanitizing	4. Removal of product	4. Polish Technique
5. Completed Service	5. Completion/Sanitation	5. Completion/Sanitation

If a student misses a class, the student will be scheduled for the class at the next available time. If a student needs to take the test, the highest test score will be entered in the student progress report. A score of 85% is the highest possible score a student can receive for retaking a test. The student will receive two additional opportunities to retake a test. A total of three test times; class time for test and two retake tests. The test retakes must be taken within two weeks after scheduled class.

If a student fails the class and tests with the above three opportunities, the student will have the highest test score entered in their progress report. If the student does not take any tests, the student will have a '0' grade entered until the class is retaken. After failing the class and two retakes the student will have a meeting with the Director/Academy official to review the students' performance. The student will then be scheduled to retake the class at the next available time. It is the student's responsibility to be aware of the classes and the tests that need to be taken.

### **Determination of Progress Status**

Students who are not considered meeting minimum standards for satisfactory academic progress if the student prevails upon appeal of a negative progress determination prior to being placed on probation. The student must first appeal the negative progress determination prior to ever being placed on the status of probation. Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. 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 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 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. 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 Completes, 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**

The student must appeal the determination of probationary status with good cause such as family emergency, medical condition or financial hardship that has been prohibited the student from completing their attendance / academic plan during the warning period. Students will be required to submit supporting documentation such as medical documentation, funeral notices, and/or other applicable documentation to support their appeal. The student will be required to demonstrate that the actual circumstances have been resolved and they have the ability to complete their attendance/academic plan can achieve satisfactory status by the next progress check.

This appeal must be in writing and document the circumstances which have affected his/her ability to complete their action plan with sufficient reason why the appeal should be

approved. If approved, the student will be allowed to remain enrolled on a probation status until the next satisfactory progress check. The student must complete projects, retake failed/missed tests, and or attend extra make up hours to achieve 85% minimum requirements.

The appeal will be reviewed within 10 days, in which time the Executive Director will review the circumstances and documentation and determine whether the cause has truly been eliminated. A decision will be made and reported to the student within 30 calendar days. The student will receive a response letter stating if the appeal has been accepted or denied. 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 federal financial aid will be reinstated, if applicable. The student will remain on Probation status until the next progress check, but will be eligible to receive Title IV, HEA program funds.

During the appeal process the student will remain eligible for Title IV funds. The appeal letter and all the supporting documentation will be kept in the student's administrative file. If at the end of the Probationary period, the student has not achieved the minimum 85% rate of attendance / academic attempted the student may be terminated.

### **Noncredit, Remedial Courses, Repetitions**

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

### **Unit of Credit**

Crave Beauty Academy courses are based on clock hour system of instruction. To receive salesmanship credits, the student's documents need to be signed at the time of the client service and purchase.

### **Awarding of Credits**

Students receive credit for the assigned tasks completed with an 85% GPA and 85% Attendance. Each student is graded and evaluated on the assigned tasks. Each student must have all the tasks in each area of study completed and passed with a satisfactory grade in order to receive credit in the subject. Course incompletes, repetitions and non-credit remedial courses have no effect upon the institutions Satisfactory Progress Policy.

### **Transfer Hours**

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

### **Temporary Interruptions**

If there are temporary interruptions to the regular scheduled classes i.e., a Leave of Absence, suspension, or requested time off, students will need to be rescheduled for missed classes.



A leave of absence is a temporary interruption during the student's program. A LOA must be approved by the Academy Administration because it affects the student's graduation date and program schedule. The student's leave of absence extends the student's contract date and maximum time frame by the same number of days taken in the leave of absence.

Students on an approved Leave of Absence (LOA) will be excused from class and it will be treated as if the class was not attempted. Students on a LOA will not accrue additional fees for taking a LOA.

Students out absent or who have requested time off, are responsible for assignments and/or missed tests and the adverse grades will be recorded. The classes will be recorded as attempted but not achieved. The student is responsible for rescheduling missed classes, and to make arrangements to complete any missed assignments.

For complete LOA policy, see the Leave of Absence section in the student handbook.

### **Academic/Attendance Policy**

It is Crave Beauty Academy's objective to help students realize the importance of regular attendance. Each student is expected to be in class and on time every day. A record of attendance is maintained for each student and is available for authorized personnel to review at any time. The student may request a progress report anytime to assist in notifying the student of their progress.

### **Continued Absence**

If contact has not been made between school and student for fourteen consecutive days, the Academy will assume the student has withdrawn from their program and the student will be terminated.

### **Dismissal, Withdraw & Re-Enrollment**

Dismissal

Attendance, behavior, and academic records are regularly evaluated, and students may be dismissed under the following conditions:

1. Unsatisfactory academic progress
2. Unsatisfactory attendance or punctuality
3. Violation of academy rules and regulations
4. Unsatisfactory behavior which interferes with the work or progress of other students

Crave Beauty Academy reserves the right to suspend or dismiss any student if at any time the student's action is deemed inappropriate or detrimental to the academy or community. A student may also be suspended for not having all applications for Financial Aid turned into the Business Office in time for scheduled disbursement. Should suspension or dismissal occur, the academy will follow traditional disciplinary and due process procedures.

Students discharged for any reason will be readmitted only upon evidence provided to the Academy that the problem associated with their dismissal has been removed and they have demonstrated an ability to succeed in their program.

Students who have temporarily withdrawn will be readmitted when we feel circumstances will allow them to successfully continue their education. Students may have a waiting period of 180 days after termination. Students re-entering the same program will continue with existing grade point average and percent of attendance as at the time of withdrawal, regardless of the time that has elapsed. \*\*\*No Title IV funds shall be disbursed until the student meets all satisfactory policy requirements.

There will be a \$100.00 re-admittance fee, the student kit will be the responsibility of the student, with the tuition reinstated at the same balance as when the student left plus any refunds made, plus any tuition adjustments. Policies apply to all student terminations and students re-entering for any reason, by either party, including student decision, course or program cancellation, or school closure.

### **Transfer Policy**

Transfer hours from another institution need to be pre-approved and possibly will be accepted towards the student's educational program. If the hours are approved, they will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

The following guidelines have been established to ensure all transfer students are well informed of the structure and guidelines put forth by CRAVE BEAUTY ACADEMY.

1. Students enrolling with hours from another institution need to be directed to the administration. Any transfer hours will have to be pre-approved.
2. Transfer students will be charged an hourly fee for remaining hours needed.
3. Transfer students are required to have all equipment necessary to participate in scheduled classes. This is the student's financial responsibility.
4. A letter of transfer hours/credits must be obtained by student from academy they are transferring from.
5. Executive Director and Campus Director will approve all transfer students.

CRAVE BEAUTY ACADEMY will issue a diploma to transfer students attending a minimum of 750 hours for Cosmetology and 500 hours for Esthetics. No transfer hours will be approved for the shorter programs; Nail Technology, Instructor training program.

No staff member shall recruit any student already attending or admitted to another academy offering similar programs of study to enroll or attend Crave Beauty Academy.

Students that desire to transfer hours from Crave Beauty Academy cannot be guaranteed all hours will transfer to another institution. Each institution may approve transfer hours differently and may be subject to change.

CRAVE BEAUTY ACADEMY makes no guarantee of the transferability of the clock hours earned at another school/post-secondary institution. Teach out agreements from other institutions will be reviewed for approval and the exception to the Crave Beauty Academy transfer policy for extenuating circumstances.

End of Satisfactory Academic Progress Policy

### **TIME SYSTEM**

The use of the FAME QR code is the only official source of documentation of hours. It is the responsibility of the student to clock in and out upon arrival and departure in order to keep an accurate time record. Students receive credit for the actual accumulation of hours shown on the timecard. **NO STUDENT MAY CLOCK IN OR OUT FOR ANOTHER STUDENT.** Should a student need to leave after he/she has clocked in, they must request a request for time off form. Students must clock in and out. If hours are not recorded properly on the time clock, they are not counted. Students are responsible for clocking in and out daily.

### **HOURS**

1. The clock-in system requires that all students must clock in when entering the academy and they must clock out upon leaving the academy.
2. Students clocking in or out for other students will be reprimanded. Students clocking in when not in actual attendance will be reprimanded or suspended for a period of time.
3. One fifteen-minute break is allowed in the morning and one in the afternoon. Morning breaks must be taken between 10:00 AM and 11:00 AM. Afternoon breaks must be taken between 2:00 PM and 4:00 PM.
4. Leaving the campus for any reason students must clock out. Students must sign in and out at front desk for ALL breaks. Students must clock out for lunch breaks.
5. Students must be responsible for their hours. Every week a total of hours for the previous week will be posted in the student cafe area. Student time adjustment forms must be completed and approved within the month of the time challenge.

### **TARDINESS POLICY**

Students are to contact the academy before the scheduled day begins, if going to be tardy. Students may call in up to five times a month. Student call-ins are tracked daily. Students who are displaying habitual tardy practices will be advised on an individual basis and may be placed on an attendance review; the student's attendance will be closely monitored during the review period. An Advisor will determine the disciplinary action to be taken to discourage future tardiness if the

requirements are not met during the review period. Students will not be allowed into testing if tardy.

Each student will receive two “tardy slips” that can be used for not calling in by the appropriate time. This tardy slip can only be used Monday thru Friday. The student must arrive by 11:30 am in order to use the tardy slip.

Situations not meeting the above stipulations will be classified as a NO Call/No Show.

### **ABSENCE POLICY**

Students must notify the school before school day begins if going to be absent. If a student should be absent in excess of the maximum hours allowed for their enrolled course, without exercising the leave of absence option, one will have to attend school beyond one’s contract expiration date in order to make up hours lost, thus incurring charges for additional days, refer to student’s enrollment agreement for the hourly rate. Refer to “Temporary interruptions” section for missed classes.

Any student who is absent from school, and gives no notice of absences, will be considered withdrawn after 14 days, the student’s last day of academic attendance will be used as the withdrawal date.

When a student is suspended for academic, attendance or policy violations the student is classified as absent and therefore the hours must be made up, or the additional charges past the contract to end date will apply.

### **SATURDAY POLICY**

Any student request for time off form for a Saturday must be handed into guest service communications no later than 2 weeks prior to date being requested off.

Each student will receive appropriate number of green Saturday slips based on the length of the program. F/T Cos = 2, P/T Cos = 5, F/T Esti = 2, P/T Esti = 3. These may be used for Saturdays off and a late time in at 10:00am slip and an early out slip to leave at 2:00pm. The green Saturday slip must be attached to the request for time off form.

After the slip(s) have been used, any additional Saturday that is needed off will require an appointment with the attendance advisor to see if an optional schedule is available. In lieu of “slips”, notes and tracking may be completed in the tracking binder in guest services.

### **PROCEDURES FOR CALLING IN ABSENCES**

Students are to call in prior to their scheduled arrival time. Dial 316-943-5516, speak to Guest Services employee to report your absence. When calling in before the attendance lines are answered, push extension 118 and leave a voicemail with your name and student ID number.

Following are after initial Verbal one-time warning:

1<sup>st</sup> Offense: M-F – 1-day suspension,  
Sat – 5-day suspension (coaching with Guest Services)

2<sup>nd</sup> Offense: M-F – 5-day suspension,  
Sat – 10-day suspension (coaching with Guest Services and Associate Director)

3<sup>rd</sup> Offense: M-F – 10-day suspension,  
Sat – 10-day suspension (coaching with Senior Director)

4<sup>th</sup> Offense: May result in termination. (Meeting with Senior Director and President)

Students who cannot adhere to the attendance policy after the 4<sup>th</sup> offense may be terminated. Students on final attendance probation will be held to the terms of that probation in lieu of the above policy.

\*All the above-mentioned situations are calculated using student scheduled days.

When students are scheduled to perform services in the student salon/spa area they are required to be available for clients when they are clocked in earning hours. Students who leave the building and are not available when paged to start a client on the salon floor are considered “absent without notice”. This is considered a no call/no show and the above consequences will apply.

#### REGULATIONS GOVERNING MONDAY/SATURDAY SCHEDULE

This schedule may not be available. Please see the Campus Director for availability.

1. Students have the opportunity to sign up for the rotation schedule. It is working one Monday and/or evening schedules a month, and, in turn, is scheduled Saturday off that month. This schedule is once a month or permanent schedule, depending on academy’s availability. (Holidays & Advanced Education days excluded) You will be notified when this is available and if there are openings to participate.

2. Monthly calendars will be posted on the student bulletin board. Check here to verify and/or correct conflicts with your job schedule. (Most employers require a two week notice if you need that Monday off)

3. Students wishing to work on Monday or evenings to make up missed hours may do so based upon availability. Only the students originally “scheduled” will receive Saturday off.

4. Students scheduled to work and those working to make up hours MUST work a full scheduled day. A schedule adjustment form must be completed to request time off or to make up time.

5. All students not calling in because of illness or late arrival may be removed from the Monday/Saturday schedule. They will not have the opportunity to make up the missed hours (This issue becomes VERY important for Phase IV and graduating students).

6. If a student is scheduled for the rotation week and missed time through the week; the student will have to work the Saturday they would originally have off.
7. Saturdays are one of the busiest days in the salon. To help form proper attendance habits, unexcused students will have “in academy suspension”, or be suspended and may be expelled if this is abused. Missed classes must be taken at the next available scheduled time.
8. Approved special schedules may be subject to be withdrawn if the student is below satisfactory or continues to violate the attendance policies of the academy.

### **ATTENDANCE HOURS**

Specific program attendance hours are listed with each individual program. Each student is eligible to work Monday/evening late schedule once the Phase I class has been successfully completed. Students will follow the Tuesday thru Saturday schedule on a regular basis and may be scheduled for the Monday/evening late schedule 2 months in advance so students may ask their employees for the schedule change and parents can work out childcare arrangements. This allows you to plan for future events. Upon completion of Phase I, students will be eligible to additional hours after being in the student salon/spa area for 4 weeks. This schedule is subject to availability.

Monday – 9:00 – 5:00 pm

Tuesday – 9:00 am- 9:00 pm

Wednesday – 9:00 am – 9:00 pm

Thursday – 9:00 am- 9:00 pm

### **LEAVE OF ABSENCE**

The student must follow the institutions policy in requesting a LOA. Leave-of-Absence is a provision for a temporary interruption during the student’s program. It may be no less than 30 days in length and is advisable when a student must be absent for an extended period of time, or in excess of the number of excused absences allowed in the registration contract. A one-time Leave-of Absence may be granted for good cause and must be requested in writing by the student, must include the student’s reason for LOA and the student’s signature.

A Leave-of Absence must be approved by the academies administration because it affects the student’s graduation date and program schedule. For circumstances covered under the Family & Medical Leave Act of 1993 or military reasons; a subsequent Leave-of-Absence may be requested for a minimum of 30 days and a maximum of up to 60 days is allowed. This request must be accompanied by the proper documentation. Students who do not return from a Leave-of-Absence will exhaust part of their grace period if they are a Title IV HEA program loan borrower. The documented last day of attendance is used as the termination date. Any monies due are refunded within 30 days of formal cancellation or termination.

1. A request for Leave-of-Absence must originate in writing from the student and the reason for requesting a LOA and include the student’s signature.
2. Left to the Administrator’s discretion

3. During a Leave-of-Absence, you must vacate your locker. Personal effects left in the locker for more than 30 Days will be removed. The academy assumes no responsibility for such property.
4. Maximum time frame for Leave-of-Absence is 60 days
5. Any time lost due to Leave-of-Absence will be added to the contract date.
6. Student services are at full price during a Leave-of-Absence
7. During Leave-of-Absence student status whether satisfactory or unsatisfactory will not be affected

In unforeseen circumstances, the institution will document the reason for its decision, collects all requests from the student later, and establishes that start date of the approved LOA as the first date the student was unable to attend. The student will not be assessed additional charges during a LOA.

The student will not be granted LOA if the LOA, together with any additional leaves of absence granted, exceed a total of 180 days in any 12-month period.

A student granted a LOA in accordance with the institutions policy is not considered to have a withdrawn and no refund calculation is required at that time.

The institution must extend the students contract period by the same number of days taken in the LOA and that such changes to the contract period must be either A) changes to the enrollment agreement will be initialed by all parties; or B) an addendum must be signed and dated by all parties.

The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA.

The students withdraw date for the purpose of calculating the refund will be the students last date of attendance.

#### HOLIDAYS

CRAVE BEAUTY ACADEMY operates continuously throughout the year except for the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

Any other holidays taken will be decided upon by the academy administrative staff. Additional holidays or closings will be posted to students in a timely manner.

In-service (pow-wow mtg.) staff training is conducted typically the first Monday of every month unless otherwise posted. "Notice of Change" will be posted by student time clocks and break room if the date needs to be changed.

#### **TESTING OUT POLICY**

Students may be eligible to "Test out" of a class if circumstances arose that kept them from satisfying the standard of testing policy. The "Test out" opportunity is only available if all testing opportunities have been taken advantage of and approval for extenuating circumstance from the educator and the Campus Director.

The first scheduled retake will be the following Wednesday after grades are posted. Review of test needs to be pre-arranged with an educator.

## RETAKES

If a weekly test is failed, the following guidelines apply:

1. Retakes are offered at 9:00am-10:00am and 5:00p-6:00p pm on Wednesdays and by appointment when available.
2. All students absent on their test day, either ill or coming in after or leaving before the testing time will be scheduled as a RETAKE test, with a maximum grade of 85% possible. The test taken in retakes may be different from the one originally given.
3. All students are allowed a first-time take on their scheduled test day and TWO retakes. A retake is a test that is either missed or failed the first time. After the scheduled test, a student has 2 more opportunities to retake the test before he/she is scheduled to retake the class. A passing grade of 85% or better must be met. However, on a retake, an 85% or better must be met, but the highest possible score recorded will be an 85%. Retakes MUST be taken within two weeks of the original test date.
4. When a student misses or fails both chances to take a test, he/she will be scheduled to retake the class. If the class is not scheduled before your graduation, your hours and your diploma will not be released until the requirements are met.
5. All certification tests are an evaluation of your understanding of the phase material and preparation for state boards. All retakes must be taken before a student may take their certification test. The practical tests cannot be retaken, but four practical tests are required to be completed before hours and diplomas are released for cosmetology students, and two for esthetics students and one for nail students. The written test will be allowed two chances, the original test and two retakes. You must have an 85% grade to pass, or you will be scheduled to retake the certification class and test next time it is offered.
6. If a recorded test score is below an 85%, it means that a student is responsible for being at retakes on Wednesday or Saturday.
7. The instructor and Academy management for the class has the final decision on all tests, retake tests, test outs and class retakes. Cheating will not be tolerated and is means for suspension or termination.
8. It is the responsibility of the students to be aware of the classes and the tests that need to be taken.

## POLICIES GOVERNING ALL STUDENTS

Those students not receiving Financial Aid will follow the same policies and procedures for Satisfactory Progress. All students, Pell Grant eligible, student loan borrowers, or self-financed; kits, books and supplies are dispersed in class, notwithstanding back-order items. Back-order items will be distributed, as they are available from the suppliers.

## **ADDITIONAL COSTS**

Training 30 days past the contract to end date results in additional charges of \$10.67 an hour for Cosmetology, \$11.50 an hour for Esthetics, \$7.14 Nail Technology. No charge will be made to students until after training is completed.



Students who may need to return **after** the required hours/credits are completed, to take/retake test for classes, or if a student returns to take a class over, there is a \$50.00 class charge.

It is required that all tests, written and practical, as well as classes, are completed before diploma is issued. Students are not charged additional monies for a LOA and/or suspension. Students may request to make up hours.

A \$10.00 fee is charged if requesting a copy of transcripts for Crave Beauty Academy. The Instructor Training does not charge extra institutional charges for students whom exceed the contact training end date.

Throughout all the student's program there will be additional costs associated with some classroom projects, models, and certification for advancements (CFA).

### **CANCELLATION AND REFUND POLICY**

All policies are applied consistently to all students enrolled in programs at Crave Beauty Academy. Crave Beauty Academy is referred to as the "Academy" in this contract.

1. \$100.00 (non-refundable) is required to be paid upon execution of this agreement. Fees should be paid for the entire course in advance. The Academy does offer payment plans that do not exceed more than 12 payments in one year. Full tuition must be received before the Crave Beauty Academy will release any hours. If a student receives financial aid awards (grants and/or loans) that do not cover the required amount of tuition and fees, then the student (or parent) must make up the difference. Crave Beauty Academy admissions department can set up a payment plan with the student to cover the remaining balance. No representation is made about financial aid and the amount that a recipient receives.

Payments may include cash, credit card, money order, check, Title IV loans etc.

2. An application not accepted by the academy, the applicant will be entitled to a refund of all monies paid, with the exception of the \$100.00 application fee.

3. The student must notify the institution of his/her withdrawal in writing.

If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demand his/her money back, it must be in writing, within three business days of the signing of an enrollment agreement or contract, regardless of whether the student has actually started training. All monies collected by the school are refunded with the exception of the \$100 application fee. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the academy administrator in person, whichever is the earlier date.

If a student cancels the contract after three business days of signing, but prior to entering classes. The student is entitled to a refund of all monies paid to the school with the exception of the \$100 application fee.

In the event the state board fee has already been paid to state board, it is non-refundable.

4. After use, equipment, books, and supplies are non-refundable. All additional equipment used by student while in attendance must be approved by Crave Beauty Academy and meet safety guidelines.

5. Enrollment time is defined as time elapsed between the actual starting date and the date on which the student’s last day of physical attendance. The refund is calculated based on the students last day of attendance. All refunds are based on scheduled hours. Formal termination shall occur within 14 days of determination by the institution that the student has withdrawn without notifying the institution or actual date of expulsion by this institution. All monies due the applicant shall be refunded within 30 days of a determination that a student has withdrawn whether officially or unofficially. Unofficial withdrawals for clock hour programs are determined by the school through monitoring student attendance every thirty days. Policies apply to all student terminations and students re-entering for any reason, by either party, closure by the school. Including student decision, course or program cancellation or school decision.

6. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.

Percentage of Enrollment Time to time attended in the course	Amount of Tuition Academy Shall Receive or Retain
0.01% ≤ 4.9%	20% Retained or Received
5% ≤ 9.9%	30% Retained or Received
10% ≤ 14.9%	40% Retained or Received
15% ≤ 24.9%	45% Retained or Received
25% ≤ 49.9%	70% Retained or Received
50% and over	100% Retained or Received

A student, who owes the academy a balance due, as the result of withdrawal, must make satisfactory repayment arrangements. The academy reserves the right to accrue interest on the unpaid balance.

For a student who is a Title IV recipient the following return of Title IV aid formula is used. The requirements for Federal Student Aid Program Funds when you withdraw are separate from any refund policy that the academy may have.

Therefore, you may still owe funds to the academy to cover unpaid institutional charges. Crave Beauty Academy may also charge you for any FSA Program funds that the academy was required to return.

- A. The academy will determine the date of withdrawal and percent of payment period scheduled for the student.
- B. The amount of Title IV aid earned by the student is determined by; Title IV aid eligible times percent of time enrolled.
- C. The amount earned is compared to the amount disbursed. If the amount earned is greater than the amount disbursed, a post withdrawal “late disbursement” must be made for eligible students. If the amount disbursed exceeds the amount earned, the Title IV aid must be returned,

- 1) The academy will distribute all unearned Title IV aid back to the appropriate Title IV program.
- 2) A student who owes an over payment as a result of withdrawal must do one of the following, within 45 days, to retain his/her eligibility for Title IV funds.
  - a) Repay over payment in full to this institution.
  - b) Sign a repayment agreement with the Department of Education.
- 3) An adjustment will be made to the students account to compensate for any federal funds that were returned to a Title IV program.
- 4) Federal student aid may not cover all unpaid institutional charges due to the institution upon withdrawal.

CRAVE BEAUTY ACADEMY will compare the amount computed above with a computation made according to its regular policy and according to a state mandated policy if required. As a result of this comparison, the academy will refund the largest amount within 30 days of formal cancellation or termination. When situations of extreme mitigating circumstances are in evidence, Crave Beauty Academy Beauty, at its discretion can refund to the student in excess of its cancellation and refund policy.

7. Absenteeism over 30 scheduled days past the training to end date, results in additional charges per hour per enrollment agreement/contract. Cosmetology is 10.67 an hour, Esthetics is \$11.50 an hour, and nail technology is \$7.14 an hour. Students will be notified, and no charge will be made to students until after training is completed. Students failing to completely satisfy any required subject before their contracted training to end date will be charged \$50.00 per class to retake each class, plus the cost of any additional hair goods and/or class supplies. Leave of absences and suspensions are exempt from this policy.

8. A leave of absence may be no less than 30 days in length and is advisable when student must be absent for an extended period, or more than the number of excused absences allowed in the contract. A one-time Leave of Absence must be granted for good cause and approved by the Academy's Director because it affects the student's graduation date and program schedule. The student must notify the Academy in writing, with students' reason, for the L.O.A. and include the students' signature. The student will not be charged any additional fees for taking a L.O.A. For circumstances covered under the Family and Medical Leave Act of 1993 or military reasons; a subsequent Leave of Absence may be requested for a minimum of 30 days. If a student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

The request must be accompanied by the proper documentation. A maximum of 60 days is allowed for L.O.A.'s Students who do not return from a Leave of Absence, the date of determination shall be the date in which the student notifies the Academy they will not be returning or the expiration date of their LOA, the earlier of these dates will be used as the date of determination date for calculation of our cancellation and refund policy. Any monies due the students are refunded within 30 days of formal cancellation or termination.

9. If a program or course is cancelled and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option; A) Provide a full refund of all monies paid B) Provide completion of the course and/or program C) Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or D) Participate in a teach-out agreement.

If a course and/or program is canceled subsequent to a student enrollment, and before instruction in the course and/or program has begun, the school shall at its option; A) provide a full refund of all monies aid, or B) provide completion of the course and/or program. In the event of a class delay, the delay will be no longer than 30 days from the original start date. In a delay, the academy's refund policy will be in effect for the student.

10. Should Crave Beauty Academy close, it will at its option; A) provide a pro-rata refund or B) participate in a teach out agreement and continue to teach out all currently enrolled students or arrange to have students transferred to another academy, in our geographic area, or the students shall be entitled to a pro-rated refund of tuition. List of students will be submitted to any governing agency requiring the information.

11. The programs will be taught in English. Course content and materials are subject to be revised and will be determined by the academy. Additional charges to the student will be for class work, assignments, projects that are required by the academy to complete the graduation requirements.

**ORDER OF REFUND** -Prescribed by Law and Regulation

1. Unsubsidized FFEL / Direct Stafford Loan
2. Subsidized FFEL / Direct Stafford Loan
3. Perkins Loan
4. FFEL / Direct PLUS Loan (Graduate student)
5. FFEL / Direct PLUS Loan (Parent)
6. Pell Grant
7. Academic Competitiveness Grant
8. National SMART Grant

Any Collection correspondence regarding cancellation and settlement from Crave Beauty Academy itself, banks, collections agencies, lawyers, or any other third

parties representing Crave Beauty Academy clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must/will comply with the cancellation and settlement policy of Crave Beauty Academy. Collection procedures will reflect good ethical business practices.

### **NON-DISCRIMINATION STATEMENT**

Crave Beauty Academy does not discriminate on the base of race, color, ethnic origin, sex, age religion or handicap/disability in its educational programs or activities. Inquiries concerning Crave Beauty Academy compliance with Title IV, Title IX, Section 504, American with Disabilities Act, and the Age Discrimination Act may contact the Academy designated Title IX coordinator.

Stacey Peters-both Wichita and Ballwin campuses  
3804 W. Douglas  
Wichita, KS 67203  
316-833-8080

Jessy Orth  
3804 W Douglas  
Wichita, KS 67203  
316-943-5516

Any person wishing to file a grievance concerning discrimination on the base of race, color, ethnic origin, sex, age, religion, or handicap/disability will follow the guidelines of the following grievance policy.

1. The grievance procedures are available to any student who believes that a school decision or action has adversely affected his/her status, rights, or privileges. The purpose of the procedure is to provide a prompt and equitable process of resolving grievances.
2. A grievance must be submitted in writing to the Title IX Coordinator outlining the nature of the complaint.
3. The coordinator will meet with the complainant after investigating and gathering pertinent information no later than 10 days after receipt of the written grievance. The coordinators' goal is to find a positive resolution for the complainant. The coordinator has 15 days from meeting with the complainant to act on the allegations and respond in writing to the complainant. If the complainant is not satisfied with the resolution and wishes to pursue the matter further, after the above required steps have been taken, further correspondence should be made to:

### **Cyber Security Coordinators**

Jessy Orth  
3804 W. Douglas  
Wichita, KS 67203  
316-943-5516

Hollie Holtzinger  
3804 W Douglas  
Wichita, KS 67203  
316-943-5516

For more information regarding Cyber security please see the full policy in the Campus Director or Business Office.

### **CONTACT for CIVIL & CRIMINAL INFORMATION**

Office for Civil Rights, Kansas City Office  
U.S. Department of Health and Human Services  
601 East 12<sup>th</sup> Street- Room 248  
Kansas City, MO 64106

Voice Phone – 816-426-7278. Fax- 816-426-3686 TDD- 816-426-7065

## **RULES OF CONDUCT ON ACADEMY PROPERTY & AT ACADEMY FUNCTIONS**

All Crave Beauty Academy students must conform to Federal, State and Local Laws. They must conduct themselves in a manner conducive to the educational purposes of the Academy. The Academy will suspend or dismiss any student who violates safety regulations, interferes with other students work, is boisterous, obscene or under the influence of alcohol or drugs. If suspension or dismissal occurs, the Academy will follow traditional discipline and due process procedures. Any student found stealing from another student or any Academy property will be dismissed immediately. Crave Beauty Academy maintains the right to inspect student lockers and bags at the discretion of the educator for security and sanitary purposes.

No gum chewing or smoking is permitted at any time in any area of the Academy. No food or drinks in classrooms other than lunch periods. No food or drinks in the student salon/spa area. Classrooms are to stay nice and clear of student personal items.

Smoking is ONLY permitted in the BACK of the building, out the back door and to the south or north of the door. This includes electronic cigarettes. Must be at least fifteen feet from the door. No cigarettes in dumpster due to a fire hazard. All personal electronic devices are to be left at home or used off Academy premises. EXCEPT when using the iPad, laptop or researching projects on the cell phone, per the educator's directions. The use of cell phones is limited to scheduled breaks and lunchtimes. The magazines purchased by the Academy are for client use only, and not allowed in the student café. No ear buds, or headphones allowed in class or in the student salon/ spa areas.

Recording devices are not allowed on Academy premises without the prior authorization of the campus Director. Crave Beauty Academy prohibits recordings on Academy property to encourage open and honest communication and protect trade secrets or other confidential and proprietary information.

Any act of vandalism on Crave Beauty Academy's property may result in immediate termination.

Electronic cigarettes are considered smoking and are not allowed inside of the campus.

### **COPYRIGHT INFRINGEMENT**

The Copyright Act is a form of protection provided by the laws of the United States for "original works of authorship" including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. "Copyright" literally means the right to copy but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work. Copyright protection does not extend to any

idea, procedure, process, system, title, principle, or discovery. Similarly, names, titles, short phrases, slogans, familiar symbols, mere variations of typographic ornamentation, lettering, coloring, and listings of contents or ingredients are not subject to copyright.

Crave Beauty Academy prohibits the unlawful use of copyrighted material without the copyright holder's permission, for personal, professional use and/or entertainment. This includes but not limited to downloading and sharing copyrighted images, music, movies, television shows, games, e-books, and any other copyrighted material. This policy extends to all Crave Beauty Academy students. Violation of copyright materials may result in restriction of access to information technology and/or additional disciplinary action from Crave Beauty Academy. Illegal distribution of such materials may also be subject to criminal and civil penalties.

Students have access to the Pivot Point On-Line Learning system. This is a protected password site for each specific student. This site is protected under the Copyright & Infringement law.

### **SPECIAL EVENTS**

Special field trips and guest speakers/artists are scheduled for students. Students may participate in these events at no additional charge. Student's transportation is the student's responsibility. These events are a practical extension of the training and serve as a link between education and the work environment. No student hours outside the campus.

### **FACILITY**

Crave Beauty Academy encompasses over 15,000 square feet of space with four classrooms; 4-wet stations, 1 large Guest Service area, Spa Pedicure room and Nail Care area, Spa and Skin Care service area, stage area, brow and facial student salon area and Administrative Offices. Classrooms, restrooms, student break room, Guest Service area and workspaces are handicap equipped.

Crave Beauty Academy is within walking distance of public transportation system, day care facility, restaurants, grocery store and numerous apartment complexes.

### **DRESS CODE**

***"Your success depends on attracting the business of those who wish to improve their own appearance. Consequently, it is extremely important for you to be concerned about your appearance. Crave Beauty Academy expects you to be well groomed: to wear neat, pressed, wrinkle free and clean clothing, have pride in the way you look, and to practice the highest standards of personal hygiene daily."***

All students must come to academy appropriately dressed in professional attire, makeup, and manicured nails. Students are required to keep an appearance that is in keeping with the beauty and fashion industry image. Crave Beauty Academy expects you to look professional at all times. There is no better way of introducing our services, than by using them yourself. Prior to arriving at academy, all students should dry and style their hair, have their makeup applied, deodorant and be in professional dress attire. A check-in may be done every morning to assure students are properly attired. Students may be sent home if they do not meet dress and hygiene requirements. Crave Beauty Academy takes pride in always increasing standards and expectations to assist students in becoming a successful beauty professional. The campus Director is responsible for approving appropriate dress code.

### **Fashion and Dress code guidelines to follow:**

**Professional dress is a requirement for successful participation in school.** First and foremost, every student is a future employee, manager, or entrepreneur in the beauty industry and professional standards must be met. **Maintaining a professional appearance is vital to success and a professional appearance at Crave Beauty Academy (CBA) includes. Students are expected to follow dress guidelines and be prepared BEFORE entering the academy building.** Student dress code standards are monitored every morning and evening. **If students do not meet the CBA dress code standards, may not be allowed to clock in and can be asked to leave and be sent home for the day or until in compliance with appropriate attire.**

**Crave Beauty Academy t-shirts and jackets can be worn during all clocked hours. Nametags and CBA apron or smock must be worn at all times;** this includes in the student salon/spa areas and in class. The CBA smock and/or apron should be clean, neat, not torn, unstained, unaltered, and worn at all times when in the building.

**Student dress code clothing is black and/or white; solid black and/or white, or black/white design.** These two colors offer some variety of additional colors rather than all black dress code. Black/white print is acceptable and/or individual clothing piece with solid black or white.

**Saturdays are CASUAL DRESS days for all students.** This includes any color of clothing and includes jeans. **ALL remaining dress code requirements still apply to casual dress days.** Exceptions for this day are any color of clothing and/or jeans. Dress code will also be monitored on CASUAL DRESS days.

**Students will receive (2) free T-shirt vouchers included in the student kit. (Effective in October 2023 program start dates).**

**Tops may be sleeveless; however, the student smock must be worn at ALL times.** Armpits are not allowed to be shown. Shirts must cover the midriff area and lower back. No exposed skin. Complete coverage of cleavage, bare midriff, or stomach and back while raising your arms,



stooping, and bending. **Writing is not permitted on shirts unless it is a Crave Beauty Academy approved t-Shirt or an approved beauty product industry graphic; example Matrix, Redken, Dermalogica, Pivot Point, product lines, etc. Absolutely NO hoods or sweatshirts.** Sweaters etc. must be within clothing colors; black and/or white. No pilled, tattered, cut, or worn-out tops. If wearing sheer or lace tops, an undershirt should be worn to cover arm pits, back, cleavage and torso. **Printed, graphic T-shirts** (other than the CBA T-shirts and/or approved beauty PRODUCT industry) **are not acceptable.** **No hoodies, sweatshirts, sweat pants, shorts of any kind, blankets, jackets and/or coats, and/or gloves cannot be worn in the student salon/spa area or classrooms.**

Please dress in clothes layers if it is cold. These items, if worn to school, must be kept in the student's locker. These items can not be stored in the student salon/spa areas or classrooms. If the student does not have room in the locker the items will need to be returned to their car. **Only CBA jackets are acceptable and can be worn during school. CBA jackets can be worn in the student salon/spa areas and classrooms.**

Pants should not drag the floor, skirts and dresses (fingertip - knee length) must be professional and with the color dress code of black and/or white. **Solid unfaded black jeans are allowed.** Lightly distressed, ripped jeans are acceptable if rips are below the fingertips when standing. **Large holes in jeans are not acceptable.** Unfaded overalls, rompers and jumpsuits are allowed. Leggings may be worn under skirts and dresses or a long shirt to cover the bum. Unitards and bodysuits are not acceptable.

Footwear must be in good repair and within the following guidelines. **Colored footwear is permitted.** Open toed sandals are allowed during the months of April 1 – September 30. All other months/days closed-toed shoes or boots are required. All shoes must be clean, polished, not scuffed, and in good repair. **Fashion sneakers and Birkenstocks are permitted as long as they are clean, polished, not scuffed and in good repair. Unacceptable footwear includes beach type sandals, flip flops, logo style slides, slippers, crocs with holes, furry slip-ons, uggs or ugg look alike, and/or plastic and/or rubber shoes are not permitted.**

**The Esthetics students typically wear Black scrubs. However, black scrubs can be worn by students in all programs if desired.**

The following hats are allowed: Fashion hats, beanies and head coverings including wraps. **However, no bonnets, dew rags, bandanas, and/or fuzzy decorative headbands.** Jewelry and Tattoos: All facial piercings must be tasteful and professional in nature. Derogatory, suggestive, sexual, or offensive tattoos will be covered during CBA scheduled school hours and/or events.

Headphones and Cell Phones: Earbuds may **ONE Ear bud can ONLY be worn in the student salon/spa areas or in the classroom IF/WHEN working on school related projects.**

**When NOT working on school related project earbuds are turned OFF, OUT of ears and stored in pocket or they must be stored in your locker.**

**CBA staff team will monitor students' school related projects to assure this policy is not being abused.** Earbuds can be used OUTSIDE of the building for lunch, dinner or break. **Cell phones may be in the student's pocket on SILENT-VIBRATE.** Cell phone usage in the student salon/spa areas and classrooms are not permitted UNLESS working on a project for school. If the student abuses the earbuds, headphones, cell phone standards the student will be sent home until they are in compliance and can return. **During client services, students can NOT have earbuds in or using cell phones during this time.** Students focus is on client service only. To not interrupt the educational process, students will be notified of emergency phone calls only that CBA may receive.

**Gum Chewing, Tobacco Products, Smoking and Vapes are not allowed. Breath mints are highly encouraged.** You will be working in close proximity to your guests during services. Hands must be washed prior to servicing each guest and all other appropriate times. CBA are smoke-free facilities. Smoking, Vaping is not allowed within the academies. Smoking areas are located in the back of CBA and at least 10 feet away from the exit doors.

Hair/Make-up/Nails should reflect both the level of the beauty industry and enhance your own personal style. Having a current, attractive, well-maintained look expresses your taste level as well as your self-confidence. We are our best advertisement. **Hair must be clean and styled, nails should be clean and well-manicured and makeup with minimum requirement of foundation-powder-tinted moisturizer, mascara, and lip color should be applied prior to arriving at CBA.** If students do not meet the CBA dress code standards, may not be allowed to clock in and can be asked to leave and be sent home until in compliance. **If the student appears to look like they just "rolled out of bed the student will be asked to leave until in compliance or may be sent home for the day.**

**The above dress code policy is acceptable for all programs, Cosmetology, Esthetics and or nail Technology.**

**Crave Beauty Academy 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. Students who are, in the reasonable determination of Crave Beauty Academy are not dressed professionally, may be dismissed for the day.**

As a representative for the beauty industry, you need to look polished and well put together. You are projecting the image that you can create when clients see you for the first time. If they like what they see, as in a well-groomed and put together professional, then they are more likely to trust you and your beauty recommendations.

**Dress for the Job You Want and Look the Part!**

## **PRODUCTS**

Crave Beauty Academy selects the products used to perform all services. **Students are not allowed to bring in their own products into the facility to use on themselves or on clients.** The Academy provides a substantial number of different products to be used by the students.

## **STUDENT SERVICES**

1. Assistance with locating housing and/or roommate placement.
2. Reduced prices for selected professional educational programs.
3. Provide students with information and referrals concerning issues that are beyond our professional capabilities.
4. Job placement assistance is available to all students.
5. Crave Beauty Academy and/or any of its agents cannot guarantee employment.

## **SALON/SPA SERVICE AREA**

1. All services performed in the student salon/spa area are to be checked by an educator prior to beginning the service, throughout the service and then upon completion.
2. All services are to be done according to procedure.
3. At NO time is a student to leave a client during a chemical service.
4. All State of Kansas Rules of Sanitation must be followed at all times.
5. At No time will a student accompany a smoking client during a service.
6. Students must maintain a professional appearance while performing services
7. Students must conduct themselves with high professional ethics while working on clients.
8. Unprofessional conduct or language will not be tolerated while in the presence of our clientele.
9. No food, drink or personal items left at your station, manicure table or in the treatment rooms.

## **STUDENT HAVING SALON/SPA SERVICES**

1. Students may have services; color, texture, facials, etc. on Tuesdays, Wednesdays, and Thursdays, with Instructor and guest service coordinator permission. Personal services have to be approved prior to the starting of the service. All services will be marked off on the computerized appointment book. Student services may be moved or cancelled for a guest. No student services will be given on Friday or Saturdays.
2. Any student not maintaining satisfactory progress or while on LOA, may not receive student services at a discounted price or on the time clock. Students may come in during nonscheduled hours and pay full price for services rendered.
3. All services must be paid in advance of the service or full price will be charged
4. Evenings, Friday and Saturday's students will be charged full price for student services.

## **PERSONAL TELEPHONE USAGE**

Our phones are for business use only, therefore, personal phone calls will not be accepted by students. The front desk will take messages and the call may be returned on break by using a cell phone. Students may use their cell phone only on breaks and only in the student lounge or outside in the back of the academy.

## **PARKING**

Student parking is available in the third and fourth row of the parking lot located in the front of the building. All rows on the north (salon centric) side of the building, excluding the spaces marked for Salon Centric customers. Parking is also available in the lots located behind the academy, in designated areas, during daylight hours. Please do not park in the first two rows in front of the academy. Please do not park on the side of the street. The City of Wichita will ticket your automobile.

Do not leave valuable items in your car. Crave Beauty Academy is not responsible for any lost or stolen property. Student break area is down the first hallway through the back door. Students are required to enter and leave from the front student entrance during the day. During the evening, students are to move their cars around to the front parking lot and enter and exit from the front doors. The back doors will be locked and not used after 6:00 p.m.

## **DUTIES**

1. A small housekeeping duty is to be done before you leave daily for sanitation requirements. These are posted. If you leave early, make sure your duty is done, either by you or someone else.
2. Your styling stations and mirrors, facial rooms are to be thoroughly cleaned and sanitized each day. Everything is to be stored in your locker, and all appliances are to be unplugged and put away before leaving each night.
3. Pick up after yourself, whether it is the student lounge, classroom, or on the service floor. It is your responsibility to take care of your personal belongings. All personal belongings may be stored in your locker. Do not carry any more money than you can afford to lose. No personal belongings are allowed on the service floor. NO purses allowed at station, classrooms, student lounge area, treatment rooms, manicure tables, desk, or dispensary.
4. Students are responsible for keeping any area, where a guest is being worked on clean (example: shampoo bowl, dryer area, facial area, styling station, etc.) Put all items used back in their proper place. Pick up coffee cups, candy wrapper, magazines, dirty brushes, and combs, used towels, etc. Facial area and reception areas are not lounging areas. Smoking, eating, drinking, and gum chewing are not allowed on the service floor or classrooms. This includes the desk and dispensary areas. Smoking – including electronic cigarettes is not permitted in any area within the academy. Students may have drinks in Crave Beauty Academy cups ONLY in the classroom. Crave jackets may be worn over the student apron or smock. Other jackets are not to be worn during clock hours.

## **EQUIPMENT AND SUPPLIES**

Students are provided with a locker and cosmetology and nail students with a roll-a-bout. Equipment and personal items should be stored in these lockers. Equipment should have your name or initials marked on it. Students are not permitted to leave their equipment or books on top of their roll-a-bouts or in the classroom or locker area unattended. The academy is not responsible for lost or stolen articles. Have your own equipment at academy, do not expect to borrow another student's. Before class, bring text, notebook, workbook, and pen. All students must have necessary equipment to perform guest services All students must have required supplies and items for class. If student is not prepared for class, he/she may be sent home to get necessary items. Any time a student takes their equipment or supplied off the academy premises, including the last day, it could be inspected to insure you have only the equipment that belongs to you. Supplies from dispense, reception area, facial area or cupboard is to be signed out including product name, size and who received it. Personal belongings may not be placed on styling stations (example: pictures, notes, coats, purses, etc.)

Students cannot write, draw on roll-a-bouts. Students may mark their name on roll-a-bouts only. The academy is not responsible for student personal items, student kit and supplies.

## **FURNITURE**

CRAVE BEAUTY ACADEMY BEAUTY ACADEMY prides itself in having and maintaining quality styling stations, cosmetology furniture and advanced skin care treatment machines. Please take good care of our equipment and furniture.

## **LIBRARY**

The library is available for your convenience and to further your education. All books and videos are to be checked out by an instructor. Books must be returned by 4:45 PM. Books and videos must not leave the building.

## **TIPPING**

Students are allowed to receive tips, but it is at the prerogative of the guest as to how much they wish to give. A student may not bait guests (example: jar of coins, piggy bank, etc.) for a tip. Tips are given directly to students from the guest. We are not responsible for tips.

## **STUDENT CAFÉ**

Our student café has a refrigerator and microwaves for students who wish to bring their lunch. The café is for the use of enrolled students, guests are not to be directed to the student café. Guests and clients are to be directed to the client service area.

Students are not to leave personal items unattended in the café. The Academy is not responsible for student's belongings.

The areas utilized for practical work are to be cleared between 11:30 and 1:00 pm to allow room for lunch periods. Cell phone use is not permitted in the classrooms, student salon or spa areas.

### **RETAIL CENTER**

To expand the students, experience in prescribing professional products, we carry some of the industry's top professional products. We use these products on our clients while performing their services and give our students the necessary experience by most salons to develop and acquire the skill of retailing sales.

### **SPA/SKINCARE**

In our Skin Care/Spa area we are able to offer treatments in 6 rooms. The Spa area also offers the use of a shower for the body after a treatment if desired. The equipment available in the Spa includes Microdermabrasion machine, Photo bio stimulation machine (light therapy), electrotherapy devices, cellulite reduction machine, galvanic and high frequency machine, spray tan machine and an Air brush machine.

### **MISCELLANEOUS**

Students and boyfriends/girlfriends will show no public display of affection on Academy property.

The use of profanity and vulgarity is prohibited on Academy premises and is cause for disciplinary action. Poor conduct and behavior abuse can be cause of dismissal.

Students are responsible to check ALL bulletins boards in the café and classrooms for announcements, updates, grade postings and scheduled changes.

Marketing items are provided for student use. All reproductions of Academy logos or use of the Crave Beauty Academy name must be authorized in writing by the Campus Director. No Privately made business cards can be allowed.

Each student is responsible for the condition of his or her assigned roll a bout and locker. Should this equipment be damaged, due to carelessness, neglect, or vandalism, inside or outside of locker, that student will be held responsible for repairs.

Students are allowed to receive tips from their clients, "baiting" is not allowed (ex. A jar on the station). Staff members will not handle tips.

Visitors are to use the main entrance and remain in the client service area unless receiving a service. The café is reserved for the use of the enrolled students.

## **DRUG POLICY**

As required by the Drug-free schools and Communities act Amendments of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 C.F.R. Part 86, the undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum includes the following:

CRAVE BEAUTY ACADEMY prohibits the unlawful possession, use or distribution, of illicit drugs and alcohol by students, on its property or as part of any of its activities. Any student found in violation of this rule will be immediately terminated.

Students will receive an information Drug Packet at Orientation. If someone is struggling with a drug or alcohol addiction, please call 1-877-335-HOPE (4673). The Drug Packet will have additional information and help numbers to assist you. Students may also request this information prior to orientation.

## **FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT/STUDENT FILE ACCESS**

CRAVE BEAUTY ACADEMY fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act provides that students and former students may inspect and review their educational records maintained by the academy. All students are guaranteed the right to access to their grades and records accumulated in their student file (a parent/guardian would afford the same right if the student were still a dependent). At the time of such access and review, the Director or Business Office Administrator shall be present for interpretation of the records. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person as published in the "Guidelines for post-secondary institutions for implementation of the family educational rights and privacy act of 1974 as amended", Revised edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

A student, parent/guardian must request in writing that the academy Director make the file available for such inspection. To review records, students and former students may go to the Business Office Administrator or Director, present valid photo ID, and ask to review the record. If it is inappropriate time to retrieve the record on short notice, students may be requested to leave their mailing address and the information will be mailed no later than ten (10) business days after the request.

Crave Beauty Academy will give annual notice to current students of their rights under the Act by publishing information online. New students will receive information concerning their rights under the Act through the distribution of an

information sheet at orientation. Student records will be maintained for a minimum of five years.

#### DISCLOSURE INFORMATION

The academy will disclose personally identifiable information from the student's record without written consent if the disclosure is:

1. To Federal and State authorities as listed in the Family Educational Rights and Privacy Act of 1974
2. To accreditation organization in order to carry out their accreditation function.
3. To comply with a judicial order or subpoena if the academy makes a reasonable effort to notify the student of the order or subpoena prior to the release of the information.
4. To persons responsible for determining eligibility for financial assistance for which the student has applied or received.
5. To protect the health or safety of another person.
6. To organizations sponsoring this student by paying the full cost of tuition directly to the academy.

The academy will not disclose information to any third party without the written consent of the student, (parent/guardian if the student is a dependent) unless otherwise required by law. Each request must specify the person/organization to whom the disclosure may be made and information that may be disclosed.

For further information concerning your FERPA rights, please contact the Business Office.

#### **CAREER ADVISEMENT/JOB PLACEMENT**

1. A student report is available, the advisor assigned to that student reviews the students' progress with the student. Upon satisfactory completion or the prescribed course, the academy will grant a diploma to the student. Placement assistance, such as resume writing, mock job interviews, salon exposure, distributor and manufacturer job requirements is available to our students during enrollment. We also offer our Rising Star Program where salons come to our academy and set up booths where students meet and talk with owners and managers of salons. Crave Beauty Academy cannot guarantee employment.
2. Students may consult with the Admissions office for assistance with roommate needs, part-time job placement, scholarship assistance, etc. All personal problems are strictly confidential and will be directed to the proper support groups, family or assisting agencies.
3. CRAVE BEAUTY ACADEMY places heavy emphasis on job placement for its graduates. Although the academy cannot guarantee any student a job, past successful placements of students indicate CRAVE BEAUTY ACADEMY focuses on this area. The placement office maintains close contact with salon owners and stylist through its association with a national beauty supply and equipment distributor within a professional network comprised of cosmetologist, estheticians, nail technicians and massage therapists. As well as additional contacts through



professional beauty partners, such as Pivot Point International, American Association of Cosmetology Schools and Salon Owners.

### **RECORD MAINTENANCE**

1. CRAVE BEAUTY ACADEMY shall maintain and make available for inspection by the Department of Education student records in the Director's office. Records are maintained for a duration of 50 years.
2. CRAVE BEAUTY ACADEMY enrollment agreement, student body progress report, plus the exit interview all provide the Department with the necessary information listed in Title 92, Chapter 41, 004, 11.
3. If the school ceases to exist, all records will be sent to the Kansas Board of Regents (KBOR). KBOR is officially responsible for the records if this occurs.

### **STUDENT GRIEVANCE POLICY**

1. The grievance procedure is available to any student who believes that an academy decision or action has adversely affected his/her status, rights, or privileges as a student. The purpose of the procedure is to provide a prompt and equitable process of resolving student grievances. The student should register the complaint in writing within 60 days of the date that the act which is subject of the grievance occurred.
2. Students with grievances must first make a reasonable effort to resolve the issue on an informal basis with the instructor or administrative personnel. If the issue is not resolved satisfactorily, the complaint should be submitted in writing to the Director and outline the nature of the complaint.
3. The Director will meet with the complainant within 15 days to try to resolve the issue. If the issue cannot be resolved the academies complaint committee, consisting of the Executive Director, Campus Director, Business Office Administrator, and Student Representative will meet within 21 days of the receipt of the written complaint to resolve the situation. The complaint committee has 15 days to act on the allegations and respond in writing to the complainant. If the complainant wishes to pursue the matter further, after the above required steps have been taken, complaint forms are available through our accrediting agency. NACCAS, 3015 Colvin Street, Alexandria, VA 22314.

### **FACULTY**

In an effort to ensure the highest quality of training possible, the CRAVE BEAUTY ACADEMY teaching staff are selected on the basis of academic and technical training and practical professional experience. The teaching staff is drawn from qualified persons in the educational community and from professional organizations, CRAVE BEAUTY ACADEMY rigorous faculty selection process ensures that its faculty represents a blend of theory and practical experience essential to meeting the learning needs of students preparing for careers in cosmetology.

## **EMERGENCY EVACUATION/LOCKDOWN PROCEDURES**

Crave Beauty Academy has implemented and trained our staff on procedures should an emergency event occur at the Campus. Students are to listen to the faculty and follow instructions during such an event.

The Crave Beauty Academy Emergency Evacuation and Lockdown Procedures are reviewed at orientation and again twice a year during Daylight Savings Time. If you would like additional information, please see the Director.

## **CRIME AWARENESS AND CAMPUS SECURITY**

Crave Beauty Academy 's Campus Crime Report and Statistics are available in the administrative offices. Our report and statistics are updated annually and distributed to staff and students as well as published in our manuals and catalogs

1. The academy does not employ private security personnel. Therefore, all incidents of a criminal or emergency nature are reported to the local agency of jurisdiction. 911 should always be used in emergency situations.
2. Any employee witnessing any form of criminal action or other emergency should report it to a Campus official on duty. The official on duty will investigate the incident and report it to the local police department. The official will prepare a memorandum regarding the incident and submit to the Campus Director.
3. All facilities are locked during non-business hours. During non-business hours only, authorized personnel are permitted on the premises.
4. During orientation, student gatherings and staff meetings, students and employees are reminded that they can assist in crime prevention by ensuring that all doors are locked; that they do not walk alone to automobiles or public transportation facilities and that they report any suspicious situations to the academy official.
5. Whenever any of the following crimes occur on campus, the information is reported to local police agencies and recorded in a memorandum. These statistics are disclosed to students and employees every year.

	2022	2021	2020
A. Murder	0	0	0
B. Non-Negligent manslaughter	0	0	0
C. Negligent manslaughter	0	0	0
D. Forcible sex offenses	0	0	0
E. Non-Forcible sex offenses	0	0	0
E. Robbery	0	0	0
F. Aggravated Assault	0	0	0
G. Burglary	0	0	0
H. Motor vehicle theft	0	0	0
I. Arson	0	0	0
J. All hate crimes involving injury	0	0	0

Whenever an arrest is made for the following violations stated below, the academy records the incident and reports the statistics to students and employees every year.

A. Liquor Violations	0	0	0
B. Drug Violations	0	0	0
C. Weapon Possessions	0	0	0

6. The sale/use of alcohol and illegal drugs are not permitted in this academy or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumer will be referred to local police authorities.

The academy has in place a Drug and Alcohol Abuse Prevention Program as required under Public Law 101-226.

7. Students and Faculty are encouraged to be knowledgeable about their surroundings. Information regarding registered sex offenders can be obtained at the following sites

[Http://www.nsopr.gov](http://www.nsopr.gov)

[Http://www.kansas.gov/kbi](http://www.kansas.gov/kbi)

8. Firearms of any kind are prohibited on campus property. Reports of individuals in possession of any type of dangerous weapon should be made to a campus official immediately.

9. The campus will post Notices/Warnings on the student and Faculty bulletin boards, make public announcements, send e-mail notifications (text message when available) when information on a situation that may be dangerous to students, faculty, or guests is made known to us so they may take appropriate precautions.

10. In the event of an emergency lock down, will notify students and staff within 30 minutes of the event.

11. Campus Security Packet is available in the administrative offices and will be reviewed at student orientation. The student may also request the campus security packet prior to orientation.

## ADDITIONAL CONSUMER INFORMATION

### Consumer Information - Location and Assistance

Students may obtain the following information from our Administrative, Business Office and Admissions Personnel

- Financial Assistance-*Business Office, Admissions tour packet, Student Handbook*
- Enrollment Costs-*Business Office, Admissions packet, Handbook, website*
- Kit and Supplies Disbursement, *Orientation, Handbook*
- Student Loan Obligations, Counseling & Repayment- *Business Office*
- Graduation, Completion Rates, Placement-*Admissions Office, tour packet, website*
- Institution Accreditation and Licensing –*Administrative Office, Handbook*
- Satisfactory Progress Policy-*Administrative Office, Handbook*
- FERPA – (Family Educational Rights/Privacy) *Administrative Office, Handbook*
- Security Policies & Crime Statistics-*Administrative Office; stats in Handbook*
- Student Body Diversity-*Website*
- Transferability of Credit-*Handbook*
- Cancellation and Refunds-*Business Office, Handbook, Enrollment Contract*
- Course Outlines and Objectives- *Handbook*
- Drug and Alcohol Abuse Prevention-*Administrative Office, Orientation Material*
- Voter Registration Application-*Orientation Material*
- Copyright Policy-*Handbook*

- Violence Against Women Act - *Administrative Office, Orientation Material*
- Additional information on Sex and Drug abuse – *Business Office*
- Emergency Evacuation and Lock Down Procedure – *Administrative Offices*  
Cyber Security policy – *Administrative Offices*

#### AVAILABILITY OF GED PROGRAMS

Crave Beauty Academy DOES NOT administer GED testing. However, we can recommend off-site facilities for additional information. Crave Beauty Academy admits students who have a high school diploma/GED that is recognized by the Kansas State Board of Cosmetology.

#### VACCINATION POLICY

Crave Beauty Academy does not require vaccinations for admission into our programs. However, Crave Beauty Academy does encourage each student to take responsibility for his or her individual health and wellness. Anyone interested in getting more information about vaccinations or free or reduced-price clinics offering vaccinations and other health services should contact their local public health department or consult with their health care provider. Information can also be found at [www.sedgwickcounty.org](http://www.sedgwickcounty.org)

#### VOTER REGISTRATION

Crave Beauty Academy does not require students to be registered and to vote for admission into our programs. However, voter registration applications are distributed during the student’s orientation.

#### **STATEMENT OF OWNERSHIP**

Crave Beauty Academy, LLC.

Crave Beauty Academy assumes full responsibility for the agreement between the Academy and the student. The school does not discriminate in its academic programs, or in any of its employment practices because of race, color, ethnic origin, sex, age, religion or handicap/disability.

#### **AFFILIATIONS AND LICENSING**

Pivot Point International Academy  
1560 Sherman Avenue, Suite 700  
Evanston, IL 60201  
(800)886-4247

[www.pivot-point.com](http://www.pivot-point.com)

Kansas State Board of Cosmetology  
714 S.W. Jackson, Suite #100  
Topeka, KS 66603-3714 (785) 296-3155

[www.kboc.org](http://www.kboc.org)

National Accrediting Commission  
of Career Arts and Sciences (NACCAS)  
3015 Colvin Street

Alexandria, VA 22314

(703) 600-7600

[www.naccas.org](http://www.naccas.org)

Kansas Board of Regents  
1000 SW Jackson St., Ste 520  
Topeka, KS 66612  
(785) 430-4240

[http://www.kansasregents.org/academic affairs/private out of state/complaint  
\\_process](http://www.kansasregents.org/academic%20affairs/private%20out%20of%20state/complaint_process)

It is the mutual goal of the Kansas Board of Regents and its certified institutions to provide quality educational training and programs. When problems arise, students should make every attempt to find a fair and reasonable solution by working with their institution to resolve the issues. If further attention is needed beyond the institution level, please contact the Kansas Board of Regents. The complaint procedure and form are located at the following website listed above.

Kansas Board of Barbering  
700 SW Jackson, Suite 1002  
Topeka, KS 66603  
Phone – (785)296-2211  
[www.kbob.kansas.gov](http://www.kbob.kansas.gov)

#### Veterans Administration

Educational Institutions must have a policy that ensures they will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the US Department of Veteran affairs.

Crave Beauty Academy will not assess any late fees for student's veteran administration financial disbursements.

### **STUDENT GRIEVANCE POLICY**

1. The grievance procedure is available to any student who believes that an academy decision or action has adversely affected his/her status, rights or privileges as a student. The purpose of the procedure is to provide a prompt and equitable process of resolving student grievances. The student should register the complaint in writing within 60 days of the date that the act which is subject of the grievance occurred.
2. Students with grievances must first make a reasonable effort to resolve the issue on an informal basis with the Instructor or administrative personnel. If the issue is not resolved satisfactorily, the complaint should be submitted in writing to the Director and outline the nature of the complaint.

3. The Director will meet with the complainant within 15 days to try to resolve the issue. If the issue cannot be resolved the academies complaint committee, consisting of the Executive Director, Campus Director, Business Office Administrator, and Student Representative will meet within 21 days of the receipt of the written complaint to resolve the situation. The complaint committee has 15 days to act on the allegations and respond in writing to the complainant. If the complainant wishes to pursue the matter further, after the above required steps have been taken, complaint forms are available through our accrediting agency. NACCAS, 3015 Colvin Street, Alexandria, VA 22314.

## ACADEMY STAFF TEAM

### Administration

Jessica Orth  
Julie Camp  
Rachelle Richardson

### Title

Director/Master Educator  
Business Office Administrator  
Admissions Advisor

### Institution

Xenon Int'l  
  
Xenon Int'l

### Educators

Stephanie Schooley  
Lacie Turner  
Victoria Rodriguez  
Dejana Frey  
Kylie Bishop  
Alexis Marshall  
Victoria Kinzel  
Cassie Boone  
Makayla Moore  
Kameron Wilson  
Jasmine Martinez  
Margaret Roberts

Educator  
Educator  
Educator  
Educator  
Educator  
Educator  
Educator  
Educator  
Educator  
Educator  
Educator  
Educator

Crave Beauty  
Hay's Academy  
Xenon Int'l.  
Eric Fisher  
Regency Beauty  
Xenon Int'l  
Crave Beauty  
Crave Beauty/ Eric Fisher  
Eric Fisher  
Crave Beauty  
Crave Beauty

### Guest Services

Journei Bales  
Gabby Stephens  
Cheyenne Russell

Guest Service Coordinator  
Guest Service Coordinator  
Guest Service Coordinator/Educator

Crave Beauty  
  
Crave Beauty

### Corporate Office

Hollie Holtzinger  
Stacey Peters  
Jana Hall  
Kim McIntosh

Executive Administrative Assistant  
Senior Director  
Creative Brand Director- Sales & Marketing  
Executive Director/President

Xenon Int'l  
EWC  
  
Xenon Int'l/WSU

## POLICY ACKNOWLEDGEMENT

I \_\_\_\_\_, hereby have had the opportunity to review and read the student policy handbook as dated, and **I understand and agree to abide by the contents of this student catalog and handbook.** I agree to abide by the Academy rules and policies for the duration of my tenure as a student of CRAVE BEAUTY ACADEMY.

---

Name of Student

---

Signature of Student

---

Date