

Dear Students of the Fab Institute of Beauty,

Welcome to a place where creativity, skill, and passion converge to shape the future ambassadors of beauty. At our institute, we believe in empowering individuals to unleash their potential and celebrate the artistry of beauty in all its forms.

As you embark on this transformative journey, remember that you are not just learning techniques; you are shaping the way beauty is perceived and experienced in the world. Your dedication, hard work, and commitment to excellence will not only elevate your own craft but also inspire others to see the beauty in everything around them.

Together, we will explore new horizons, push boundaries, and redefine standards of beauty. Let your imagination soar, your hands create magic, and your hearts radiate with the passion for the art you love.

Welcome to the Fab Institute of Beauty, where we are dedicated to creating a legacy of excellence and nurturing the future leaders in the world of beauty.

Let's embark on this remarkable journey together and create a world where beauty knows no bounds.

With warmest regards,

Kerry Ann Richie Wilkinson

published 2024

Table of Contents

Welcome	2
About the Owner	4
About Fab Institute of Beauty	5
Mission Statement, Philosophy and Objective Staff, School Facility	6
Class Start Dates, Holidays, Closure dates, Student Hours of Operation	8
School Policies	8
Facts about the beauty industry before enrolling	9
Admission Policy	9
Transfer Students	10
Course Outlines/Programs Available	11
Education Cost	13
Institutional Refund Policy	15
Evaluations and Advising Policy	16
Standards of Satisfactory Progress (SAP)	16
Progress Evaluation, Academic Evaluation.	17
Determination of Progress Status.	18
Probation Appeal.	19
Make Up Policy	20
Time Clock Rules and Procedures	20
Attendance and Tardiness Policy	20
Excessive Absences and No Shows	21
Leave of Absence Policy	22
Disciplinary Policy	22
Grievance	23
Access and Right to Privacy	24
Non- Discrimination and Harassment Policy	24
Student Conduct Policy	25
Rules & Regulations	25
Safety Procedures	27
Sanitation	28
Career Opportunities	29
Employment Assistance	29
Salon/Classroom Commitment	30
Orientation Signoffs & Affirmations	31
Addendums A-K.	33

About the owner

KERRY-ANN RICHIE-WILKINSON

Kerry's journey in the beauty industry is truly an inspiring tale of perseverance, talent, and hard work. Hailing from humble beginnings in Jamaica, Kerry's passion for beauty and entrepreneurship propelled her to become a trailblazer in the industry.

From owning her own salon to servicing celebrities with her exceptional skills in hair and makeup, Kerry quickly made a name for herself as a go-to beauty expert. Her dedication to her craft and commitment to excellence caught the attention of major magazines, leading to features that showcased her talents and unique story.

Kerry's influence and impact extended beyond her salon, as she was invited to speak at the Small Business Minority event where she shared her insights and experiences with a wide audience. Her business was recognized by the YWCA Black Business initiative and 98.7 The Beat Black History spotlight, further solidifying her reputation as a successful entrepreneur and role model within the community.

Throughout her career, Kerry continued to push boundaries and break barriers by attending and teaching at beauty shows, where she shared her expertise with aspiring professionals in the industry. Her business acumen was honed through her pursuit of a Business Administration and Marketing degree, which equipped her with the skills needed to not only excel in her craft but also thrive as a business owner.

Kerry's exceptional journey in the beauty industry serves as a testament to the power of passion, hard work, and determination. Through her accomplishments, she has not only transformed her own life but has also inspired countless others to pursue their dreams and strive for excellence in all that they do.

FAB INSTITUTE OF BEAUTY
CREATING
“ FUTURE AMBASSADORS OF BEAUTY”

What makes Fab Institute of Beauty distinguished from any other school?

- We make learning fun and exciting!!!!
- We offer interactive hands-on experiences.
- We teach students how to market and promote themselves.
- We teach beauty as a business early in the student curriculum.
- We go beyond standard beauty curriculums by teaching specialty classes like fusion extensions, tape ins, beaded methods, wig making, hair weaving, razor cuts, sew-ins, coloring etc.

Fab Institute of Beauty

(Owner Initiative)

Starting a beauty school stemmed from Kerry's deep passion for the beauty industry and her recognition of the importance of vocational careers. As someone who had achieved success through hard work and a love for her craft, Mrs. Wilkinson understood the transformative power of pursuing one's passion and the value of vocational education in empowering individuals to build fulfilling careers.

Her decision to start a beauty school was driven by her desire to share her knowledge and expertise with aspiring beauty professionals who shared her passion for the industry. She believed that by providing quality education and training in cosmetology, hairdressing, and makeup artistry, she could not only help others develop their skills but also empower them to pursue meaningful and rewarding careers in the beauty field.

Fab Institute of Beauty Students will be

- Passionate, Confident, Determined, Eager to learn, Creative and Talented!

Fab Institute of Beauty (Student/Teacher)

- The student teachers learn to teach interactive theory and practical daily.
- Learn to write effective lesson plans.
- The goal is to understand the students need.
- Make learning fun and exciting

Mission Statement

Fab Institute of Beauty's mission is to educate, inspire, motivate and instill a sense of professionalism to all students seeking a successful career in the field of Cosmetology. Students will be prepared to pass the West Virginia State Board Exam. We will ensure all students are treated fairly and nurtured to grow in their chosen course of study.

Philosophy & Objectives

Our hope is that every student will not just learn the basic fundamentals of Hairstyling but will also utilize their own creativity, along with our guidance to become their personal best.

The primary purpose of Fab Institute of Beauty is to better prepare students to become successful members of the cosmetology profession. In order to fulfill this objective, the institution teaches the techniques of artistry of hairstyling, poise, charm, self-reliance, personal hygiene, marketing and business practices as the students are prepared for the State Board Hairstyling Examination.

School Staff

Instructor Mrs. Kerry Ann Wilkinson

Instructor Mr. Kenneth Coston

Instructor Ms. Courtney White

School Facility

Fab Institute of Beauty

1228 Ohio Ave and 1229 Leone Way, Dunbar West Virginia 25064

Fab Institute of Beauty consists of approximately 3000 square feet. It consists of a 1 theory rooms, clinic floor; waxing area, break area, administrator office, shampoo room, 2 e extra rooms and a dispensary. We also provide 2 handicap accessible restrooms. In addition, we have an office and plenty of storage space. We also provides lockers.

The clinic floor is equipped 20-25 professional workstations complete with client chairs and mobile trolleys. Our classroom used for theory and demonstrations which consists of 3 large tables that seats 10 student and chairs. A demonstration table located in the front of the classroom with a dry- erases board and a flat screen television for easy viewing of educational and instructional DVD'S and videos, as well as, power point presentations.

The waxing room is equipped with wax products and supplies.

The school is located in an area with public parking.

Fab Institute of Beauty is a non-smoking facility.

Estimated Class Start Dates 2024-2025

August 2024
September 2024
October 2024
November 2024

**Additional start dates may be added at the owner discretion.*

Hours Of Operation

Full Time

Tuesday to Saturday (32 Weeks) 9:00am to 5:00pm

All students are required to attend classes Tuesday through Saturday.

(See attendance policy)

Morning Schedule (Full Time) *“Schedule subject to change without notice.”*

9:00am– 10:30 **Theory**

4:30pm -5pm Clean Up

Note: Students are expected to work on their mannequin when not servicing a client.

Clinic Floor Hours

Tuesday – Friday 10:30am – 4:00pm

Saturday 8:30am - 4:00pm

Closed – Sunday and Monday (open for Specialty Classes)

Holidays Observed:

New Year’s Day ~ Martin Luther King Jr. Day ~ Memorial Day ~Fourth of July ~ Labor Day ~
Thanksgiving Day, Friday after Thanksgiving (classes will resume on Saturday) Christmas
Eve , Christmas Day

School Policies

Fab Institute of Beauty reserves the right to limit the enrollment and make revisions to this student handbook. All revisions will be posted in a timely matter. These revisions may include, but are not limited to tuition fees, program offerings, curricula course and their subsequent requirements. Fab Institute of Beauty is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status.

Facts about the Beauty Industry Before Enrolling

This is a career that allows an individual to become their own boss. If interested in joining the Cosmetology Industry, this field requires standing long hours and dedicating time to build a clientele.

Admission Policy

Fab Institute of Beauty accepts applications from a diverse population. Diversity enhances and enriches the educational experience of the students. Upon visiting the school, the Admission Staff will be available to answer questions and provide a tour of the facility or feel free to schedule an appointment. The admissions procedure is uniform for all programs.

New classes begin monthly/ quarterly. New students are required to attend a one-day orientation, the Monday prior to school commencing. Admissions are an ongoing process.

Admission Documents

- Must be at least 16 years of age and provide the following: 8
- Must provide valid and current Driver's License or State ID
- A GED (General Equivalency Diploma) or,
- High School Diploma or transcript (Proof of enrollment)
- Social Security Number
- Birth Certificate
- 4 passport size picture
- Proof of name change

Re-admission Policy

- Student will be charged at the current tuition rates and a re-enrollment fee of \$100.00. Amounts paid during their original first period will be credited to this account.
- A student returning from a leave of absence or other official interruption of training will remain in the same status with respect to satisfactory progress.

Transfer Students

Students transferring from another cosmetology school must provide an official transcript from the previous school. Hours may be accepted at the discretion of the school. The student will be charged the per hour rate for tuition for any hours remaining. The student will be charged a \$100.00 registration fee. The student may be required to purchase a Fab Institute of Beauty student kit , uniform and workbook, if needed.

Credits for previous training will be given only if certified transcript is presented from a licensed cosmetology school. Credit for out of state training must be submitted to the governing state board of cosmetology before being accepted by the school. All course work hours and tuition will be adjusted accordingly and the proper agency notified. All record of previous education will be maintained in the student's record file.

If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreements are satisfied.

Transcript Policy

The first transcript is provided free. Each additional transcript will cost \$25.00 per transcript. All tuition fees must be satisfactory.

Recruiting

Fab Institute of Beauty does not actively engage in recruiting students from other cosmetology or barber schools. This school strives to follow ethical practices at all times.

Programs Available

Hairstyling, Wax Specialist

Course Outlines

Hairstyling

1000 hours (32 weeks)

Description – The primary purpose of this hairstyling course is to train the students in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or a related career field.

Wax Specialist (125 hours)

A student who has completed a 100 hour class that consists of: professional requirements, safety and health, skin structure, disorders and diseases, removal of superfluous hair and 25 hours on the clinic floor, supervised, for a total of 125 hours;

Is at least eighteen years of age;

EDUCATIONAL OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which

reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEXT BOOK

Milady's Standard Cosmetology/ Milady's Theory Workbook
Milady CIMA

GRADING PROCEDURES: 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 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 90– 100% EXCELLENT
- 80 – 89% VERY GOOD
- 70 – 79% SATISFACTORY
- 69% UNSATISFACTORY

Student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in

Tuition Payment Method & Terms:

Registration	\$100.00
Book/Kit	\$1250
Tuition	\$15000.00
Uniform	\$300 (not included)
	Total \$16,650.00
With Extension	\$20650 (4 techniques)
Waxing Course	
Tuition	\$1800
Books	\$250
Kits	\$450
	Total \$2500
Certification Classes	
Beaded Extensions (beginners)	
	\$1250
Advanced Techniques	\$1800
Kit/Books	\$650
Sew in	\$ 1250
Kit/Books	\$550
Fusion	\$1800.00
Kit/Books	\$750
Tape in	\$1650
Kit/Books	\$650
Wigs	
Construction	\$2500
Kit/Books	\$650
Lace wigs install	\$1850
Kit/Books	\$650
Clip Ins	\$1250
Kit/Books	\$550

Makeup

Beginners	\$1500
Kit/Books	\$550
Advanced	\$2000
Kit/Books	\$1000

Miscellaneous Fees

Termination Fee	\$100.00
Re-Enrollment Fee	\$100.00

Tuition: Due on the 5th of each month. A \$10.00 late fee will apply on the 16th day of each month.

Kit: Must purchase a Fab Institute of Beauty kit and use your own styling tools at all times.

Cash, Checks, MasterCard, Visa and Debit Cards.

\$50.00 fee for returned checks.

Uniform

Hairstyling – Pink and Black

Wax Course - White

Institutional Refund Policy

(The Institution's policy applies to all to terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.)

- 1) When notice of cancellation is given within 3 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student. 14
 - 2) *When notice of cancellation is given after the 3rd day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$100 and the cost of any books or materials that have been provided by the school and retained by the student.*
 - 3) When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$100,
 - 4) When a student has completed 0.01% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency. Monies due to the applicant or student are refunded with-in forty -five (45) days of the official cancellation or withdrawal.
- c) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENTAGE OF A SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Tuition Refund Clause

The student has the right to cancel the initial enrollment agreement until midnight of the 3rd business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 45 days of cancellation. A notice to the student the cancellation must be in writing and given to the registered agent. The school shall mail a written acknowledgement within 45 calendar days of student cancellation or withdrawal. If school cancels or

discontinues a course the student shall be entitled to receive from the school such refund or partial refund of tuition, fees, and other charges paid by the student or on behalf of

Evaluations and Advising

Fab Institute of Beauty operates by appointment. The student must put in writing the meeting topic and allow the staff 24-72 hours to schedule a meeting. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Advice regarding personal matters, licensing regulations, employment, and continuing education opportunities are available to students as needed. Students can monitor hours of attendance, an average of the written test grade, and financial status daily on break or lunch period.

Standards of Satisfactory Academic Progress Policy (SAP)

Standard of Satisfactory Academic Progress applies to all students enrolled in Fab Institute of Beauty programs. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Waxing -50, 100, 125 hrs

Hairstyling 250, 500, 750, 1000 (scheduled) hours

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

*Periods when a student doesn't receive Title IV aid must be counted toward the maximum time frame.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluation ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the end of each evaluation.

Progress Evaluation

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

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

The maximum time allowed for the transfer students who needs less than the full course requirements will be determined based on 70% of the scheduled contracted hours.

*A student's leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Max Leave is 30 days.

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. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory "C" grade or better. 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 the text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% cumulative and pass the final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Theory Written

Practical

90% -100% - A	Practical grading is a pass or fail grading system
80% -89% - B	
70% - 79% - C	
69% - D UNSATISFACTORY (Failing)	

Determination of Progress Status

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

Probation

Students who successfully appeal will be placed on Probation. 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 who cannot meet the SAP Policy standards by the end of one evaluation period will be placed on probation for one evaluation period and also given an academic plan developed specifically to his/her academic requirements. 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 dropped from the program.

Re-Establishment of Satisfactory Academic Progress

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

Interruptions, Course incompletes, Withdrawals

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the students 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 Process

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within fourteen calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the

reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, he/she will be placed on probation for one evaluation period (with or without an academic plan).

Make Up Policy

Missed exams must be made up before graduating.

Any chapter test score sheet that does not have the chapter/title written on the test will not be considered for grading. All chapter test score sheets must be properly filled out with the student name, date, and chapter/title.

Total Academic Grade (GPA) is determined by totaling the number of scores divided by the number of written exams. The GPA and practical clinic work are reviewed and administered as progress reports to students every month until completion of the program. An overall average of 70% is required to maintain satisfactory academic progress and is required on the final exam for graduation.

Time Clock Rules and Procedures

Student's hours are recorded on a daily time clock. It is the responsibility of students to sign in correctly. **Failure to do so may result in loss of hours.** Students are required to take a ½ hour lunch if their schedule is over 6 hours a day. Students who do not clock in and out for lunch will automatically have a ½ hour deducted each day. **Under no circumstances should a student ever leave the premises during their scheduled hours, without the permission of an instructor.** Students who leave the premises without instructor permission and do not clock out may be dismissed from school.

Attendance and Tardiness Policy

Fab Institute of Beauty desires students to succeed in the professional world and school attendance is a step in their path to success. The following guidelines will ensure attendance success:

- An excused absence is one that is due to illness, death in the immediate family, or any other unavoidable circumstance.

- In a case of absence, it is the responsibility of the student to inform the instructor/supervisor of the reason for the absence immediately upon returning to class and find out the hours missed and what work they must make-up. All tests, practical work and hours missed must be satisfactorily completed prior to graduation. Make-up test must be arranged with the instructor.
 - Any absence for 14 consecutive days will result in a withdrawal.
 - A student returning from a leave of absence shall have the same progress status upon his/her return as he/she had when the leave commenced.
 - A student returning who has been dropped due to unsatisfactory progress and who wishes to re-enter must request individual counseling from the Educational Director. A decision will then be made regarding the student's re-entry and his/her ability to resume training. A student who re-enters must maintain satisfactory academic progress as previously described.
- 20
- Students must attend a minimum of 32 hours per week. If this requirement is not met, the student may be placed on disciplinary probation.
 - Students must complete their required program hours within the contract schedule. If not completed, there is an extra-instructional charge of \$15.00 per hour until graduation. Extra instructional charges must be paid in full before receiving an official transcript.
 - Full time students are scheduled for 32 hours per week.
 - Students must be in attendance during their contracted hours.

Excessive Absences and No Shows

In order for an absence to be excused you must supply a written note before your absence or a Doctor's note stating your illness, a funeral program or written documentation stating the reason for the absence. These rules will be strictly enforced.

Tardiness

Students are expected to be signed in and seated in the classroom ready for instruction 9:30am. If a student arrives later than the assigned times, the student may not be permitted to class unless approved educational director or the educational instructor.

Any student not physically present at the start of the scheduled class period will be considered tardy. Tardiness in excess of 2 times per week will be a cause for a consultation with the Education Director. If a second tardiness consultation is required, the school reserves the right to suspend or expel the student.

Leave of Absence Policy

The Fab Institute of Beauty reviews all leave of absence requests (LOA) on a case by case basis. Students must follow the institution's policy in requesting an LOA. An LOA request will not result in any additional charges. All requests for leaves of absence must be submitted in advance to the Financial Aid Department in writing and must include the reason for the request, start and end dates of absence, and the student's signature. Leave of absences may be granted for the following circumstances to include (but are not limited to): medical circumstances, transportation or childcare issues, inability to commit to student schedule, financial issues, military development, etc. The Director of Education will issue final approval over all leave of absence decisions. A request for a Leave of Absence may be rejected if required information is missing, the excuse is deemed invalid, the leave is requested to begin after the contract end date has passed, or the student has already used up maximum leave of absence for the program. At this time, there is no limit to the number of Leaves of Absence a student may take, so long as it does not exceed a total of 150% .

Students who are granted an LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time. The student's contract period will be extended by the same number of calendar days taken in the LOA and such changes to the contract period will be agreed upon by all parties and signed and dated in an Enrollment Contract Addendum which will be maintained in the student's file.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of an approved LOA. For the purposes of calculating refunds, the withdrawal date will be the student's last date of attendance. When a student is withdrawn under these circumstances, the Last Date of Attendance is considered the withdrawal date.

Disciplinary Policy

Students must understand that any insubordination or infraction of the Standards of Conduct, Rules and Regulations or the enrollment agreement could result in disciplinary actions:

Counseling: Counseling services are available to our students through the Educational Director's Office. A student desiring counseling in the areas of academic and/or personal areas may make an appointment. All academic counseling will be in writing and signed by both parties. A copy will be placed in the student's file and another copy will be given to the student. Counseling may be available on in-service days with individual teachers.

Probation: A student may be placed on probation for a specified time for any infraction of the Standards of Conduct, Rules and Regulations or non-compliance with education requirements. If the student does not correct the problem, they may be suspended two days depending on the severity of the infraction. If the problem is not corrected during the second probationary period, they may be dismissed permanently at the discretion of the school administration.

Suspension: Students, for any infraction of the Standards of Conduct, Rules and Regulations, non-compliance with education requirements. During school suspension students are not to be on school premises.

Dismissal/Termination: Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the school, or for any of the following reasons:

- Immoral or improper conduct. 22
- Noncompliance with educational requirements.
- Rules of Conduct, General Policies, and/or Enrollment Contract.
- Noncompliance with state laws and regulations.
- Any action, which causes or could cause bodily harm to a client, a student, or employee of the school.
- Willful destruction of school property and theft.
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol, firearms and mace.
- Not meeting all terms of probation or suspension.

Grievance:

Any student at Fab Institute of Beauty can file a written complaint concerning behavior or acts of any faculty or staff member of the school. The grievance procedures have been developed to resolve student complaints. A staff member with a complaint must exhaust Fab Institute of Beauty grievance process before submitting the complaint to

West Virginia Council for Community and Technical College Education.

1018 Kanawha Boulevard, East Suite 700

Charleston, West Virginia, 2301

The written complaint must be submitted to the Education Director. The alleged complaint must be clearly stated, including the time, date, place, person involved and what occurred. The Educational Director will respond within 10 days of receipt of the written complaint. A meeting with the student will be scheduled to discuss and resolve the matter. This meeting will be documented in writing. If this meeting is unsuccessful in resolving the matter, the original complaint will be forwarded to Fab Institute of Beauty complaint committee. The complaint committee (The Educational Director, an instructor, and an Advisory Board Member) will meet within fifteen (15) days of the initial meeting with the student. A letter will be sent to the student within fifteen (20) days outlining the steps taken to resolve the matter or information

to show that the complaint was not warranted or based on facts. If the student wishes to pursue the matter further, complaint forms are available through The Council or submit the complaint to the West Virginia Board of Barber and Cosmetologists. 1201 Dunbar Ave, Dunbar, West Virginia, 25064

Access and Right to Privacy of Files

In compliance with the Family Educational Rights and Privacy Act of 1974 Your Fab Institute of Beauty follows policies that:

- Guarantee each student (or parent or guardian if the student is a dependent minor, 17 and younger) access to that student's records
- Require a written consent from the student or guardian for release of records each time in response to each third party request unless otherwise required by law; 23
- Fab Institute of Beauty does not publish "directory information" about students;
- Provide and permit access to their student file
- Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of \$1 per copy. *Cumulative education records are maintained for a minimum of three years after graduation or termination.*

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of Fab Institute of Beauty.

Non-Discrimination & Harassment Policy

Fab Institute of Beauty prohibits any and all forms of harassment because of race, color, sex, ethnic origin, religion, age or disability. It will be a violation of policy for any student, teacher, administrator or other personnel to discriminate against another individual with regards to race, color, sex, ethnic origin, religion, age or disability. It shall also be a violation of policy for any student, teacher or administrator to tolerate sexual harassment, in any form that occurs to anyone during training hours of operation or off campus event.

Fab Institute of Beauty provides equal opportunity in education and employment in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1974, and the Age Discrimination Act of 1978.

Student Conduct Policy

The Student Conduct Policy sets standards for the students and defines the relationship between the school and its students. It affirms values essential to promoting individual educational and professional development and for creating an effective learning community. Fab Institute of Beauty expects the students to conduct themselves in a responsible manner that is respectful of the rights, well-being and property of all staff and other students of the school and all those that support the school's mission.

Rules & Regulations

The school sets forth specific standards for the purpose of promoting a positive learning environment and pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance your ability to build confidence in the skills required.

- Student Notice: The Responsibility is yours, YOU MUST CLOCK IN AND SIGN IN EACH DAY. WE WILL NO LONGER ADJUST YOUR CLOCK HOURS BECAUSE YOU FORGOT!
- If you do not arrive to school by 9:30am, you will not be allowed to attend theory until 10:30am.
- All students' work is checked by a teacher.
- No profanity or vulgar language to be used in classroom or clinic floor period. NO EXCEPTIONS.
- NO food, gum or drinks on clinic floor
- One student per chair
- Come prepared for class- this means with all the necessary equipment (mannequins, tools, uniform and books.)
- Must be in uniform to clocked in for school. No uniform, you'll be asked to go home and come back properly dressed.
- No hats, scarves or bonnets. If you arrive to the school with these items on you will not be allowed to clock in until you are dressed appropriately.
- You are required to return from lunch and breaks at the appropriate times.
- Focus on your client's needs, keep side conversation to a minimum.
- Fab Institute of Beauty reserves the right to close for any emergency.
- No solicitation in school.
- NO smoking allowed within 25 feet of any entrance of Fab Institute of Beauty .
- Credit will not be given for hours out of school unless accompanied by an instructor on an educational field trip.

- All students are expected to be in their assigned areas at the time designated by their instructor.
- Students who attend six (6) hours or more are entitled to one (1) fifteen-minute break and a half hour lunch.
- The break period will be granted at the discretion of the instructors. 25
- Maintain a satisfactory progress of 70% or better.
- Students are not allowed to leave the classroom or the building without permission from the instructor.
- Any student that becomes ill and take an early dismissal will be required to make up assignments.
- Students are responsible for their own personal items and equipment.
- Fab Institute of Beauty or its instructors WILL NOT be held responsible for the loss or damage of the student's personal equipment or items.
- DO NOT touch other student's belongings unless authorized by the students themselves.
- A student caught stealing equipment or personal items will be grounds for immediate dismissal and removal from the program.
- Any loss or breakage of student equipment must be replaced at the expense of the student.
- Proper classroom conduct is expected at all times. Students causing a disturbance will be dismissed or terminated at the owner's discretion.
- No drugs or alcoholic beverages will be allowed on school premises. Violation of this regulation will result in immediate dismissal or termination at the owner's discretion.
- No firearm, lethal weapon or controlled substances are allowed on school grounds. Students will be subject to expulsion.
- Cheating will be cause for immediate dismissal.
- Each student is to follow all rules of professional ethics. No foul or offensive language will be allowed.
- Refusing a client service will result in a 3 day suspension.

Safety Procedures

In order to maintain a professional atmosphere on the practical floor, the following standards will be observed:

- Unplug all electrical equipment when not in use.
- Use extra precaution when using permanent solution so it will not run into the client's eyes or ruin clothing.
- Hydraulic pumps on chairs should be positioned in the back of the chairs so clients will not catch their feet when getting up.
- Wear rubber gloves when applying all chemicals.
- Give a predisposition test before application of an any color/chemical
- Always check water temperature before shampooing or rinsing clients.
- Always read manufacturer's directions.
- Check the scalp for abrasions before application of tint, bleach, permanent wave, or chemical relaxer.
- Measure chemical mixtures accurately.
- Sterilize all implements to prevent the spreading of disease.
- Label all products accurately.
- Use caution when curling hair close to the eyes.
- Use the edge of your workstation to remove old blades from the razor cutter.
- Keep all water or liquid material on floor mopped up.
Do not use metal clips in hair during application of tints, permanent wave, or chemical relaxer.
- Always keep checking patron under dryer or heat cap to make sure it is not too hot.
- Never leave patron unattended under styling lamps.
- Never leave patron alone during any service using chemicals.
- Keep scissors closed and tucked when not cutting.

Sanitation

- Students must follow all sanitation codes as published by the Board of Cosmetology, and school rules and policies.
- Students must wash their hands before and after every client and upon leaving the restroom.
27
- Each student must clean his or her work area after each client.
- Each student must clean and disinfect their implements before and after the use of each client.
- The clinic floor is to be kept in a clean and sanitary condition at all times.
- Kits must be kept clean, marked and ready for inspection at all times. Kit inspections that result in unsanitary conditions will result in suspension until the condition is corrected.
- Any product that is spilled must be cleaned up immediately.
- Students are responsible for cleaning up after themselves in the break area.
- Sanitation assignments are to be completed daily and signed by the School Instructor.

Fab Institute of Beauty reserves the right to revise any of the above rules and regulations at its sole discretion without previous notification. Such changes will be posted on the student's bulletin board.

Career Opportunities

There is a future waiting for you if you are dedicated! Upon graduation from Fab Institute of Beauty as a Hairstyling Professional or a Wax Specialist there are several options waiting for you in this vast profession.

Salon Career

Salon Manager
Make up Technician
Extension Expert
Lead Nail Technician
Assistant
Junior Stylist
Designer Stylist
Master Stylist

Total Image Consultant
Chemical Specialist

Wax specialist

Education

Product Educator
School Instructor
School Owner/Manager
Dean of Students
Director of Education
Administrator
State Board Examiner
State Board Member

Education Consultant

Merchandising

Beauty Supply Rep
Manufacturing Rep
Marketing

Salon Owner

Day Spa
Nails Only Salon
Hair Only Salon
Hair & Nails Salon
Contractor
Tanning Salon
Full Service Salon

Other Opportunities

Competitions
Platform Artist
Cruise Lines
Podiatrist Assistant
Nail Technician/Stylist
To the stars

Employment Assistance

Fab Institute of Beauty committed to assisting in the placement of every graduate seeking a job upon graduation. Fab Institute of Beauty Cannot and Does Not guarantee any employment to any student/graduate. The school has numerous local contacts and can provide assistance to those graduate students who are interested.

Headquarters

Kerry Ann Wilkinson, Owner
Fab Institute of Beauty
1228 Ohio Ave
Dunbar
West Virginia

Salon/Classroom/Break room Rules Commitment

I have read and understood all the rules associated with the student salon, classroom and break room.

I understand all these rules have been given to me during orientation.

I understand that failure to follow any of the rules listed will result in being written up, sent home, suspension, or expulsion.

I understand that if sent home, that is an unexcused absence or tardy, that will count towards overtime or Friday/Saturdays missed.

I will not argue with a teacher or discuss the rules on the Salon floor.

I understand that there are channels to take to discuss the rules in an adult manor.

I understand that if I do not agree with the rule, I will still follow the rule and proceed to fill out a suggestion form to discuss the rule.

Print Name: _____

Signature: _____

Date: _____

Must Be Completed By Students in All Programs Master Orientation Sign-Off

Student _____

Date ____/____/____ Please

Print

Affirmations: (Student Copy)

I verify that prior to enrollment, the following information was provided for my review: Salary ranges, Physical Demands, Safety Requirements, Working Conditions, Licensing Requirements, Non-Discrimination Policy, Drug Free Schools & Communities, Campus Crime Statistics, Graduation, Job Placement, and Licensure Rates, and if applicable, Transfer Policy & Procedure, Reinstatement Policy & Procedure.

I verify that I am currently in possession of an Enrollment Contract signed and dated by the School, that fully outlines the rights and obligations of both the Student (and/or Guarantor) and the School. I also verify that at the time I tendered the Enrollment Deposit and the signed Enrollment Contract, I was provided with a student Handbook that includes the Addenda for Educational Costs, School Calendar & School Closings, Staff and Faculty. I also verify receipt of a Student Orientation Guide. I verify my understanding that Enrollment Contract/Student Handbook/Student Orientation Guide all contain information related to my participation at the Fab Institute of Beauty.

I verify that the Student Handbook and or Catalog includes the following information: Mission Statement, Ownership, Facility Description, Educational Goals, Admission Requirements/Procedures, Attendance Policy/Procedure, Composure & Behavior Policy/Procedure, Satisfactory Progress Policy/Procedure, Minimum Cancellation & Settlement ("Refund Policy"), Student Rights of Privacy & Access, Student Advisement Policy/Procedure, Make-up Work Policy/Procedure, Termination Policy, Overtime Policy/Procedure, Testing Policy/Procedure, Graduation Requirements, Grading System, and Course Outlines. (Handbook also includes date of publication, School's address/phone, and the name/address/phone of the School's accrediting agency.)

I verify that I have agreed, prior to my enrollment, to abide by "Rules and Regulations", I understand and accept that a consistently negative, immature, or unprofessional attitude, alone is sufficient reason for my suspension and/or permanent dismissal from Fab Institute of Beauty, I have read, fully understand, and agree to abide by all Attendance and Behavior Standards as set forth in the Student Handbook and Orientation Guide. I understand all the penalties if I do not accept my responsibilities in the areas of attitude, attendance, dependability, respect, cooperation, pride, and professionalism.

I verify my obligation to abide by the requirements as set forth by the West Virginia State Board of Barber and Cosmetology: Students are prohibited by law from performing cosmetology services any place outside duly established clinics. Students violating will be punished to the fullest extent of the law, Each student is required to have in his/her possession and maintain in sanitary condition all tools and books required for learning in order to receive credit for hours of training, and, Each student is required to be in complete uniform as set down by school regulations and in compliance with the standards of the State Board of Cosmetology.

I verify that I have received an information packet regarding "Drug-free Schools and Communities" I have read and signed a document that sets forth the stipulations of my continued eligibility for the receipt of financial aid.

I verify that should I leave anything whatsoever in my assigned student locker for a period of 60 days beyond my last day of attendance, the assigned locker may be opened, and those items discarded or donated by Fab Institute of Beauty.

By my Signature I verify that all statements are true and accurate.

Student Signature _____

Date ____/____/____. Student Copy

Must Be Completed By Students in All Programs Master Orientation Sign-Off

Student _____ Date ____/____/____ Please Print

Affirmations: (School Copy)

I verify that prior to enrollment, the following information was provided for my review: Salary ranges, Physical Demands, Safety Requirements, Working Conditions, Licensing Requirements, Non-Discrimination Policy, Drug Free Schools & Communities, Campus Crime Statistics, Graduation, Job Placement, and Licensure Rates, and if applicable, Transfer Policy & Procedure, Reinstatement Policy & Procedure.

I verify that I am currently in possession of an Enrollment Contract signed and dated by the School, that fully outlines the rights and obligations of both the Student (and/or Guarantor) and the School. I also verify that at the time I tendered the Enrollment Deposit and the signed Enrollment Contract, I was provided with a student Handbook that includes the Addenda for Educational Costs, School Calendar & School Closings, Staff and Faculty. I also verify receipt of a Student Orientation Guide. I verify my understanding that Enrollment Contract/Student Handbook/Student Orientation Guide all contain information related to my participation at the Fab Institute of Beauty.

I verify that the Student Handbook and or Catalog includes the following information: Mission Statement, Ownership, Facility Description, Educational Goals, Admission Requirements/Procedures, Attendance Policy/Procedure, Composure & Behavior Policy/Procedure, Satisfactory Progress Policy/Procedure, Minimum Cancellation & Settlement ("Refund Policy"), Student Rights of Privacy & Access, Student Advisement Policy/Procedure, Make-up Work Policy/Procedure, Termination Policy, Overtime Policy/Procedure, Testing Policy/Procedure, Graduation Requirements, Grading System, and Course Outlines. (Handbook also includes date of publication, School's address/phone, and the name/address/phone of the School's accrediting agency.)

I verify that I have agreed, prior to my enrollment, to abide by "Rules and Regulations", I understand and accept that a consistently negative, immature, or unprofessional attitude, alone is sufficient reason for my suspension and/or permanent dismissal from Fab Institute of Beauty, I have read, fully understand, and agree to abide by all Attendance and Behavior Standards as set forth in the Student Handbook and Orientation Guide. I understand all the penalties if I do not accept my responsibilities in the areas of attitude, attendance, dependability, respect, cooperation, pride, and professionalism.

I verify my obligation to abide by the requirements as set forth by the West Virginia State Board of Barbers and Cosmetology: Students are prohibited by law from performing cosmetology services any place outside duly established clinics. Students violating will be punished to the fullest extent of the law, Each student is required to have in his/her possession and maintain in sanitary condition all tools and books required for learning in order to receive credit for hours of training, and, Each student is required to be in complete uniform as set down by school regulations and in compliance with the standards of the State Board of Cosmetology.

I verify that I have received an information packet regarding "Drug-free Schools and Communities" I have read and signed a document that sets forth the stipulations of my continued eligibility for the receipt of financial aid.

I verify that should I leave anything whatsoever in my assigned student locker for a period of 60 days beyond my last day of attendance, the assigned locker may be opened, and those items discarded or donated by Fab Institute of Beauty.

By my Signature I verify that all statements are true and accurate.

Student Signature _____

Date ____/____/____.

Administrative copy

Must Be Completed By Students in All Programs Master Orientation Sign-Off

Student _____

Date ____/____/____ Please Print

ADDENDUMS

- A. Policy Regarding Customer Information & Students Rights to Privacy & FERPA 32
- B. Student Financial Aid
- C. Job Demand in Cosmetology
- D. Gainful Employment
- E. Information for The Handicapped
- F. Admissions Requirements
- G. Equal Opportunity
- H. Table 3 Curriculum
- I. Student Registration Agreement

ADDENDUM (A)

POLICY FOR SAFEGUARDING CUSTOMER INFORMATION

Customers are prospective students and students who apply to attend the institution and apply for private or government grants or loans to finance their educations. Nonpublic personal information is information, which is not publicly available on:

- The Customer's name, address, and social security number. The name of the Customer's financial institution, account number
- Information provided on Customer's application to enroll in the institution.
- Information provided on Customer's application for a grant or loan Information provided on a consumer report
- Information obtained from a website. The institution is committed to implementing a comprehensive information security program, consistent with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic)

The school's Director/Manager shall be responsible to coordinate the schools Information security program. The Director/Manager shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records for prospective students who are not accepted or who do not enroll in the institution shall be held for 3 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on September 15th each year.

The institution shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

NOTICE ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION

We collect nonpublic personal information about you when you apply to attend the institution, and / or when you apply for a private or government student grant or loan. This information includes:

- Your name
- Address
- Social security number
- Assets and income

- Name of your bank and account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to non affiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Rights Act.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

You may “opt out” of disclosure of this information to parties other than those with a right to it by signing the “Opt Out” coupon on the back of an enrollment agreement.

Student Rights to Privacy

Students have the right to access their files. Requests must be made in writing to the school Director, or in the case of a minor, by the parent. The school Director must be present during the time of the review.

The schools policy is not to release any information about the student without the student's written authorization, or in the case of a minor, the parent's written authorization. Forms are available from the Director.

Student records may be released to the Federal Government, State Education Department and NACCAS without the student's/ parental consent.

FERPA

Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call **1-800-USA-LEARN** (1-800-872-5327) (voice).

Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Addendum B

Consumer Information And Student Financial Aid

Financial Aid is available to students who are eligible and qualify. Fab Institute of Beauty has an experienced Financial Aid Department who can answer your questions and assist you in determining your eligibility. Our "Hands on" approach gives you the confidence to locate all types of financial aid that may be available to you.

This addendum has been prepared to Supplement the Student Handbook, published by the United States Department of Education to help students and parents to understand the Financial Aid process. We hope it will answer your questions and will make the Financial Aid process easier for you.

Financial Aid Mechanism

Financial Aid is a mechanism that reduces out of pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the "cost of attendance". Financial Aid is awarded to students who have "need". "Need" is the difference the amount of money that the family will be expected to contribute to meet student costs and the "Cost of Attendance" at this school.

Financial Aid Programs

The Institute is approved for and participates in the following programs:

Pell Grant

Direct Subsidized Loan

Direct Unsubsidized Loan

Direct Parent Loan (PLUS)

(SEOG) Supplemental Education Opportunity Grant

TFC (Tuition Financing Credit Corp.)

SEOG is awarded to those students that have the lowest Expected Family Contribution (EFC) according to the availability of funds.

Education Benefit Programs offered by the Department of Veteran Affairs and Defense

If you served in Active Duty, you might be eligible for education benefits offered by the Department of Veteran Affairs. For example, the Post-9/11 GI Bill provides financial support for educational support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for

which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the pay grades E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career. If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill benefits to you.

Financial Aid Assistance Student Eligibility Requirements

Have Financial Aid need

High School Diploma, GED

Be a U.S. citizen or eligible non-citizen

Be enrolled as a regular student in an eligible program, at least half time

Make satisfactory academic and attendance progress

Be registered with Selective Service or certify that there is no requirement to do so

Agree to use any Federal Financial aid received solely for education purposes.

Student must maintain satisfactory academic and attendance progress in their course of study.

Students must begin repayment of Direct Loans 6 months after the day completion of the program is completed or from leaving school.

Direct Unsubsidized Loans and Direct Subsidized Stafford loans have the same repayment terms, however interest on unsubsidized loans is the student's responsibility from the date of disbursement.

***The interest can be paid while you are in sch362ool or may be added to the principal by your lender, at the

Addendum C

Job Demand in the Cosmetology Industry 2020

<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>

[Occupational Outlook Handbook](#) > [Personal Care and Service](#) >

Barbers, Hairstylists, and Cosmetologists



Hairstylists discuss hairstyle options with clients.

Quick Facts: Barbers, Hairstylists, and Cosmetologists	
2022 Median Pay	\$33 400 per year \$16.06 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2022	618,900
Job Outlook, 2022-32	8% (Faster than average)
Employment Change, 2022- 32	47,200

Addendum D
Gainful Employment

The U.S. Department of Education requires postsecondary institutions that participate in the student financial assistance programs authorized under the Title IV of Higher Education Act 1965 (HEA), as amended, to disclose to prospective students certain information about the institutions Gainful Employment Programs.

How much will the program cost?

Tuition & Fees: \$15100.00. Books & Supplies: \$1,200.00= Total Cost-\$16,650.00 The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

What financing options are available to help me pay for this program?

Financing for this program may be available through grants, scholarships and loans.

How long will it take me to complete this program?

Hair Design 1000 hours Waxing 125 hours

INFORMATION FOR THE HANDICAPPED

Fab Institute of Beauty comply with all provisions of Section 504 of the Rehabilitation Act of 1973 that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. However, any handicapped person seeking admission should be aware that the course requires a high level of manual dexterity and coordination and that there are extended periods of required stand up practical work in the clinic as required by State regulations. Although the Institutions facilities meet the American National Standards Institute (ANSI), AI 17.1 building requirements, any handicapped person seeking admission will be individually evaluated to determine employability in the beauty industry, to determine if the person believes he/she is capable of meeting all the course requirements, and to determine whether facilities are available to accommodate the individual's handicap.

ADDENDUM F

ADMISSION REQUIREMENTS FOR FAB INSTITUTE OF BEAUTY

ALL COURSES ALL STUDENTS

Students must be at least 16 years of age.

High School Diploma, General Equivalency Diploma, Official post secondary transcript showing a minimum 36 completed credits. However, students will be admitted as regular students who have the ability to benefit from the training offered by the institution. Such indicated ability is determined by a written entrance examination.

ADDITIONAL REQUIREMENTS FOR TRANSFER OF CREDIT

Students applying for transfer of credit for previous training must meet our admission requirements and be evaluated by our staff. To be evaluated a student must submit proof of hours completed at another institution and the subjects taken. The results of such testing and evaluation must be approved by the school Director and agreed upon by the student. Transfer students are accepted based on space availability. An evaluation fee may be assessed.

Addendum G

EQUAL OPPORTUNITY

Fab Institute of Beauty , in its administration, instruction and graduation policies, does not discriminate on the basis of race, creed, sex, color, age, religion, financial status, gender, sexual orientation or country or area of origin or residence or ethnic origin.

Addendum H

CODE OF CONDUCT

Fab Institute of Beauty recognizes that ensuring the integrity of the student financial aid process is critical to providing fair and affordable access to higher education in West Virginia. Therefore, the Institution has formalized the following guiding principles that shall be effective immediately and must be adopted by each Institution location. These guidelines are designed to avoid any potential for a conflict of interest between Fab Institute of Beauty, its students or their parents in the student financial aid process. Accordingly, each location shall take all reasonable steps to adhere to the following principles in the Institutions financial aid operations:

1. All employees should receive no personal benefit. No officer, trustee or employee of Fab Institute of Beauty shall accept anything of more than nominal value on his or her behalf or on behalf of another person or entity from any Lending Institution. For example, cash, stocks, gifts, entertainment, expense-paid trips, etc. should never be accepted from a Lending Institution. Likewise, an individual should never receive payment or reimbursement from a Lending Institution for lodging, meals or travel to conferences or training seminars. However, an officer, trustee or employee may:
 - a. conduct non-Institution business with any Lending Institution and, subject to state law, receive value in connection with such non-Institution business, so long as such value is not intended to influence the officer, trustee or employee in conducting Institution business;
 - b. conduct Institution business and, subject to state law, receive value on behalf of Fab Institute of Beauty that is unrelated to the student loan activities of the Lending Institution;
 - c. attend conferences and meetings of tax-exempt organizations that are funded or sponsored by more than one entity and, subject to state law, receive materials, refreshments, and other things of like value provided at such professional conferences and meetings; and,
 - d. hold membership in, serve on the board of or participate in the activities of any tax-exempt organization and, subject to state law, receive travel reimbursements and other things of like value from the tax-exempt organization for such activities.
2. Fab Institute of Beauty employees should not serve on lender advisory boards for remuneration. No officer, trustee or employee of Fab Institute of Beauty who makes financial aid decisions for Fab Institute of Beauty or who is employed in, supervises or otherwise has responsibility or authority over Fab Institute of Beauty financial aid office shall receive any remuneration for serving as a member or participant of an student loan advisory board of a Lending Institution or any reimbursement of expenses for such service. Any officer, trustee or employee of Fab Institute of Beauty

who serves as a member or participant of a Lending Institution board shall recuse himself or herself from any board discussions regarding Fab Institute of Beauty financial aid operations.

- a. Staff of Fab Institute of Beauty financial aid office at any time; or
 - b. communicate with Fab Institute of Beauty students or their parents in such a manner as to create the impression that the Lending Institution is an employee or agent of Fab Institute of Beauty in connection with Fab Institute of Beauty student financial aid operations, including through the use of mascots, logos, etc. Finally, Fab Institute of Beauty shall not enter into any agreement with a Lending Institution to provide alternative (i.e., non-federal or "opportunity") student loan programs if the provision of such alternative loan programs prejudices other students or parents.
3. Fab Institute of Beauty should make appropriate use of any Preferred Lender Lists. If Fab Institute of Beauty decides to promulgate a list or lists of preferred or recommended lenders for student loans or similar ranking or designation ("Preferred Lender List"), the selection of Lending Institutions for inclusion on the Preferred Lender List shall be based interest of Fab Institute of Beauty.