

# Bella Academy of Cosmetology

## STUDENT CATALOG



Bella Academy of Cosmetology 1440 S. 39th St.  
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Department of Regulation & Licensing, PO Box 8935, Madison, Wisconsin 53708 (608) 267-5511. License # 141-087.	NACCAS (National Accrediting Commission of Career Arts and Sciences) 3015 Colvin St Alexandria, Virginia 22314 Main Telephone: (703) 600-7600 NACCAS #059049-00
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### Proprietors

Bella Academy of Cosmetology is owned and operated by Dennis Lehman & Maureen Lehman, Mark Lindekugel & Kelly Lindekugel, Mike Martin & Stacy Martin.

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## Mission Statement

Bella Academy of Cosmetology provides the environment and learning opportunities for all students, so as graduates they will possess the confidence and skills which will enable them to successfully excel in their chosen field.

## History

Bella Academy of Cosmetology began educating students in Cosmetology Practitioner in September, 2010. The Academy began as an idea that if students had smaller class sizes and more individual attention they would excel in this wonderful career. Bella Academy of Cosmetology alumni have been advancing in their careers in high end, full-service salons, corporate salons and barber shops. The feedback Bella Academy has received from former students affirms that our educational experience is complete.

## Directors

Christine Dennis, Director of Education, 7 yrs. experience; Maureen Lehman Co-Director of Education 12 yrs. experience; Mark Lindekugel, Director of Finance, 7 yrs. experience; Sara Schneider, Admissions; 5 yrs. experience, Karen Vander Werrf Financial Aid.
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### Faculty

Christine Dennis, Instructor, Dayla Riesterer, Instructor
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### Substitute Instructor

Maureen Lehman, Alison Staudinger, Jeffrey McConachie
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## Why Choose Bella Academy of Cosmetology

Bella Academy of Cosmetology is a state-of-the-art institution offering courses in Cosmetology Practitioner, and Barbering. What makes Bella Academy of Cosmetology your best choice to prepare for your career as a Cosmetology Practitioner?

- Small class sizes. We have made a commitment to give every student the best opportunity to succeed. You won't get lost in the crowd here!
- Our instructors do not simply teach; they are successfully working in the career fields they teach. Along with teaching, your instructors will share their practical experiences, which is always a benefit to learning.
- Bella Academy of Cosmetology already has many licensed Cosmetologists who have chosen us as their educational institute to receive continuing education courses.
- We promise to stay true to our commitment to graduation quality, not quantity.
- Bella Academy of Cosmetology offers free, on-site parking.
- Bella Academy of Cosmetology has above average completion, pass and placement ratios. These ratios are available to each applicant prior to enrollment.

**Admissions Requirements:** Bella Academy of Cosmetology makes admissions decisions based on each applicant's interest, aptitude and ability. Prospective enrollees in both the Cosmetology Practitioner and Barbering must submit the completed enrollment application and provide the following, to be copied by the school:

- A valid driver's license or birth certificate, verifying that the student applicant is at least 17 years of age.
- A Social Security card or Passport.
- A high school diploma, GED Certificate, or the equivalent.
- A \$100.00 non-refundable enrollment fee.
- A written/typed essay explaining why you would like to attend Bella Academy, why you would be a good fit here, your hobbies, interests and any organizations you belong to, including volunteer work.
- An application form and essay
- Not have an addiction to illegal substances or be under the influence of alcohol or drugs

## Transfer Students/Re-entry:

Will be accepted in accordance with the Wisconsin Department of Safety and Professional Services rules and regulations and must submit the above materials, as well as:

- A copy of a transcript of cumulative hours completed, with a breakdown of individual educational areas, i.e. haircutting, permanent waving, coloring or other. Transfer hours that are accepted are counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.
- Certification of hours from the Wisconsin Department of Safety and Professional Services of previously attended school.
- Transfer hours that are accepted and counted both as attempted and completed hours for the determination of when the maximum allowable time frame has been exhausted.
- The school will charge a \$175 re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination.
- The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdraw date unless mitigating circumstances apply.
- Evaluation period for transfer students is based on actual contracted hours.

## Temporary Training Interruptions

Authorized student absences include illness, hospitalization, jury duty and emergency absences due to death or serious illness in the immediate family. It would be unreasonable to place students not making satisfactory progress on a two-week leave of absence and subsequently, on their return, consider them to be making satisfactory progress. In this respect an instructor will be personally assigned the responsibility to develop a make-up practical and testing schedule in sufficient detail to ensure the student has the opportunity to achieve acceptable standards in attaining Satisfactory Academic Progress. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making academic progress until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be on warning. The preceding conditions apply to all students eligible or non-eligible to receive financial aid assistance. A student's contract period and maximum time frame will be extended a number of days equal to their approved Leave of Absence.

## Graduation Requirements

In order to graduate, students must successfully complete the designated work assignments, the required number of hours for their chosen course and **\*pass the final written and practical examination with a minimum grade of 80%.** Students will, upon graduation and after financial obligations to Bella Academy of Cosmetology are satisfied, **receive a diploma and transcript for their course of study.**

## Return of Title IV Funds:

If a student (parent/guardian in the case of a student under legal age) cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's Financial Aid Director/Owner in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

**If a student completes the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated and that may result in liabilities owed by the student/and or institution, if applicable.**

The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student withdrawal can include those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or unapproved Leave of Absence, 2) those who were terminated from enrollment. 3) those who withdrew from the program and notified the school, 4) the school was notified by a second party due to circumstances beyond the student's control. All R2T4 calculations are based on the student's last date of attendance as provided by the student's attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.

**The calculation for the percent of completion of the payment period is as follows:**

Bella Academy will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty-five (45) days of the earlier of 1) date the school sends the student notification of the over award 2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment

of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for

additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from the school. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the schools refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the schools Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges.

If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required

If the school is allowed a post withdrawal disbursement, the school will advise the student or parent they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty-five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date the school determined the student withdrew.

If the schools Institutional Refund Calculation indicates the student still owes the school, the debt to the school must be paid in full before the release of transcripts (unless your state law indicated otherwise).

**The school's responsibility in regard to the Return to Title IV funds are as follows:**

- To provide students with the information contained in the R2T4 Policy.
- Identifying student who have withdrawn and will be affected by the R2T4 Policy.
- Return all unearned Title IV Funds in compliance with The Department of Education requirements.
- Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the school in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal. (Should the student complete the program earlier than the estimated date in the contract, the student financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution if applicable.)

## Institutional Refund Policy:

The Bella Academy of Cosmetology Refund Policy embodies the State of Wisconsin refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure, and shall apply after the Return of Title IV Funds calculation has been made, if applicable, to the remaining tuition payments once the student has started actual class attendance. The "percentage of enrollment time" refers to the number of scheduled class days elapsed

from the first day of the course until the last day of attendance. If, for any reason, a student withdraws or is dismissed by Bella Academy of Cosmetology prior to the commencement of classes, the charge may not exceed 15% of the cost of the course of instruction or \$100.00, whichever is less. If, for any reason, a student withdraws or is dismissed by Bella Academy of Cosmetology after the commencement of classes, Bella Academy of Cosmetology's refund policy may not permit any charge to the student which exceeds \$150.00, plus the amount shown on the "Partial Refund Chart." In no case may the charge to the student exceed the total cost of the course of instruction. Reasons for being dismissed are listed in the Disciplinary Policy. Examples being; cheating, stealing, falsifying records etc.

Partial Refund Chart		
Percentage of enrollment time: Greater than	Less than or equal to	Maximum percentage of total cost of course of instruction may be charged
0.01%	4.9%	20%
5%	9.09%	30%
10%	14.9%	40%
15%	24.9%	45%
25%	49.9%	70%
50%	100%	100%

"Enrollment time" means the number of actual hours completed between the students' actual first day of attendance in the program and the date the student last actually attended class. "Total Time" means the total hours of instruction for the program in which the student is enrolled. Any monies due the student hereunder shall be refunded within thirty (30) days of formal cancellation as defined or formal termination by Bella Academy of Cosmetology, which shall occur no more than fourteen (14) consecutive calendar days from the last day of physical attendance, or the date that the student notifies Bella Academy of Cosmetology of the intention not to return.

Enrollment Fee – not refundable.

Student Kit– Student Supplies Fee will not be canceled or adjusted unless the student returns the student supplies unused and in their original condition within twenty (20) calendar days of receipt of the student supplies.

Refunds will first be made to the source that provided funding to the student, before any refund may be paid to the student. If the selected program is canceled subsequent to the student's enrollment, but before the student started class attendance, Bella Academy of Cosmetology shall provide the student with a full refund of all monies paid (except Enrollment Fee) by the student or provide alternative means for the student's completion of the program. The student shall be entitled to a prorated refund of tuition paid if Bella Academic of Cosmetology permanently closes and no longer offers instruction after the student began classes.

## Maximum Time Frames for Course Completion:

Course length is defined as the period of time required to complete the selected course based on a 34-hour week. Students must complete their chosen course with the minimum number of hours required and not exceed 118% over their original contract date. If a student's graduation exceeds the maximum time frame, a new contract for enrollment must be signed.

### SATISFACTORY PROGRESS TITLE IV TIME FRAME

1. 118 % = 85 % Attendance
2. 111 % = 90 % Attendance
3. 105 % = 95 % Attendance

How to calculate maximum time frame based on your required attendance rate.

1. 1550- hr. Cosmetology Practitioner @ 85 % attendance
2.  $085 \times 1550 \text{ hours} = 1681.75 \text{ hours}$
3.  $1550/1681.75 = 085 = 85\%$

## Licensing Requirements in the State of Wisconsin:

To be licensed in Wisconsin a candidate must do the following;

- **Cosmetology Practitioner:** Candidate successfully completes a 1550-hour course provided by a Wisconsin licensed school of cosmetology and successfully passes a Wisconsin state board exam.
- **Barbering:** Candidate successfully completes a 1000-hour course provided by a Wisconsin licensed school of Cosmetology Practitioner/Barbering and successfully passes a Wisconsin state board exam.

## Physical and Employment Requirements:

Safety requirements with this profession would include wearing shoes that would not be slippery when walking on a damp floor. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up quickly as possible. It is the responsibility of each student to promote a safe work environment. Gloves should be worn during a chemical service to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues. Practitioners will be required to stand for long periods of time and perform work with arms and hands in a raised manner. Some products used in the Cosmetology Practitioner industry may cause an allergic reaction in persons who are sensitive to these chemicals. If you have encountered allergic reactions or are concerned about a reaction, you should consult with your physician prior to enrolling in the program. In addition, the profession requires that you work with sharp and/or hot instruments which could cause injury. Students will be educated on how to work with instruments and the procedure for conditions in which blood may become present. Employees have successfully completed a Cosmetology Practitioner, and have a license or temporary working permit. An employee must have excellent attendance, arrive on time and show respect towards manager, co-workers, and well as patrons of the salon. An employee should always adhere to all salon rules and regulations.

## Facilities & Equipment

Admissions/Director of Financial Aid Office, 6 Styling Stations on Clinic Floor, 2 Wash Stations, Reception Area, Retail Area  
2 Theory Classrooms, Pedicure Area in classroom 1, Manicure Area, in classroom 1, Restroom Facilities, Student Locker area, TV, VCR, DVDs, Power Points

## SATISFACTORY ACADEMIC PROGRESS POLICY, CLOCK HOURS

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 determined by scheduled hours:

- **Cosmetology Practitioner** 450, 900, 1225 hours scheduled.
- **Barbering** 450, 900 hours scheduled.
- **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 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which 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:

Program Maximum Time Allowed

Normal Time Frame to Complete Program / Maximum Time

1550 Hrs, academic year	45.6 Weeks	Maximum 53.79
1000 Hrs, academic year	29.41 Weeks	Weeks Maximum 34.70 Weeks

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 85% of the scheduled contracted hours. Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

## 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 at 80% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Excellent A	92-100%	Satisfactory C	79-70%
Good B	80%-91%	Fail	69% and below

## Make-Up Work/Incompletes:

Failure to complete missed work in the required period may result in suspension. The student is responsible for making an appointment with the appropriate Instructor (who originally made the assignment) to complete missed work. Incompletes will not be given but a student may require additional time or training to complete the work successfully. The student will be given a deadline and a description of work that needs to be completed. The student must arrange incomplete work directly with the instructor. Withdraw and re-entry has no effect on SAP report.

Make up hours:

Beginning as Sophomores (level 2) if/when a student has used all 70 hours (10 days), make up hours will be available Mondays-Fridays with 72 hours prior notice and approval by an Instructor.

## DETERMINATION OF PROGRESS STATUS

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

## WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

## INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

## APPEAL PROCEDURE

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

## NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the 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.

## Student File Access and Release of Information:

Students and parents or guardians of dependent minors have the right to gain access to their cumulative records by appointment and under the supervision of an instructor. Information pertaining to a student's record will only be released to other individuals or family members with the written permission of the student.

## Absenteeism and Tardiness:

Attendance and punctuality are essential to a quality education and are solely the student's responsibility. If a student is unable to attend classes at Bella Academy of Cosmetology because of illness or other personal reasons, the student must notify an instructor by 8:45 before the start of classes on each day of absence. Any absence due to illness or injury must be documented with a statement from a physician. A student's absence is unexcused, unless correlating documentation to why is presented.

## Additional Tuition Charges:

If a student is absent more than ten days (excused) of the program schedule (1550 hrs. for Cosmetology Practitioner, 1000 hrs. for Barbering, the student will pay \$30.00 per day for coursework to be completed outside the scheduled 1550 hours course. If a student must attend Bella Academy of Cosmetology longer than the prescribed time allotted for the course of study, (1550 hours for the Cosmetology Practitioner, 1000 hrs. for Barbering) the student must pay an additional Contract Overage Fee of \$30.00 per day. The additional daily fee, or any portion thereof, may be waived with the approval of a Director to the student's submittal of a waiver and ability to demonstrate that the circumstances warrant such a waiver.

## Leave of Absence Policy:

Guidelines: A Leave of Absence (LOA) will be granted if the request meets the following:

- Submitted to the school in advance unless prevented by unforeseen circumstances. \*\*\*
- Submitted in writing, signed and dated with reasons for request explained in full.
- Request must be approved by school official.
- To request a full one hundred eighty (180) day LOA, complete documentation and certain conditions will be needed--i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).

### Details

- A LOA is a temporary interruption in a future professional's\* program of study and refers to a specific time period when a future professional is not in attendance. Student is not considered withdrawn.
- LOAs are granted in multiples of thirty (30) days - (30, 60, 90, 120, 150, 180 days).
- Multiple LOAs may be granted in any 12-month period with a minimum increment of thirty (30) days.
- LOA has no effect on the "Satisfactory Academic Progress Standard". \*\*
- If the future professional was deemed to be maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon returning, the future professional is deemed in good standing and may continue the program of study from the point of interruption.
- LOA timeframe does not involve any additional charges.
- Total number of days allowed for a Leave of Absence may not exceed 180 days in a 12-month period.
- Future professionals on an approved LOA need to be aware that the LOA may affect financial aid.

Therefore, before final consideration is given to grant a LOA—a Financial Aid Advisor will meet with the future professional and provide information regarding the following:

- loan obligations
- possible revisions in the aid package
- deferment options
- notification to lending institutions
- possible deferment cancellation
- possible effects on veterans' benefits
- exhaustion of grace periods
- consequences of not returning to Bella Academy of Cosmetology at the expiration of the LOA
- other, as appropriate

For future professionals receiving Title IV funds, all Guidelines below must be adhered to or:

- Professional will be considered withdrawn.
- Future professional who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In that case, the withdrawal date will be the last day of recorded attendance at Bella Academy of Cosmetology.
- Should withdrawal result, a future professional's grace period for a Title IV program loan might be exhausted.

LOAs are subject to verification and submission of supporting documentation, will only be granted for good cause and must be approved in advance by Bella Academy of Cosmetology. Bella Academy of Cosmetology may request a doctor's statement when appropriate as a condition prior to granting and/or extending a LOA. LOAs may be granted for a period of not more than 180 days maximum per year and will not be extended. At the conclusion of the approved LOA or when a student re-enrolls, the student must return to Bella Academy of Cosmetology at the same academic status as when leave was taken. Failure of a student to return to Bella Academy of Cosmetology upon the expiration of the LOA will be considered a voluntary termination of enrollment. During the leave of absence, a student will not be eligible to accrue extra hours, i.e. job shadow, etc. The student's contract period will be extended by the same number of days taken in the LOA and such changes to the contract period will be documented in the following ways;

- Changes to the enrollment agreement will be initialed by all parties
- An addendum to the enrollment agreement must be signed by all parties.

Should a student not provide the request prior to the LOA due to unforeseen circumstances, Bella Academy will grant the LOA if:

- Bella Academy can document the reason for its decision
- Bella Academy can collect the request form from the student at a later date
- Bella Academy marks the start date of the approved LOA as the first date the student is unable to attend

No additional Title IV assistance is available while a student is on a LOA. Since an institution may not assess any additional charges to a student returning from a LOA, the institution may not award any additional Title IV aid until the student has completed the coursework in which the student was enrolled when the leave was granted. When a student fails to return from a leave of absence at an institution not required to take attendance, if a student does not return to the school at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the same student would always be the student's last day of attendance. Explanation of consequences of withdrawal to loan recipients granted a leave of absence a student who is granted an approved LOA remains in an in-school status for Title IV loan repayment purposes. If a student on an approved LOA fails to return, the school must report to the loan holder the student's change in enrollment status as of the withdrawal date. One possible consequence of not returning from a LOA is that a student's grace period for a Title IV program loan might be exhausted. Therefore, in order for a LOA to be an approved LOA, prior to granting a leave of absence, a school must inform a student who is a Title IV loan recipient of the possible consequences a withdrawal may have on the student's loan repayment.

## Employment Assistance

Bella Academy of Cosmetology does not guarantee employment to its students; however, it does provide placement assistance which includes: identifying employment opportunities, advising students on appropriate means of realizing these opportunities and assisting students by identifying and posting job opportunities when available.

## National/State Median Wage Information:

The National and State median wage information can be found at: [www.careerinfonet.org](http://www.careerinfonet.org)

## Outcome rates:

From the most recent annual report year 2018; **Graduation: 57.89%** **Placement: 100%** **Licensure: 100%**

## Student Conduct Policy:

Students, instructors and staff are expected to conduct themselves in a dignified and professional manner at all times. Discipline may be addressed by verbal reprimand, written reprimand, suspension and/or termination for conduct that disrupts Bella Academy of Cosmetology operations or reflects unfavorably in any way upon Bella Academy of Cosmetology. A student who receives a suspension notice (sent home) because of conduct will not be admitted back into Bella Academy of Cosmetology until Bella Academy of Cosmetology is assured, that such actions will not be repeated. A second suspension notice may result in immediate termination of enrollment or employment.

## Disciplinary Procedure:

The following is a list of incidents that will result in disciplinary action. Disciplinary action will include 1) Verbal warning for 1st incident; 2) Written warning for 2nd incident; 3) Suspension or Termination for 3rd incident:

- Use of cell phone while clocked in and accruing hours without permission
- No call or no show day of class, and chronic tardiness
- Use of obscene, vulgar or profane language.
- Clocking in or out for other students.
- Causing dissent among staff or students including, but not limited to, bullying, malicious gossip, physical or verbal abuse. \*
- Immoral, improper, or unprofessional conduct. \*
- Refusing to provide services or being disrespectful to clients. \*
- Breach of Confidentiality. \*
- Disrespect to instructors or staff of Bella Academy of Cosmetology. \*

The following is a list of incidents that are causes for immediate termination:

- Stealing from Bella Academy of Cosmetology, patrons or other students.
- Cheating, dishonesty or falsification of records.

\*Where noted, first occurrence may result in immediate termination.

Conditions for Re-entrance after dismissal due to Unsatisfactory Conduct:

Students who are terminated for non-conformance to Bella Academy of Cosmetology policy and procedures may appeal the termination. The student must submit a written appeal to Bella Academy of Cosmetology, along with any supporting documentation and reasons why the termination should be reversed and a request for a re-evaluation based on the evidence submitted. The appeal must be received by Bella Academy of Cosmetology within five (5) class days of the termination. Should a student fail to appeal within the allotted time, the decision to terminate is final. Should a student receive favorable results upon appeal and Bella Academy of Cosmetology is assured the violations of its policy and procedures would not continue, the student will be re-entered in the course.

## Non-Discrimination Policy

Bella Academy of Cosmetology admits students of any age, sex, race, marital status, religion, color, national and ethnic origin, creed or political affiliation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, race, marital status, religion, color, national and ethnic origin, creed or political affiliation in administration of its educational policies, admissions policies, financial aid programs and other school-administered programs. Inquiries concerning compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 regarding activities relating to ensuring non-discrimination in the admission and treatment of students, curriculum and course offerings, student policies, services and activities relating to ensuring non-discrimination in employment policies and practices may be directed to the Director of

School. The Academy does not recruit students already attending or enrolled at another school offering similar programs of study. All prospective applicants (new, transfer students, and students requesting re-entry) must meet with an Academy representative.

## Cosmetology Practitioner, Barbering:

There are many opportunities open to licensed cosmetologists. Bella Academy of Cosmetology prepares all graduates for the licensing exam and entry level positions in hair salons and spa salons. Additional industry experience could lead to employment in management, as product knowledge trainers, manufacturer/distribution sales consultants, platform artists, sales associates, educators, regional representatives for corporate chain salons/cosmetology schools, as well as salon and school owners.

## Required Level of Achievement (All Courses):

The student should successfully complete a written exam with a grade of 70% or higher\*. The student will also be evaluated on classroom and service techniques. These evaluations will be graded at an 70% or higher achievement level.\* Courses of study will be comprised of different levels of learning, much like traditional methods of higher education. Each student begins at a freshman level and progresses through each level until completion as a senior. Career training at Bella Academy of Cosmetology consists of theory, as well as practical instruction. The theory portion of instruction will be integrated throughout every level of learning and will be comprised of principles and procedures used in cosmetology. In a classroom setting, the theory of the subject matter is introduced, as well as put into practice on mannequins, students and models. When the student is ready to apply the knowledge in a professional setting, the student will be scheduled for the clinic floor. Here, actual clients will receive the professional services from our students as the students gain "hands on" experience.

**\*Graduation requires passing the final written and practical examination with a minimum grade of 80%**

Performance objectives: Upon completion of the Cosmetology and Barbering course, the student will have knowledge in the following subjects:

- Bacteriology and Safety and Sanitation/Sterilization
- Tools and Equipment
- All areas of Haircutting, Hairstyling, Scalp Treatments, and Nail Care
- Shampooing and Conditioning
- Wigs/Hair Pieces and Wefts
- Chemical Texture Services
- Hair Color Services
- Shaving and Beard Trimming
- Anatomy and Physiology
- Product Knowledge/Customer Service
- Laws, Rules, Personal Ethics and the History of Cosmetology

## Cosmetology Practitioner Course Curriculum:

Bella Academy of Cosmetology offers a 1550-hour training program in Cosmetology Practitioner, which meets the state standards for Wisconsin including the following areas of instruction and training:

580 Hours	Principles and techniques of haircutting, hair tapering, clipper cuts, razor cutting, hairstyling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts.
577 Hours	Principles and techniques of hair straightening, relaxing, thermal hair straightening, blow outs, hair styling, permanent waving, hair coloring, tinting, bleaching, chemical relaxing and chemistry.

115 Hours	Individual student needs, industry trends and electives (e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.)
95 Hours	Principles and techniques of beard and mustache shaping, shaving, trimming, superfluous hair removal, waxing, facials, facial massage, facial make-up, eyelashes, light therapy, basic principles of electricity, introduction to electrology, skin care treatments and skin chemical procedures, tools, equipment and implements.
50 Hours	Principles and techniques of anatomy and physiology of the hair, skin, and nails and disorders of the hair, skin, scalp and nails.
30 Hours	Product knowledge, product use, safety and sales, preparing and consulting with customer for services, effective communications and human relations.
40 Hours	Bacteriology, infection control, sterilization, and sanitation, tools, product and equipment use and safety.
35 Hours	Principles and techniques of manicuring, including nail enhancement services.
18 Hours	Laws, rules and professional ethics and history of Barbering and Cosmetology Practitioner, packages and payroll deductions, licensing requirements and regulations and fundamentals of business management.
10 Hours	Hygiene, health, grooming and personal development.

The student cosmetology practitioner is taught by a qualified instructor. Attention is given in the areas of weakness on an individual basis. The course has a total of 1550 hour comprised of practical and theory training required by the State of Wisconsin licenser is a minimum of 1550. The course of instruction is based on the Milady's Standard Text of Cosmetology (13<sup>th</sup> edition) in conjunction with training materials from professional companies including Matrix, Paul Mitchell, OPI, and other companies available to them. Bella Academy is founded on providing the student with a solid foundation in the art of cosmetology. It will give the student a platform to grow and expand in the industry.

### Student Kit includes:

<b>Books:</b> Milady Textbook Milady Theory Workbook Milady Practical Workbook Milady Exam Review	<b>Chemical Equipment/Tools:</b> <b>supplied by school</b>
<b>Styling Equipment/Tools:</b> Blow-Dryer 1 Inch Marcel Curling Iron 3/4 Inch Marcel Curling Iron 1 Inch Flat Iron	<b>Nail Equipment/Tools / Makeup</b> Manicure Set, Pedicure set  11 Piece Cosmetic Brush Set Cosmetic Kit
<b>Cutting Equipment/Tools:</b> Clipper w/Attachments Trimmer Thinning Shears Shears, Manikin Shears Razor Blades (Razor)	<b>Misc. Supplies:</b> Train case 2 Female Manikins, Clamp Smock/Apron Water Bottle Mirror

<b>Combs and Brushes:</b> Imitation Bone Comb Set Pro Detangler Student Edition Ultimate Brush Set Extra Large Fluff Comb Fine Tooth Pintail Comb Marceling Comb	<b>Hair Clips:</b> 6 Aluminum Section Clips 12 2" Jaw Clips 4 Gator clips
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All kit supplies are guaranteed to be in working order by Bella Academy for 30 days upon the signature and date of supply list. After 30 days kit items will be replaced at the student's expense.

## Barbering Curriculum:

Bella Academy of Cosmetology offers a 1000-hour training program in Barbering, which meets the state standards for Wisconsin including the following areas of instruction and training:

5 Hours      Hygiene, grooming and personal Development

25 Hours      Bacteriology, sterilization and sanitation

13 Hours      Tools, equipment and implements

500 Hours      Haircutting, hair tapering, (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger waving roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wig and wefts.

337              Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching, chemistry.

50                Shaving, beard and mustache shaping and trimming

15                Anatomy and physiology of the hair, skin and disorders of the hair, skin, and scalp

15                Product knowledge, product use and sales, preparing and consulting with customer for service.

18                Laws, rules, professional ethics and history of Barbering

22                Individual student needs, industry trends and electives (e.g. record keeping, mathematics, communication, human relations, public relations, first aid, etc.)

Grand total of 1000 hours

### Performance Objectives

Upon completion of the Barbering course, the student will have knowledge in the following subjects:

- Bacteriology and Safety and Sanitation/Sterilization
- Tools and Equipment
- All areas of Haircutting, Hairstyling, Scalp Treatments
- Shampooing and Conditioning



- Wigs/Hair Pieces and Wefts
- Chemical Texture Services
- Hair Color Services
- Shaving and Beard Trimming
- Anatomy and Physiology
- Product Knowledge/Customer Service
- Laws, Rules, Personal Ethics and the History of Barbering

#### Barbering student kit

<b>Books:</b> Milady Standard Barber-Styling Textbook Milady Standard Practical Workbook for Barbering Milady Theory Workbook for Barbering Milady Exam Review for Barbering	<b>Combs &amp; Brushes Continued</b> 7-Row Nylon Brush Vent Brush Styling Brush Paddle Brush
<b>Styling Equipment/Tools:</b> Blow-Dryer ½ Marcel Curling Iron 1 Inch Marcel Curling Iron 1 Inch Flat Iron	<b>Hair Clips:</b> Plastic Vent Clips Plastic Duck Bill-Clips
<b>Cutting Equipment/Tools:</b> Clipper w/ Attachments Trimmer/T-Edger Thinning Shear Shear Razor 5-Blades (Razor)	<b>Chemical Equipment/Tools:</b> Supplied by the school
<b>Combs &amp; Brushes:</b> 8 All-Purpose 4 Rat Tail Comb w/ Metal Lift Detangling Comb Clipper Comb 2 Foiling Combs Barber Comb Round Brush	<b>Misc. Supplies:</b> Train Case Manikins: 2 Male, 1 Female Smock/Apron Water Bottle

All kit supplies are guaranteed to be in working order by Bella Academy for 30 days upon the signature and date of supply list. After 30 days' kit items, will be replaced at the student's expense.

## Dress Code Policy:

Students will wear Bella Academy- approved business casual clothing. No sleeveless tops or tops with midriff or back showing will be allowed. Also, foam soled flip flops or tennis shoes will not be allowed; shoes must be clean and in good repair. Boots may be worn if they have a firm sole, not slipper style or furry boots. Jeans may be worn only if they are in good repair and fit and cannot have holes. Leggings may be worn if the student's front and back end are fully covered. Students will practice proper hygiene, keep a professional appearance in both hair and overall presentation and arrive on-time and ready for clinic floor work. Failure to do this will result in discipline as defined in the Discipline Policy. After three (3) out-of-dress code warnings, student will receive a one (1) day suspension. Any student not dressed in accordance with the dress code will not be allowed to attend classes or accrue hours until dressed appropriately.

The following dress code has been deemed appropriate for a professional image by the staff:

- All clothing shall be neat, clean, and in good repair.
- All hair and makeup will be complete by start of class.
- Business casual attire reflects Bella Academy's professional image.
- Skirts and pants no shorter than 4" above the knee caps.

### **Inappropriate clothing:**

Cut-off shirts, belly-baring shirts, halter tops, braless look shirts or tops or shirts wear bra is visible. Skirts and shorts should be no shorter than 4 inches above the knee in length. All pants must be worn at the waist and not hang below the waist. No foam bottom flip-flops are allowed.

Students are expected to be prepared for the work day prior to the start of class. Hair is to be styled and make-up should be applied prior to clocking in. (A student cannot accrue hours for time spent on personal hygiene preparing for the day.)

The Instructor's decision on whether or not the student's attire is appropriate is the final decision. If it is deemed inappropriate, the student will be asked to clock out and leave.

## Student File Access and Release of Information:

Students and parents or guardians of dependent minors have the right to gain access to their cumulative records by appointment and under the supervision of an instructor. Information pertaining to a student's record will only be released to other individuals or family members with the written permission of the student.

Student records may be released without student consent to any of the following agencies for the purposes of an audit or investigation: Wisconsin Department of Safety and Professional Services, NACCAS, the U.S. Department of Education or any other financial aid assistance organization that is supporting the student's education.

## FERPA Policy and Procedures:

Bella Academy of Cosmetology recognizes that 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
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## Advising

Student support advising services are available throughout the training program. Academic advising is completed on a regular basis. Students can view their progress report, which includes attendance and academic grading, at any time via a request to a director. Students will have the opportunity to talk with their instructors and directors and discuss their academic and career-building progress.

## Surety Bond

Bella Academy of Cosmetology carries a surety bond in the amount of \$25,000, Policy Number B170228. To file a claim against this bond, the student may contact:

Western Surety PO Box 5077 Sioux Falls, SD 57117-5077 1-800-331-6053	Bock Insurance Agency 2337 Jackson Street Oshkosh, Wisconsin 54901 (920) 235-5737
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## Catalog Insert

### Tuition

Cosmetology Practitioner Enrollment Fee (non-refundable)	\$ 100
Student Kit ( <b>Includes Text &amp; Workbooks</b> )	\$ 2000
Tuition	<u>\$ 15450</u>
	\$ 17550

\* The cost for the student equipment and supplies, herein referred to as the "Student Kit," is required in order for student to participate in the selected program and includes, without limitation: instruments, equipment and any other item related to instruction Bella Academy of Cosmetology may require student to purchase for the use in the classroom as determined at its discretion. A student may purchase supplies of equal or greater value or approved quality from vendors other than Bella Academy of Cosmetology. If the cosmetology practitioner course student purchases their own Student Kit including text and work books, they will receive a credit towards their cost of tuition in the amount of \$1000. Student kit costs are paid prior to beginning the course of instruction at Bella Academy of Cosmetology and are part of the student enrollment. Students are responsible for paper, pens, pencils and highlighters; and the Student Kit cost of \$1000.00, if purchased separately, apart from tuition. Any optional project supplies will be at student's own costs. The above rates are subject to change without notice. The above fees DO NOT include the Wisconsin State Board Examination fees. **Payments accepted by cash, cleared check, or credit card with an additional 3.5% fee.**

Barbering Program Enrollment fee (non-refundable) Student Kit ( <b>Includes Text &amp; Workbooks</b> )	\$100.00
Tuition Total	\$1500.00
	<u>\$10000.00</u>
	\$11600.00

\* The cost for the student equipment and supplies, herein referred to as the "Student Kit," is required in order for student to participate in the selected program and includes, without limitation: instruments, equipment and any other item related to instruction Bella Academy of Cosmetology may require student to purchase for the use in the classroom as determined at its discretion. A student may purchase supplies of equal or greater value or approved quality from vendors other than Bella Academy of Cosmetology. If student chooses to purchase their own supplies, a credit of \$400.00, or reimbursement if student has paid in full, will be given provided all items required are obtained. If the Cosmetology Practitioner course student purchases their own Student Kit including/excluding text and work books, they will receive a credit towards their cost of tuition in the amount of \$400. Student kit costs are paid prior to beginning the course of instruction at Bella Academy of Cosmetology and are part of the student enrollment. Students are responsible for paper, pens, pencils and highlighters; and the Student Kit cost of \$400.00, if purchased separately, apart from tuition. Any optional project supplies will be at student's own costs. The above rates are subject to change without notice. The above fees DO NOT include the Wisconsin State Board Examination fees. Payments accepted by cash, cleared check, or credit card with an additional 3.5% fee.

## Student Service Charge

Students can receive services from other students at authorized times. All chemical services, (ie: Perms, Colors, Relaxers, Highlights) will be done after the student has paid the service fee of \$6 to \$12 dollars. Cost depends on the amount of hair and product used. If a student brings color from home but still uses the schools' peroxide, and/or foil, then the student will still pay a service fee.

- A student is allowed one chemical service per month only, no carryovers.
- The service charge will be collected before the service can be performed.
- If the service is being done for teaching purposes, and is deemed necessary by an instructor, the service fee will be waived.

## Student Activity Fees

There are no activity fees required by Bella Academy of Cosmetology. Optional activities are offered by the Cosmetology industry, but those are paid for and attended by students at their own discretion.

## Rental Agreement

Bella Academy of Cosmetology has a state board practical exam kit available for students to rent for \$100.00, of which \$50.00 will be refundable upon the return of the complete and inventoried kit. It will be made available at least 24 hours prior to the students test date and needs to be returned clean and in its entirety, no later than three business days after the completion of the student's test.

## Holidays and Closures

Bella Academy of Cosmetology observes the following holidays and will be closed:

- New Year's Day
- Labor Day and the weekend prior
- Memorial Day and the weekend prior -
- Thanksgiving Day and through the weekend
- Independence Day and the week surrounding
- Christmas Eve through New Year's Day

### Closures:

Bella Academy of Cosmetology closures may occur as required for weather emergencies and/or staff training.

In case of a weather-related closing, watch the local WBAY television station as well as the GROUPME app. If Bella Academy is closed, it will scroll across the screen.

## 2021 School calendar, beginning dates

<u>January</u> Off 1st Class begins January 25	<u>July</u> Off ...1 week off July 5-9
<u>February</u>	<u>August</u>
<u>March</u>	<u>September</u> Off 6th Class begins Sept 27
<u>April</u> Class begins April 26	<u>October</u>
<u>May</u> Off 31st	<u>November</u> Off 25-26th
<u>June</u> To be determined if available	<u>December</u> Off 24 <sup>th</sup> -31st