



***NORTH FLORIDA COSMETOLOGY
INSTITUTE, INC.***

Training students for rewarding careers in:

**COSMETOLOGY 1500
COSMETOLOGY 1200
RESTRICTED BARBER
BARBER
FACIAL/SKIN CARE SPECIALIST
NAIL TECHNOLOGY
FULL SPECIALIST**

2424 Allen Rd
Tallahassee, Fl 32312
(850) 878-5269

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President's Message

Welcome to North Florida Cosmetology Institute, INC

We specialize in preparing men and women for rewarding careers in the cosmetology and barbering industries. At North Florida Cosmetology Institute, we place a high value on individual creativity. In each of our programs, you will find a combination of dedication from our faculty and enthusiasm, desire, and creativity from our students. Those elements create an exciting learning environment.

Cosmetology and Barbering are very versatile professions! Whatever your talent and interests are, we are here to teach, train, and help guide you to a career for a lifetime. We are eager to help you take advantage of the opportunities in these professional and financially rewarding fields.

I urge you to take a serious look at our programs, and cordially invite you to visit our school. You are encouraged to meet with our faculty and staff. We are here to help you plan your future.

Anita Coppedge and Kimberly Matthews
Co-Owners

Hours of Operation

Tuesday, Wednesday, & Thursday 9AM – 9PM
Friday & Saturday 9AM – 5PM
Sunday & Monday - CLOSED

Nondiscrimination Notice

North Florida Cosmetology Institute, Inc. does not discriminate on the basis of race, color, sex, religion, ethnic origin, age, or handicap in admission, the treatment of, or employment in its programs and activities. The facility is accessible to, but the institution does not offer any special services to the handicapped. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Anita Coppedge and/or Kimberly Matthews, North Florida Cosmetology Institute, Inc., 2424 Allen Rd, Tallahassee FL, 32312 (850) 878-5269. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, J.W. McCormack, POCH, Room 222, Boston, MA 012109-4557.

Administration & Staff

Anita Coppedge, President, Director
Kimberly Matthews, Vice President, Director
Anita Coppedge, Director of Education

Christina Player – Cosmetology Instructor - License # CL0221825 – Washington-Holmes Technical
Joni Harvey – Skin & Nail Instructor - License # CL0109650 – Lively Technical
Yvette Petties - Skin & Nail Instructor – License # CL1185828 – North Florida Cosmetology Institute
Renell Finkley – Barber Instructor – License #BB8897644 – North Florida Cosmetology Institute
Kevin Tanner – Barber Instructor – License #BB8894330 – North Florida Cosmetology Institute
Elizabeth Harrington – Substitute Instructor – License # CL1213928 –North Florida Cosmetology Institute
Stephanie Gutierrez – Substitute Instructor – License # FS875275 – North Florida Cosmetology Institute

John Harrington – Financial Aid Director
Stephanie Gutierrez – Administrative Assistant
Kristen Broadway – Project Coordinator
Elizabeth Harrington – Receptionist

Jamie Wojcik – Receptionist
Jesse Small – Maintenance

Academic Calendar

North Florida Cosmetology, Inc. operates on a year round basis. Classes begin on the first Tuesday of each month. The school is closed on the following holidays: Memorial Day, Saturday before Easter Sunday, the week of Independence Day, Labor Day, Thanksgiving Day and the two days after, Christmas Eve Day thru the Tuesday after New Years Day and one Saturday in June for Continuing Education.

Statement of Legal Control

North Florida Cosmetology Institute, INC is legally incorporated under the laws of the State of Florida. The President of the corporation and Chief Executive Officer is Ms. Anita Coppedge.

Missions Statement

It is the intent of North Florida Cosmetology Institute to thoroughly train each student in the art and science of Cosmetology, Barber, Restricted Barber, Full Specialist, Nail Technology, and Facial/Skin Care Specialist to obtain gainful employment within the industry.

Program Goals

- The student will develop habits of good workmanship and the orderly performance of the various tasks in a beauty salon or barber shop.
- The student will develop the technical skills required in the practice of a beauty culture and all aspects of barbering and cosmetology.
- The student will learn to select wisely, care for, and use properly the commercial products that are related to the application of beauty and barbering treatments.
- The student will be encouraged to keep abreast of the new and unique developments in the practice of their elected course of study.
- The student will strive for the establishment of methodical, effective habits of performance. Students are taught to cooperate with an employer, employees and patrons.
- The student will prepare for state board examinations in order to obtain a license to practice barbering and cosmetology.

Clock Hours

North Florida Cosmetology Institute operates on clock hours. “Clock Hour” means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

School Locations, Facilities, & Equipment

North Florida Cosmetology Institute, Inc. is conveniently located at 2424 Allen Rd, Tallahassee FL, 32312 with ample parking. The facilities are 9600 Sq. Ft. constructed and equipped in accordance with the State Department of Health Services guidelines. There are 3 classrooms, 4 professional offices, 1 study/computer room, 7 bathrooms, 1 Cosmetology Salon with 19 stations, 1 Barber Salon with 8 stations, 3 Facial/Skin Care rooms with 5 stations, 1

Pedicure room with 8 stations, and 1 Manicure rooms with 6 stations. The school is designed so the instructors have full view of the classrooms and workspace. We offer the same quality and type of equipment currently used in salons, and it is kept in excellent working condition. The school provides all equipment necessary for the teaching of all subjects in the curriculum, and space for students to work and concentrate on their studies. A library consisting of reference books and visual aid equipment are available at all times. The school has central heating and air conditioning and is well ventilated.

Transfer of Credit

North Florida Cosmetology Institute shall disclose information to the student regarding transferability of credits to other institutions and from other institutions. Transferability of credit is at the discretion of the accepting institution, and that it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

We currently have no written articulation agreements with other institutions. No representation shall be made by a licensed institution that its credits can be transferred to another specific institution, unless the institution has a current, valid articulation agreement on file.

Units or credits applied toward the award of a credential may be derived from a combination of any or all of the following:

1. Units or credits earned at and transferred from other postsecondary institutions, when congruent and applicable to the receiving institution's program and when validated and confirmed by the receiving institution.
2. Successful completion of challenge examinations or standardized tests demonstrating learning at the credential level in specific subject matter areas.
3. Prior learning, as validated, evaluated, and confirmed by qualified instructors at the receiving institution.

Accreditations & Licenses

The following programs at North Florida Cosmetology Institute, Inc. are accredited through The National Accrediting Commission of Career Arts and Sciences (NACCAS) - Cosmetology 1500, Cosmetology 1200, Barber, Restricted Barber, Full Specialist, Facial/Skin Care Specialist, and Nail Technology. NACCAS is located at 4401 Ford Avenue, Suite 1300 Alexandria, VA 22302, 703-600-7600 or Fax 703-379-2200. The National Accrediting Commission of Career Arts and Sciences is recognized by the US Department of Education and the Florida Commission for Independent Education as a National Accrediting Agency for post-secondary schools and programs of Cosmetology Arts and Sciences.

North Florida Cosmetology Institute, Inc. is licensed by: Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414 Tallahassee, Florida 32399-0400 or (850) 245-3200 and toll free at (888) 224-6684.

School Hours

North Florida Cosmetology Institute offers both full-time and part-time classes.

Full-time: 30 hours per week
Half time: 15 hours per week

Full-time day schedule: Tuesday, Wednesday, Thursday, & Friday
9:00 A.M. – 5:00 P.M.

Half-time night schedule: Tuesday, Wednesday, & Thursday
5:30 P.M. – 9:00 P.M.
Saturday: 9:00 A.M. – 5:00 P.M.

Rules & Regulations

1. Students must be on time. If you are going to be late or absent, you must notify the administration by phone.
2. Students are not allowed to bring their children, nieces, nephews, etc. with them to school.
3. Students must be well groomed at all times. Failure to do so may result in temporary dismissal.
4. Students must wear black medical scrubs; failure to do so may result in student being sent home.
5. Students must have their equipment with them at all times.
6. Another student may not punch time cards.
7. Students cannot leave class (theory or practical) without permission.
8. Students as per assignment must perform daily sanitation.
9. The school is not responsible for lost or stolen articles.
10. Students are required to study at home as well as at school as appropriate.
11. Students will be called to the telephone only in cases of emergency.
12. Tuition is to be paid at the first of the month, unless other arrangements have been made.
13. Eating or drinking at stations, on the clinic floor, or in classrooms is not permitted. Those activities are permitted at designated times and in designated areas.
14. Students are to conduct themselves in a professional manner at all times. (Example: students may not refuse customers. Students who refuse to service a customer will be asked to punch out and go home).
15. Students are not allowed to have their hair done except by permission and at a time and day designated by the instructor in charge.
16. Students must maintain regular school hours.
17. Permanent or temporary dismissal may be made by the instructor in charge or the Administration in accordance with the infractions listed under the section entitled "TERMINATION".
18. A student will be granted Leave of Absence – see LOA policy.
19. A medical leave of absence will be granted by a doctor's certificate only, and must specify anticipated date of return.
20. Students must sanitize workstations and remove hair immediately after every service.

Student Lockers

Lockers for storage of supplies, texts, and personal items are available to all students at no additional charge. Students must supply their own locks. When completing a program of study or if terminating attendance, students must clean out lockers within 24 hours or school official will open lockers and dispose of all contents.

Student Conduct

We expect all students to conduct themselves in a professional business manner. No action will be tolerated that will unfavorably reflect on the school or its students. Please refer to the rules and regulations in this catalog.

Dress & General Appearance

All students are required to wear black medical scrubs and nametag that identifies their program of study. Clothes are to be neat and clean. Hair is to be well groomed – no hats allowed.

Policy Changes

We reserve the right to make changes in accordance with class schedules, program sequence, academic calendar, or programs of study. Such changes will not affect the integrity or continuity of the programs of study. The school also reserves the right to make changes in administration, teaching personnel, policy, or any other school activity. Students will be notified, if possible, of any changes prior to the changes being made.

Visitors

Guests are welcome at the school during class hours. The Director of Education encourages prospective students to be our guests for a day and sit in on classes. Evening and Saturday visits may be arranged by contacting the business office. Friends of students who wish to sit in on classes are required to get permission from the Director.

All visitors are required to sign in at the front desk. Visits with students in class are discouraged except in the case of an emergency. All visitors are requested to wait in the front reception area.

Drug & Alcohol Abuse

The illicit use, transfer, possession and/or sale of illegal drugs or alcohol will not be tolerated and are prohibited. The fundamental concern by school administration relative to illegal substance abuse is rehabilitation of the student so involved. Any student who needs help in this area should see the Director of Education. The student will be referred to an appropriate community agency for necessary counseling and/or treatment. Further information regarding drug and alcohol abuse is distributed to the students on the first day of classes.

Admissions Requirements & Procedures

For all our programs as regular students we only admit those persons having completed a personal interview. He or she must present proof of a High School Diploma, GED equivalent or State Certified Homeschooling Certificate. Also you will need Drivers license or picture ID and Social Security card. We do not accept ATB (Ability to Benefit) students.

The school does not offer GED programs, however GED programs are taught in the community. For information about where GED programs are offered, contact the Director of Education.

For admission information, the school is open from 9:00 A.M. to 5:00 P.M. Tuesday-Friday and Saturday or evening interviews may be arranged by appointment.

North Florida Cosmetology Institute will accept a transfer student providing the following conditions are satisfied.

1. A prospective student must attend a personal interview.
2. A prospective student must have a high school diploma or GED, Photo ID and Social Security Card.
3. If the student was terminated from the previous institution due to the use of drugs, alcohol, and/or unacceptable behavior, acceptance may not be permitted.
4. Credit will be given for amount of hours that the student earned at the previous institution and tuition will be adjusted accordingly, provided that an official affidavit of hours is received from the previous school attended by the transferring student. Students are required to complete 25% at North Florida Cosmetology Institute.
5. We do not recruit students already attending or admitted to another school offering a similar program of study.
6. Students must furnish a copy of their (1) driver's license, (2) social security card, and (3) high school or GED diploma. If they do not have copies on hand, they must bring originals, and copies will be made for them.

High School Diploma Validation Policy

1. Check all "suspicious looking" diplomas against the unacceptable list.
(I.e. no county or state denoted, no seal visible, looks homemade, etc.)
2. If transcript is provided, assure that "standard high school diploma" is stated.
3. If a GED is supplied, assure that the diploma is issued from the state where taken.
4. Military issued GED's are acceptable

5. On-line diploma's or "diploma test only" diplomas are not acceptable.
6. Admissions should report any questionable diplomas to Financial Aid for further evaluation and research.
7. Home educated students who apply for admission as having graduated from a home education program must present a valid home school affidavit according to Florida Statute 1007.263. (2a.)

Programs & Occupations Available

We offer seven programs for students who wish to become licensed in the cosmetology or barbering industry. They are shown below together with the number of hours (inclusive of theory and practical) required to complete training and become eligible for licensure. Each program is described more fully later in this catalog.

1. Cosmetology 1500 hours
2. Cosmetology 1200 hours
3. Restricted Barber 1200 hours
4. Barber 1200 hours
5. Full Specialist (Facial/Skin Care Specialist and Nail Technology) 600 hours
6. Facial/Skin Care Specialist 260 hours
7. Nail Technology 240 hours

The cosmetology and barbering industries are two of the more diverse career fields that licensed practitioners enter. Students are counseled on job opportunities that are available in a wide range of venues from single chair salons or shops to multi-million dollar, full service exclusive spas. Most newly licensed graduates are encouraged to continue developing their skills through employment in shops and salons where they gain experience by servicing clients and observing their more experienced peers. Students are also encouraged to explore opportunities in stand-alone shops and beauty salons, hotels, resorts, and shops located in shopping centers, department stores, discount super centers, nursing homes, and on cruise ships. They are also advised of potential opportunities in doctors' (dermatology and plastic surgery) offices, hospitals, and clinics.

Collection Policy

North Florida Cosmetology Institute, Inc. will make every effort to collect any and all monies due to the institution. North Florida Cosmetology Institute, Inc. will follow the Refund Policy guidelines. If in-house efforts are not effective, other means of collection, such as Small Claims Court or Local Credit Bureau will be explored. Student will be responsible for court cost and Attorney Fees. North Florida Cosmetology Institute, Inc. also acknowledges that at no time will promissory notes or contracts for tuition be sold to a third party, without signed authorization from the student or their financial advisor.

Additional Student Expenditures

Additional expenses students may incur: Department of Business and Professional Regulation (DBPR)

- Notebook and paper
- Transportation
- Replacement of any required equipment
- Florida Board of Cosmetology examination fee
- Exam site Computer Test Administrator fee
- Florida Board of Barbers examination and reexamination fees for restricted barber
- Florida Board of Barbers examination and reexamination fees for barber
- Full specialist fee to the DBPR
- Nail Technician fee to the DBPR
- Facial/Skin Care Specialist registration fee to the DBPR
- Fee to a Board certified provider for an HIV/AIDS course, grading, and certificate.
- Name tag fee

NOTE: The cost to the student for extra items such as instructional supplies or equipment is not refundable. Fees are established by the DBPR and are subject to change with our notice. The fee for the HIV/AIDS course is determined by provider and subject to change depending on the cost of printing.

Registration Fee

A \$25 registration fee is due at the time of initial interview - this fee is non-refundable. Upon enrollment the \$25 will be applied to the \$150 registration fee. The remainder of the registration fee - \$125 is payable upon a signed enrollment agreement. The fee is applied in full against the student's total cost. This is a nonrefundable fee unless the student notifies the school in writing within three business days of signing the enrollment agreement that they wish to cancel their enrollment.

Return Check Fee

A fee of \$25 is charged for any check that does not exceed \$50.00; \$30.00 if the check is greater than \$50.00, but does not exceed \$300.00; \$40.00 if the check is greater than \$300.00, or 5% of the amount of the check, whichever is greater. This fee will apply to a check returned from a financial institution due to insufficient funds or any other reason (Florida Statute 832.07).

Transcripts

Academic transcripts are available upon receipt of written request by the student or institution. Academic transcript or hours of attendance will be released only upon confirmation that the student does not owe the institution any outstanding balances. There is a \$25.00 fee for transcripts.

Tuition - Methods of Payment

Tuition payments can be arranged on convenient payment plans or by Federal Student Aid if the student qualifies. The following are methods of payment:

1. The school will allow a student to make in-house payments without interest as long as the loan is paid during the minimal time frame required for the program in which the student is enrolled. Weekly, bi-weekly, and monthly payment plans are available. Payments depend on the deposit at the time of enrollment, and which payment schedules the student selects.
2. Federal Student Aid for those who qualify. This includes Pell Grants and Direct Loans.
3. VA assistance for those who qualify.
4. Vocational rehabilitation assistance to those who qualify.
5. Florida Pre Paid and 529 Plans

Note: To apply for Federal Student Aid - www.fafsa.ed.gov - North Florida Cosmetology Institute's school code is 035573. We require a High School Diploma or GED, Social Security card, and Driver's License or ID card. We do not accept A.T.B. (ability to benefit) students.

Refund Policy

- A. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
- B. If a student (his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing within three (3) business days of the signing of an enrollment agreement or contract, all monies collected by the School shall be refunded. The postmark on the written notification will determine the cancellation date, or the date the information is delivered to the School Administration/Owner in person. This policy applies regardless of whether or not the student has actually started training.
- C. If a student cancels his/her enrollment after three (3) business days after signing, but prior to entering class, he/she shall be entitled to a refund of all monies paid to the School, less a registration fee of \$150.00.

- D. For students who enroll in and begin classes but withdraws prior to course completion (after 3 business days of signing contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage Time to Total Time of Course	Amount of Total School Tuition Owed
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% to 100%	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days of formal cancellation by the student or guardian, as defined in item (B) or formal termination by the school, which shall occur no more than fourteen (14) days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. Refunds shall be made within thirty (30) days of the date that the institution determines that the student has “withdrawn” for all non-title IV students.

- E. When situations of mitigating circumstances are in evidence, the school may provide a refund, which exceeds this refund policy.
- F. The cost of the books and supplies are not included in tuition adjustment computations. These items become the property of the student.
- G. If the school is permanently closed and no longer offers instruction in a course or program following enrollment, affected students shall be entitled to a pro-rata refund of tuition.
- H. If a course is cancelled subsequent to a student's enrollment, the school will provide a full refund of all monies paid.
- I. When the refund/R2T4 calculation is complete if there is a credit on the student's account we will repay the student's loans 1st and the remaining credit will be mailed to the student.

Students who do not return from a leave of absence, the date of withdraw date for the purpose of calculating a refund is always student's last day of attendance.

Return of Title IV Funds (R2T4)

Students receiving Unsubsidized/Subsidized/PLUS/Pell grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program by the school and/or the student in the following order, 1 -Unsubsidized Loans from FFELP or Direct Loan, 2 - Subsidized Loans from FFELP or Direct Loan, 3 -PLUS FFELP or Direct Loan, 4 - PLUS (Parent) FFELP or Direct Loan, 5 - Pell Grant. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

Termination Policy

Students must notify school administrator or instructor in writing of their intention to withdraw from school. If students fail to notify the school that they are withdrawing, formal dismissal or termination procedures shall ensue and will be based on monitoring the student's program participation which may include class attendance, examinations, tutorials, counseling and/or advising, or other academically related activities as may be deemed

advisable by the school. Students will be terminated if attendance and grades are not satisfactory the 1st month of enrollment and students can not re-enroll for 6 months after termination.

The following infractions will result in PERMANENT termination:

- Stealing
- Continuous Abuse of the Rules
- Drug Use

The following infractions will result in TEMPORARY termination:

- Failure to Obey Established Rules
- Disrupting the Class
- Abusing Patrons
- Profane Language
- Refusal to Service a Customer

North Florida Cosmetology Institute reserves the right to terminate any student who breaks the institutions rules and regulations. A copy of the school's termination policy will be given to students on the first day of class.

Attendance

The School must be notified if a student is unable to attend school for any reason. All days or classes from which the student is absent or tardy are recorded in the attendance book showing make-up time is needed. If the student does not attend within 14 days from the last day of attendance, he or she will be considered withdrawn and the student will be terminated as of their last date of attendance. Class cuts are not permitted and may be cause for dismissal.

A student who develops a pattern of tardiness (two or more per week) will be counseled and advised that if such actions continue, they may be cause for termination. Tardiness is defined as a late arrival consisting of 15 minutes or more from the starting of class.

Makeup Policy

Students are given 2 days each month to makeup test or assignments. Makeup days are schedule the 1st and 3rd Wednesday of each month test times are 11am and 1pm but are subject to change at any time. Students are given a calendar each month that shows the exact date and time of makeup days.

Leave of Absence Policy (LOA)

Requests for LOA must be submitted in advance in writing, include the reason for the request, and the student's signature. If unforeseen circumstances prevent the student from requesting the LOA in advance the institution may grant a LOA to a student if the institution documents the reason for its decision and collects the request from the student at a later date. Example – if a student was in an accident and needed a few weeks to recover, the student would not have been able to request for the LOA in advance – the beginning date of the LOA would be determined by the institution to be the first date the student was unable to attend school because of the accident.

- There shall be no more than two LOA in any 12-month month period and the LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. A leave of absence must not exceed sixty 60-days, unless for medical reasons. Medical leaves of absence must be documented and must not exceed 180-Days.
- The status of a student upon LOA absence will remain the same as prior to that leave.
- The institute will extend the student's contract period by the same number of days taken in the LOA. All parties must initial changes to the contract period on the enrollment agreement or an addendum must be signed and dated by all parties.
- The institute may not assess the student any additional charges as a result of the LOA.
- A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- Students who do not return from a leave of absence, the date of withdraw date for the purpose of calculating a refund is always student's last day of attendance.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. 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.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 1500	450 – 900 – 1350 clocked (actual) hours
Cosmetology 1200	450 – 900 clocked (actual) hours
Restricted Barber	450 – 900 clocked (actual) hours
Barber	450 – 900 clocked (actual) hours
Full Specialist	300 clocked (actual) hours
Facial/Skin Care Specialist	130 clocked (actual) hours
Nail Technology	120 clocked (actual) hours

*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.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% 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 least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	50	2250
Cosmetology (Part time, 15 hrs/wk) - 1500 Hours	100	2250
Cosmetology (Full time, 30 hrs/wk) - 1200 Hours	40	1800
Cosmetology (Part time, 10 hrs/wk) - 1200 Hours	80	1800
Restricted Barber (Full time, 30 hrs/wk) - 1200 Hours	40	1800
Restricted Barber (Part time, 30 hrs/wk) - 1200 Hours	80	1800
Barber (Full time, 30 hrs/wk) - 1200 Hours	40	1800
Barber (Part time, 30 hrs/wk) - 1200 Hours	80	1800
Full Specialist (Full time, 30 hrs/wk) - 600 Hours	20	900
Full Specialist (Part time, 15 hrs/wk) - 600 Hours	40	900
Facial/Skin Care Specialist (Full Time, 30 hrs/wk) - 260 Hours	9	390
Facial/Skin Care Specialist (Part time, 15 hrs/wk) - 260 Hours	17	390
Nail Technology (Full Time, 30 hrs/wk) - 240 Hours	8	360
Nail Technology (Part time, 15 hrs/wk) - 240 Hours	16	360

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 150% of the scheduled contracted hours.

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 70% 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:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will lose Title IV Funding eligibility; unless the student prevails upon appeal (see appeal procedure).

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress will be placed on probation and considered NOT making satisfactory academic progress. 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 on or before 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 be deemed ineligible to receive Title IV funds.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress or before the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

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 on or before 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 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.

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.

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.

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

All students are enrolled for a one month probationary period. Should the student's progress be unsatisfactory at the end of the probationary period, the student will be counseled to ascertain if he/she has a sincere desire in continuing the program in which they are enrolled.

In order to graduate, students must successfully complete the designated work assignments with a satisfactory average. Pass the final written examination with a satisfactory average upon completion of the required hours, and satisfy all financial obligations to the school.

All financial obligations in accordance with the terms of the contract must be fulfilled, and the student must schedule, and attend an exit interview prior to the last day of class.

Once all of the above requirements and financial obligations are met, students are awarded a Diploma at their exit interview together with the appropriate application they present to the Board of Cosmetology either for immediate licensure or to sit for the state examination for licensure.

Re-Entry

If a student has been granted an appeal for reinstatement, or is reentering the program after an interruption of training that commenced at the time the student withdrew, the following procedure will apply.

- A. The student will return at the rate of progress attained as he or she was at when the interruption of their training occurred.
- B. The student will be evaluated at the re-entry period. If at this time he/she has fallen below minimum standards, he/she will be terminated.
- C. A reentering student will be charged at the current tuition rate.

Placement & Advising Policy

Guidance and Advising will be provided from the time students begin classes until graduation or termination. Types of advising to be offered by the school are: Educational (as related to academic and attendance progress), financial (as required by applicable state and federal regulations), and occupational (information about licensure, employment etc.).

Placement is the final step of a student's educational training. The process begins with an interview with the Director of Education to discuss future employment goals. The Director of Education will then set up interviews, if and when possible, with appropriate personnel representing the many salons that are interested in employing North Florida Cosmetology Institute, Inc. graduates.

Tips on job interviewing techniques and a follow-up analysis of each interview are part of placement advising. By working closely with the Director of Education, the student will be able to match skills and interests with the jobs available.

North Florida Cosmetology Institute, Inc. does not guarantee employment to its students. The school placement assistance procedures include identifying employment opportunities, and advising students on appropriate means of realizing those opportunities.

Schedule & School Hours

All training must be under supervision of licensed instructor. All students enrolled in North Florida Cosmetology Institute must be taught theory and principals of all subjects before he/she is permitted to engage in the practice of beauty culture on the public.

The school week is Tuesday through Saturday. The weekly schedule is as follows:

Full-Time: Tuesday – Friday

Closed Sunday & Monday

9:00 – 10:30 Theory
10:30 – 10:45 Break
10:45 – 12:00 Theory
12:00 – 1:00 Lunch (off the clock)
1:00 – 3:00 Practical/Clinical
3:00 – 3:15 Break
3:15 – 4:30 Practical/Clinical
4:30 – 5:00 Sanitation/Clean Up

Part Time: Tuesday-Thursday & Saturday

Closed Sunday & Monday

Tuesday

5:30-7:00 Theory
7:00-7:15 Break
7:15-9:00 Theory

Wednesday and Thursday

5:30-7:00 Practical/ Clinical
7:00-7:15 Break
7:15-9:00 Practical/Clinical

Saturday

9:00 – 10:30 Practical/Clinical
10:30 – 10:45 Break
10:45 – 12:00 Practical/Clinical
12:00 – 1:00 Lunch (off the clock)
12:15 – 2:00 Practical/Clinical
1:00 – 3:00 Practical/ Clinical
3:00 – 3:15 Break
3:15 – 4:30 Practical/ Clinical
4:30 – 5:00 Sanitation/Clean Up

Program #1: Cosmetology 1500, Program Format, Description, & Tuition

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to hairdressing, cosmetology, skin care, and nails along with state laws. The Standard Textbook of Cosmetology/Barbering by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals, and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in cosmetology, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of cosmetology, hairdresser, nail, and skin care instructors. Students participate in group discussions, take notes, attend lectures, listen, and follow the directions of their instructor.

When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successful passage of a state board examination.

*Note: We offer Cosmetology 1500 (300 hour increase from Florida requirement) to give Georgia residence the opportunity to attend classes in Florida and return to Georgia for the state board, which requires 1500 hours.

Program # 1: Cosmetology Program 1500 – CIP 12.0401

Length: 1500 hours

Day Classes: Tuesday - Friday 9:00am to 5:00pm

Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm

Saturday: 9:00am to 5:00pm

Tuition:	\$14,625
Registration Fee:	\$150
Books:	\$350
Supplies :	\$1,325
Total Cost of Program:	\$16,425.00

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: The purpose of this program is to prepare a person for employment as a licensed hairdresser and cosmetologist (68005457), registered nails and facial specialist. Instruction is designed to qualify students for employment upon successfully passing the Florida Cosmetology License Examination or obtaining a registration from the Board of Cosmetology.

The content includes, but is not limited to communication skills, leadership skills, human relation skills, employability skills, safe and effective work practices, Florida Cosmetology Law and Rules, acquisition of knowledge of cosmetology/nails specialist and their related chemistry, bacteriology, anatomy, and physiology, art of make-up, and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nail specialist and facial specialist occupations.

Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Cosmetology Program 1500 Breakdown	Clock Hours	Services
COS 01	Orientation (Rules & Regulations)	20	
COS 02	Shampoo and Rinses	75	60
COS 03	Hair – Structure of Hair	60	
COS 04	Hair Styling	250	350
COS 05	Hair Shaping	150	125
COS 06	Hair and Scalp Treatments	50	60
COS 07	Permanent Waving and Chemical Relaxing/Straightening	230	65
COS 08	Hair Coloring and Hair Lightening	185	45
COS 09	Manicures and Pedicures	120	20
COS 10	Facials and Makeup	260	40
COS 11	Salon Management	20	
COS 12	Sterilization, Sanitation, and Bacteriology	35	
COS 13	Florida Law and HIV/AIDS	18	
COS 14	Hygiene, Good Grooming and Personal Development	25	
COS 15	Compensation and Payroll Deductions	2	
	Total Hours and Services	1500	765

COS 01 – Orientation (Rules and Regulations) - Overview of school rules, policies, procedures and regulations
COS 02 – Shampoo and Rinses - Detailed instruction on the use of shampoo and chemicals for cleansing the scalp and hair in preparation for additional hair services and treatments
COS 03 – Hair – Structure of Hair -Learn and understand the growth structure and composition of the hair.

COS 04 – Hair Styling - Learn techniques to complete hair styling and finishing per the client’s request and to their satisfaction.

COS 05 – Hair Shaping - Learn basic hair cutting and shaping techniques utilizing shears, razors and clippers.

COS 06 – Hair and Scalp Treatments - Instruction on identifying hair and scalp treatments to keep hair and scalp in a healthy condition

COS 07 – Permanent Waving and Chemical Relaxing/Straightening -Detailed instruction regarding the techniques used for chemically treating the hair and re-arranging the basic structure

COS 08 - Hair Coloring and Hair Lightening - Learn the art of conducting a color service to either deposit color or lighten the original hair color - Product Chemistry (8 Hours).

COS 09 – Manicure and Pedicures - Detailed instruction on the proper care of the hands and feet and learn to identify nail disorders and sanitation.

COS 10 – Facials and Make-Up (2 Hours) - Learn skin management and treatments: Hair Removal (3 Hours), Facial Techniques, Contraindications (66 Hours), Skin Theory, Disease and Disorders of the Skin (85 Hours). Learn skin types and conditions, cosmetic color theory and basic make up application and procedures.

COS 11-Salon Management - Learn the basic principles needed to open and operate a successful salon and salon Ethics and practices (2 Hours).

COS 12 – Sterilization, Sanitation (10 Hours) and Bacteriology, and Basics of Electricity (8 Hours) - Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

COS 13 – Florida Law and HIV/AIDS (9 Hours) - Overview of Florida Law regarding HIV/AIDS for student and client protection as well as health and economic matters.

COS 14 – Hygiene, Good Grooming and Personal Development - Learn principles of personal hygiene and wellness thru sanitary practices.

COS-15 - Compensation and Payroll Deductions - Comparison of commission vs payroll deduction employee

Program #2: Cosmetology 1200, Program Format, Description, & Tuition

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to hairdressing, cosmetology, skin care, and nails along with state laws. The Standard Textbook of Cosmetology by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in cosmetology, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of cosmetology, hairdresser, nail, and skin care instructors. Students participate in group discussions, take notes, attend lectures, and follow the directions of their instructor. When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successful passage of a state board examination.

Program # 2: Cosmetology Program 1200 – CIP 12.0401

Length: 1200 hours
 Day Classes: Tuesday – Friday 9:00am to 5:00pm
 Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
 Saturday: 9:00am to 5:00pm

Tuition:	\$11,700
Registration Fee:	\$150
Book:	\$350
Supplies:	\$1,325
Total Cost of Program:	\$13,500.00

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: The purpose of these programs is to prepare a person for employment as a licensed hairdresser and cosmetologist (68005457), registered nails or facial specialist. Instruction is designed to quality students for employment upon successfully passing the Florida cosmetology license examination or obtaining a registration from the Board of Cosmetology.

The content includes, but is not limited to, communication skills, leadership skills human relations skills, and employability skills, safe and efficient work practices, Florida cosmetology law and rules, acquisition of knowledge of cosmetology/nails specialist and their related chemistry, bacteriology, anatomy, and physiology, art of make-up, and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nail specialist and facial specialist occupations.

Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Cosmetology Program 1200 Breakdown	Clock Hours	Services
COS 01	Orientation (Rules & Regulations)	18	
COS 02	Shampoo and Rinses	60	50
COS 03	Hair – Structure of Hair	35	
COS 04	Hair Styling	200	300
COS 05	Hair Shaping	100	75
COS 06	Hair and Scalp Treatments	30	45
COS 07	Permanent Waving and Chemical Relaxing/Straightening	162	65
COS 08	Hair Coloring and Hair Lightening	175	45
COS 09	Manicures and Pedicures	120	20
COS 10	Facials and Makeup	260	40
COS 11	Salon Management	10	
COS 12	Sterilization, Sanitation, and Bacteriology	15	
COS 13	Florida Law and HIV/AIDS	8	
COS 14	Hygiene, Good Grooming and Personal Development	5	
COS 15	Compensation and Payroll Deductions	2	
	Total Hours and Services	1200	640

COS 01 – Orientation (Rules and Regulations) - Overview of school rules, policies, procedures and regulations

COS 02 – Shampoo and Rinses - Detailed instruction on the use of shampoo and chemicals for cleansing the scalp and hair in preparation for additional hair services and treatments

COS 03 – Hair – Structure of Hair - Learn and understand the growth structure and composition of the hair.

COS 04 – Hair Styling - Learn techniques to complete hair styling and finishing per the client’s request and to their satisfaction.

COS 05 – Hair Shaping - Learn basic hair cutting and shaping techniques utilizing shears, razors and clippers.

COS 06 – Hair and Scalp Treatments - Instruction on identifying hair and scalp treatments to keep hair and scalp in a healthy condition

COS 07 – Permanent Waving and Chemical Relaxing/Straightening -Detailed instruction regarding the techniques used for chemically treating the hair and re-arranging the basic structure

COS 08 - Hair Coloring and Hair Lightening - Learn the art of conducting a color service to either deposit color or lighten the original hair color - Product Chemistry (8 Hours).

COS 09 – Manicure and Pedicures - Detailed instruction on the proper care of the hands and feet and learn to identify nail disorders and sanitation.

COS 10 – Facials and Make-Up (2 Hours) - Learn skin management and treatments: Hair Removal (3 Hours), Facial Techniques, Contraindications (66 Hours), Skin Theory, Disease and Disorders of the Skin (85 Hours). Learn skin types and conditions, cosmetic color theory and basic make up application and procedures.

COS 11-Salon Management - Learn the basic principles needed to open and operate a successful salon and salon Ethics (2 Hours) and practices.

COS 12 – Sterilization, Sanitation (10 Hours) and Bacteriology, and Basics of Electricity (8 Hours) - Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

COS 13 – Florida Law and HIV/AIDS (9 Hours) - Overview of Florida Law regarding HIV/AIDS for student and client protection as well as health and economic matters.

COS 14 – Hygiene, Good Grooming and Personal Development - Learn principles of personal hygiene and wellness thru sanitary practices.

COS-15 - Compensation and Payroll Deductions - Comparison of commission vs. payroll deduction employee

Program #3: Barber, Program Format, Description, & Tuition

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to Barbering, cosmetology and, skin care along with state laws. The Standard Textbook of Cosmetology by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in barbering, and skin care. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of Barber, and skin care instructors. Students participate in group discussions, take notes, attend lectures, and follow the directions of their instructor.

When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successful passage of a state board examination.

Program # 3: Barber Program – CIP 12.0402

Length: 1200 hours
 Day Classes: Tuesday – Friday 9:00am to 5:00pm
 Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
 Saturday: 9:00am to 5:00pm

Tuition: \$11,700
 Registration Fee: \$150
 Book: \$325
 Supplies: \$1,325
 Total Cost of Program: \$13,500.00

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: The successful completion of this course qualifies the individual for a license to practice barbering in the State of Florida.

The program content includes, but is not limited to communication skills, leadership skills, human relations skills and employability skills, efficient work practices, business development, Florida barbering laws and rules, safety, sanitation and sterilization, and the acquisition of knowledge of barbering especially as it relates to chemistry, bacteriology, anatomy and physiology, and the development of skills in performing the manipulative and electrical techniques required to practice hair cutting, hair and scalp therapy, hair shampooing and styling, shaves and beard and mustache trimming, facials, hair coloring, and permanent waving and relaxing.

Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Barber Program Breakdown	Clock Hours	Services
BAR 01	Florida Laws, Rules, and HIV/AIDS (4 hours)	150	
BAR 02	Safety, Sanitation, and Sterilization	325	
BAR 03	Hair Structure and Chemistry	50	
BAR 04	Hair Cutting and Styling	200	685
	Taper Cuts		
	Freehand		
	Shear Over Comb		
	Clipper Over Comb		
	Style Cuts Including Blow Drying		
BAR 05	Shampooing	73	170
BAR 06	Chemical Services	350	155
	Permanent Waving		
	Coloring and Bleaching		
	Hair Relaxing and Curling		
	Hair and Scalp Therapy		
BAR 07	Shaving, Beard, Mustache Trimming, and Facials	50	272
BAR 08	Compensation and Payroll Deductions	2	
	Total Hours and Services	1200	1282

BAR 01 – Florida Laws, Rules, and HIV/AIDS (4 hours) - Overview of Florida laws, rules, regulations and expectations. Cover school policies and procedures.

BAR 02 – Safety, Sanitation, and Sterilization - Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

BAR 03 – Hair Structure and Chemistry - Learn and understand the growth structure and composition of the hair.

BAR 04 – Hair Cutting and Styling - Learn techniques to complete hair styling and finishing per the client’s request and to their satisfaction. Learn basic hair cutting and shaping techniques utilizing shears, razors and clippers.

BAR 05 – Shampooing - Detailed instruction on the use of shampoo and chemicals for cleansing the scalp and hair in preparation for additional hair services and treatments.

BAR 06 – Chemical Services - Detailed instruction regarding the techniques used for chemically treating the hair and re-arranging the basic structure. Learn detailed instruction regarding the techniques used for chemically treating the hair and rearranging the basic structure. Learn the art of conducting a color service to either deposit color or lighten the original hair color.

BAR 07 – Shaving, Beard, Mustache Trimming and Facials - Learn to utilize specific instruments and techniques for shaving, beard and mustache trimming. Learn skin types and conditions as well as specific instruction for male facials.

BAR 08 - Compensation and Payroll Deductions - Comparison of commission vs payroll deduction employee

Program #4: Restricted Barber, Program Format, Description, & Tuition

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to Sanitation, Hair

Structure Hair cutting and Styling along with state laws. The Standard Textbook of Barbering by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in Barbering. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of Barbering instructors. Students participate in group discussions, take notes, attend lectures, and follow the directions of their instructor.

When ready, students are assigned patrons and it is at this point that they learn to work with the public; performing the same services they will do in the barbershop upon graduation and successful passage of a state board examination.

Program # 4: Restricted Barber Program – CIP 12.0402

Length: 1200 hours
 Day Classes: Tuesday – Friday 9:00am to 5:00pm
 Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
 Saturday: 9:00am to 5:00pm

Tuition: \$11,700
 Registration Fee: \$150
 Book: \$350
 Supplies: \$1,325
 Total Cost of Program: \$13,500.00

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: The successful completion of this course qualifies the individual for a license to practice restricted barbering in the State of Florida.

The program content includes, but is not limited to communication skills, leadership skills, human relations skills and employability skills, efficient work practices, business development, Florida barbering laws and rules, safety, sanitation and sterilization, and the acquisition of knowledge of barbering especially as it relates to chemistry, bacteriology, anatomy and physiology, and the development of skills in performing the manipulative and electrical techniques required to practice hair cutting, hair and scalp therapy, hair shampooing and styling, shaves and beard and mustache trimming.

Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Restricted Barber Program Breakdown	Clock Hours	Services
BAR 01	Florida Laws, Rules, and HIV/AIDS (4 hours)	200	
BAR 02	Safety, Sanitation, and Sterilization	400	
BAR 03	Hair Structure and Chemistry	73	
BAR 04	Hair Cutting and Styling	300	685
	Taper Cuts		
	Freehand		
	Shear Over Comb		

	Clipper Over Comb		
	Style Cuts Including Blow Drying		
BAR 05	Shampooing	100	200
BAR 06	Shaving, Beard and Mustache Trimming	125	150
BAR 07	Compensation and Payroll Deductions	2	
	TOTAL HOURS and SERVICES	1200	1035

BAR 01 – Florida Laws, Rules, and HIV/AIDS (4 hours) - Overview of Florida laws, rules, regulations and expectations. Cover school policies and procedures.

BAR 02 – Safety, Sanitation and Sterilization - Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

BAR 03 – Hair Structure and Chemistry - Learn and understand the growth structure and composition of the hair.

BAR 04 – Hair Cutting and Styling - Learn techniques to complete hair styling and finishing per the client’s request and to their satisfaction. Learn basic hair cutting and shaping techniques utilizing shears, razors and clippers.

BAR 05 – Shampooing - Detailed instruction on the use of shampoo and chemicals for cleansing the scalp and hair in preparation for additional hair services and treatments.

BAR 06 – Shaving, Beard, and Mustache Trimming - Learn to utilize specific instruments and techniques for shaving, beard and mustache trimming.

BAR 07 - Compensation and Payroll Deductions - Comparison of commission vs payroll deduction employee

Program #5: Full Specialist, Program Format, Description, & Tuition

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn theory related to cosmetology, skin care, and nails along with state laws. The Standard Textbook of Nails & Skin Care is the main source of theory and is supplemented with other appropriate resource books, journals, and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in cosmetology, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of cosmetology, hairdresser, nail, and skin care instructors. Students participate in group discussions, take notes, attend lectures, and follow the directions of their instructor.

When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation.

Note: We offer Full Specialist 600 (increase of 100 hours from the Florida requirement) to give students the opportunity to apply and receive Financial Aid to those who qualify.

Program # 5: Full Specialist (Facial/Skin Care Specialist and Nails) – CIP 12.0499

Length: 600 Hours
Day Classes: Tuesday - Friday 9:00am to 5:00pm

Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
Saturday: 9:00am to 5:00pm

Tuition: \$5,850
Registration Fee: \$150
Books: \$660
Supplies: \$690
Total Cost of Program: \$7,350.00

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: This program is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It provides the student with an opportunity to become competent in facials, makeup, manicures, pedicures, and applying artificial nails and wraps. The tuition for this course includes a selection of supplies and equipment. Prior to completion, performance of designated procedures is required.

Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Full Specialist Program Breakdown	Clock Hours	Services
FS 01	Professional Image and Ethics	5	
FS 02	Bacteriology, Sanitation, and Sterilization	17	5
FS 03	Florida Law, Safety Precautions, and Nutrition	11	
FS 04	Anatomy and Physiology of the Skin and Nails	14	
FS 05	Disorders/Chemistry of the Skin and Nails	14	
FS 06	Salon Management and Conduct	19	
FS 07	HIV/AIDS	4	
FS 08	Successful Business Operations and State Licensure	12	
FS 09	Facial Procedures/Make-up Application	200	50
FS 10	Facial and Body Waxing Procedures	102	50
FS 11	Manicure and Pedicure Procedures	40	30
FS 12	Nail Theory, Practice, and Related	120	50
FS 13	Wraps, Gels and Mending Procedures	24	25
FS 14	Nail Removal and Nail Care	16	15
FS 15	Compensation and Payroll Deductions	2	
	Total Hours and Services	600	225

The following items are provided in skin care rooms. Equipment includes Concept 4 – High Frequency, vacuum, spray, brush, magnifying lamp, Vapor steamer, sterilizer, wax melting containers, and wax. Back bar supplies: Cleaners, masks, moisturizers, and astringents. Other supplies are: Make-up brushes, extractor,

FS 01 – Professional Image and Ethics (2 Hours) -Learn to demonstrate good conduct and moral judgment. Learn human relationship skills and professional imaging.

FS 02 – Bacteriology, Sanitation, and Sterilization (10 Hours) - Learn to promote good health by sanitizing implements and equipment in accordance to state regulation. Set up, use, maintenance of electrical devices.

FS 03 – Florida Law, Safety Precautions, and Nutrition - Overview of Florida Law, OSHA and State rules and regulations. Learn proper nutrition guidelines.

FS 04 – Anatomy and Physiology of the Skin and Nails - Learn the science and structure of the skin. Determine the scientific basis for the proper application for services and products.

FS 05 – Disorders/Chemistry of the Skin and Nails - Learn disorders and treatments for skin and nail conditions and diseases.

FS 06 – Salon Management and Conduct - Learn the basic principles needed to open and operate a successful salon as well as professional conduct.

FS 07 – HIV/AIDS - Overview of Florida Law regarding HIV/AIDS (9 Hours) for student and client protection as well as health and economic matters.

FS 08 – Successful Business Operations and State Licensure - Learn the basic principles needed to open and operate a successful salon. Prep for state board testing.

FS 09 – Facial Procedures/Make-up Application (2 Hours) – Manual Extractions - Facials performed for client by skin type. Make over process completed by client request utilizing full range of make up applications. Areas of study Basic Electricity (8 Hours), Facial Techniques, Contraindications (66 Hours), Product Chemistry (8 Hours), Skin Theory, Disease, and Disorders of the Skin (85 Hours).

FS 10 – Facial and Body Waxing Procedures - Facial, Body Waxing, Hair removal (3 Hours), Lash and brow tinting, eyelash applications

FS 11 – Manicure and Pedicure Procedures - Manicures and pedicures done for proper care of the hands and feet per client request.

FS 12 – Nail Theory, Practice, and Related (85 Hours): Acrylics, Sculptured and Tips - Actual services performed by students by applying product to the natural nail per request.

FS 13 – Wraps, Gels, and Mending Procedures - Services performed to mend natural nails.

FS 14 - Nail Removal and Nail Care - Actual removal of nail product from natural nails and aftercare procedures.

FS 15 - Compensation and Payroll Deductions - Comparison of commission vs. payroll deduction employee

Program #6: Facial/Skin Care Specialist, Program Format, Description, & Tuition

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory consists of hours of instruction where students learn the theory related to skin care and state laws. The Standard Textbook of Esthetics by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in skin care. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of skin care instructors. Students participate in group discussions, take notes, attend lectures, and follow the directions of their instructor.

When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation.

Program # 6: Facial/Skin Care Specialist – CIP 12.0409

Length: 260 hours

Day Classes: Tuesday - Friday 9:00am to 5:00pm

Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
Saturday: 9:00am to 5:00pm

Tuition:	\$2,535
Registration Fee:	\$150
Books:	\$330
Supplies:	\$470
Total Cost of Program:	\$3,485.00

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: This program is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It provides the student an opportunity to become competent in facial procedures and the application of makeup. Tuition includes selection of supplies and equipment. Prior to completion, performance of designated procedures is required.

Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Facial/ Skin Care Specialist Breakdown	Clock Hours	Services
SKN 01	Professional Image and Ethics	5	
SKN 02	Bacteriology, Sanitation and Sterilization	10	5
SKN 03	Florida Law, Basics of Electricity, and Nutrition	15	
SKN 04	Anatomy and Physiology of the Skin	15	
SKN 05	Skin Theory, Product Chemistry, and Disorders of the Skin	95	
SKN 06	Salon Management and Business Operations	5	
SKN 07	HIV/AIDS	4	
SKN 08	Facial Techniques and Contraindications	70	45
SKN 09	Facial , Body Waxing, and Hair Removal Procedures	20	20
SKN 10	Color Analysis, Makeovers, Lash-Brow Tinting, and procedures	16	30
SKN 11	Compensation and Payroll Deductions	5	
	Total Hours and Services	260	100

SKN 01 – Professional Image and Ethics (2 Hours) - Learn to demonstrate good conduct and moral judgment. Learn human relationship skills and professional imaging.

SKN 02 – Bacteriology, Sanitation, and Sterilization (10 Hours) - Learn to promote good health by sanitizing implements and equipment in accordance to state regulation. Set up, use, maintenance of electrical devices.

SKN 03 – Florida Law, Basic of Electricity (8 Hours), and Nutrition - Overview of Florida Law, OSHA and State rules and regulations. Learn proper nutrition guidelines.

SKN 04 – Anatomy and Physiology of the Skin - Learn the science and structure of the skin. Determine the scientific basis for the proper application for services and products.

SKN 05 – Skin Theory, Product Chemistry, and Disorders of the Skin (93 Hours) - Learn disorders and treatments for skin conditions and diseases.

SKN 06 – Salon Management and Business Operations - Learn the basic principles needed to open and operate a successful salon as well as professional conduct.

SKN 07 – HIV/AIDS (9 Hours) - Overview of Florida Law regarding HIV/AIDS for student and client protection as well as health and economic matters.

SKN 08 – Facial Techniques and Contraindications (66 Hours) - Actual facials performed for client by skin type – Facial Techniques, Contraindications and Manual extractions.

SKN 09 – Facial, Body Waxing, and Hair Removal Procedures (3 Hours) - Actual facial and body waxing in specific area, by customer request.

SKN 10 – Color Analysis, Makeovers (2 Hours), Lash-Brow Tinting - Make over process completed by client request utilizing full range of make up applications. Learn to tint brows and lashes and also Eyelash application, including strip lashes, individual lashes, and semi-permanent lashes. Learn to perform color analysis by skin type.

SKN 11 - Compensation and Payroll Deductions - Comparison of commission vs. payroll deduction employee

Program #7: Nail Technology, Program Format, Description, & Tuition

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to cosmetology, skin care, and nails along with state laws. The Standard Textbook of Nail Technology by Milady is the main source of theory and it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in cosmetology, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of nail technology instructors. Students participate in group discussions, take notes, attend lectures, and follow the directions of their instructor. When ready, students are assigned patrons and it is at this

point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation.

Program # 7: Nail Technology - CIP 12.0410

Length: 240 hours
 Day Classes: Tuesday - Friday 9:00am to 5:00pm

Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
 Saturday: 9:00am to 5:00pm

Tuition: \$2,340
 Registration Fee: \$150
 Books: \$330
 Supplies: \$370
 Total Cost of Program: \$3,190.00

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: This program is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide students with the required experience to perform manicures, pedicures, apply artificial nails and nail wraps confidently. This program includes a selection of supplies and equipment, sanitation procedures, and performing designated procedures.

Items that are included in the Nail Technology program are tips, cotton, lotion, sanitizers, manicures bowls, and acetone. Students will also be given Manicure, Pedicure and Acrylic supplies.

Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Nail Technology Program Breakdown	Clock Hours	Services
NLS 01	Professional Image and Ethics	2	
NLS 02	Bacteriology, Sanitation and Sterilization	4	
NLS 03	Florida Law, Safety Precautions and Nutrition	5	
NLS 04	Nail Theory, Chemistry, and Disorders of the Nails	85	
NLS 05	HIV/AIDS	4	
NLS 06	Manicure/Pedicure Procedures	30	30
NLS 07	Acrylics: Sculptured, Tips, and Fill-ins	75	80
NLS 08	Wraps, Gels, and Mending Procedures	25	25
NLS 09	Nail Removal, Nail Care, Polishing, and Nail Art	10	15
	Total Hours and Services	240	150

NLS 01 – Professional Image and Ethics (2Hours) – Learn to demonstrate good conduct and moral judgment. Learn human relationship skills and professional imaging.

NLS 02 – Bacteriology, Sanitation and Sterilization (4Hours) – Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

NLS 03 – Florida Law (5Hours), Safety Precautions and Nutrition - Overview of Florida Law, OSHA and State rules and regulations. Learn proper nutrition guidelines.

NLS 04 – Nail Theory, Chemistry, and Disorders of the Nails (85Hours) - Learn disorders and treatments for nail conditions and diseases.
NLS 05 – HIV/AIDS (4Hours) – Overview of Florida Law regarding HIV/AIDS for student and client protection as well as health and economic matters.
NLS 06 – Manicure /Pedicure Procedures (30Hours) - Manicures and pedicures done for proper care of the hands and feet per client request.
NLS 07 – Acrylics: Sculptured and Tips (75Hours) - Actual services performed by students by applying product to the natural nail per request.
NLS 08 – Wraps, Gels, and Mending Procedures (25Hours) - Services performed to mend natural nails.
NLS 09 – Nail Removal, Nail Care, Polishing, and Nail Art (10Hours) - Actual removal of nail product from natural nails, aftercare procedures, and Nail Art.

Student Records, Policies, & Procedures

North Florida Cosmetology Institute has developed the following policy in accordance with the requirements of Section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA). For the purposes of this policy, North Florida Cosmetology Institute has used the following definition of terms:

- Student – any person who attends or has attended North Florida Cosmetology Institute, Inc.
- Parent or Legal Guardian – person legally responsible for a minor student.
- Educational Records – any records (in handwriting, print, or on tapes, film, or other medium) of students attending NFCI are maintained and located onsite for a least 5 years after they are moved to The Storage Center on North Monroe.

Educational Records Inspection Procedures

Students or parent(s)/guardian of minor students may inspect and review their education records upon request to the office. Students or parent(s)/guardian of minor students shall submit to the office a written request that identifies the specific record or records to be inspected.

The Director of Education or an authorized staff person will make the needed arrangements for access as promptly as possible and notify the student or parent/guardian in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student or parent/guardian of a minor student may inspect and review only the record(s) that relate to the student, and only the record(s) specifically identified for inspection in the written request.

Access Refusal Right

The School reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were placed in file before January 1, 1975.
3. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies Right

The School reserves the right to deny official transcripts of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the school.

Fee for Copies of Records

The fee for copies will be \$2.00 per page, up to maximum of \$20.00

Disclosure of Educational Records

The School will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.
A school official is:
 - A person employed by the school in an administrative, supervisory, academic or research, or support staff position.
 - A person employed by or under contract to the school to perform special task, such as the attorney or auditor.
A school official has legitimate educational interest if the school is:
 - Performing a task that is specified in his or her position description or by a contractual agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To certain officials of the U.S. Department of Education, NACCAS, the Comptroller General, and the state and local educational authorities, in connection with certain state or federally supported education programs.
3. In connection with a student's or the parent(s)/guardian of a minor student request for financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the financial aid.
4. If required by a state law requiring disclosure that was adopted before November 19, 1974.
5. To accrediting organizations to carry out their functions.
6. To comply with a judicial order or a lawfully issued subpoena.
7. To appropriate, legitimate parties in an emergency where the health and/or safety of a student may be in jeopardy.

"Guardian" as referred to above and in all other locations in this catalog means "legal" guardian as defined by the Laws of the State of Florida.

Record or Request for Disclosure

The School will maintain a record of all requests and/or disclosure of information from a student's education records for a period of at least three years. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interested the party had in requesting or obtaining the information. The parents or eligible student may review the record.

Correction of Educational Records

Students, and/or parents of a minor student, have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are procedures for the correction of the records:

1. A student and/or parents of a minor student must ask school official to amend a record. In doing so, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.

2. The School may or may not comply with the request. If a decision is made not to comply, we will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the school will arrange for a hearing and notify the student, and/or parents of a minor student, reasonably in advance, of the date, place, and time of the hearing.
4. A hearing officer who is a disinterested party will conduct the hearing; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals may assist the student, including an attorney.
5. The school will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the hearing officer decides that the challenged information is not inaccurate, misleading, or not in violation of the student's right of privacy, the student will be notified that they have a right to place in their record a statement commenting on the challenged information, and a statement setting forth any reasons they may have for disagreeing with the decision of the hearing officer.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained, or for a period of not less than three years. If the school discloses the contested portion of the records, it must also disclose the statement.
8. If it is decided by the hearing officer that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, and/or parent of a minor student, in writing, that the record has been amended.

Right to Privacy Policy & Release of Information Policy

North Florida Cosmetology Institute does not release information about individual students except when requests are made in full compliance with the above described policies and procedures.

Internal Grievance Procedure

1. Complaint from student, teacher, or other interested party may be filed against the school. The complaint must be in writing and given to the school's owner or director. The written complaint should document the allegation or nature of the complaint.
2. A school representative will meet with the complainant within ten days of receipt of the written complaint. If the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The school will document the meeting in writing and the complainant will be provided a copy at the time of the meeting.
3. The institution's committee will consist of at least three individuals who must meet within 21 days after a written complaint is received to review allegations.
4. If more information is needed, a letter will be written outlining the additional information required and sent to the complainant. If no further information is needed, the complaint committee will act on the allegations and a letter describing the committee's recommended solution will be sent to the complainant within fifteen days of the meeting.
5. If the complainant wishes to pursue the matter further, a complaint form is available through NACCAS, 4401 Ford Ave. Suite 1300 Alexandria, VA. 22302, (703) 600-7600. NACCAS will be contacted only if all avenues to resolve the problem through the school's complaint system have been exhausted.

The Family Educational Rights and Privacy Act (FERPA)

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 call 1-800-437-0833 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