1179 SOUTH SECOND ST.
MILAN, TN 38358

731.686.7351

Arnold's BEAUTY SCHOOL

Catalog & Student Handbook

EDUCATION EXPERIENCE ENJOYMENT

Mission Statement & Objective

ARNOLD'S BEAUTY SCHOOL IS DEDICATED TO EDUCATING QUALITY STUDENTS WITH THEFUNDAMENTALKNOWLEGE TO MEET THE PRESENTAND FUTURE NEEDSOF THE INDUSTRY. EACH STUDENT ADMITTED TO THE SCHOOL RECEIVES INDIVIDUAL INSTRUCTION IN TECHNICAL SKILLS, PROFESSIONAL SERVICES, BUSINESS AND JOB RELATED INFORMATION. EACH STUDENT ALSO PARTICIPATES IN CLOSELY SUPERVISED SERVICES WHILE APPRENTICING IN THE CLINIC. EACH UNIT OF STUDY OFFERED BY THE SCHOOL IS RESIGNED TO PROVIDE A BROAD BASE TO MAXIMIZE THE EMPLOYMENT OF ITS GRADUATES.

1179 South Second Street
Milan, Tennessee

www.arnoldsbeautyschool.com
731-686-7351

The current Catalog and Student Handbook was
published in June 2026 for the 2026-2027 school year.

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ADMINISTRATION

DIRECTOR – Tammy Glenn
ADMISSIONS/FINANCIAL AID - Debbie Arnold
STAFF OF SENIOR INSTRUCTORS – Tammy Glenn
Debbie Arnold
Donna Sanders-Lewis
Angel Cates

All instructors are Senior licensed with the Tennessee State Board of Cosmetology and are full-time except as noted. Each instructor received their Cosmetology diplomas through Arnold's Beauty School.

The administration and staff are readily available to assist students during school hours. Students are encouraged to keep an open line of communication during their enrollment period and continuing after their graduation or withdrawal.

Arnold's Beauty School is owned by Arnold's, Inc.
Norma Arnold, President
Andy Arnold, Chairman of the Board Debbie Arnold, Secretary

LICENSED BY: Tennessee State Board of Cosmetology
First Floor, 500 James Robertson Parkway;
Nashville, Tennessee 37243-1147
(615) 741-2414

ACCREDITED BY: Council on Occupational Education
7840 Roswell Rd. Building 300, Suite 325, Atlanta GA 30350
(770) 396-3898 / (800) 917-2081

AUTHORIZATION AS A POST-SECONDARY INSTITUTION IN TENNESSEE BY: Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
(615) 741-3605

This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. Arnold's Beauty School's THEC School Code is #1817.

The above license and accreditation certificates are displayed in the school. A copy may be obtained from the school office.

USDOE SCHOOL CODE: 015937 CIP Cosmetology Code: 12.0401

For information about the future of the field of cosmetology, visit the US Department of Labor website http://www.onetonline.org/, and put cosmetology in the Occupation Quick Search

INTRODUCTION

Arnold's Beauty School has been a part of the Milan community for many years. The school has been in operation since 1941 and was originally called Flo's Beauty School. The late J.W. Arnold purchased the school from Mary Nynn Thompson in 1964 and changed the name to Arnold's Beauty School. In 1983, the school became accredited by the Southern Association of Colleges and Schools and has remained in good standing with the Commission of Occupational Educational Institutions. Arnold's continues to grow and improve to meet the needs of the community and beauty industry.

INSTITUTIONAL FACILITIES

Arnold's Beauty school is located in the downtown area of Milan. The school has 3 theory classrooms, 3 clinic classrooms, clinic area, 2 facial clinics, 8 pedicure stations and manicure area all used for instruction. Two student break rooms equipped with a refrigerator and microwave ovens is located at the rear of the school. Student lockers are also in the break room area.

MISSION STATEMENT AND OBJECTIVE

Arnold's Beauty School is dedicated to educating quality students with the fundamental knowledge to meet the present and future needs of the industry. Each student admitted to the school receives individual instruction in technical skills, professional services, business and job-related information. Each student also participates in closely supervised services while apprenticing in the clinic. Each unit of study offered by the school is designed to provide a broad base to maximize the employability of its graduates.

Additional objectives are:
To develop technical abilities to the highest level of each student;
To develop professional qualities within each student;
To counsel each student in the variety of opportunities within the field;
To introduce and teach the techniques involved in the latest products, equipment and styling trends;
To fulfill the requirements of the Tennessee State Board of Cosmetology.

Cosmetology: The successful completion of the Cosmetology course will allow the licensed graduate to practice arranging, dressing, curling, waving, cleansing, cutting, singeing, bleaching, coloring or similar work upon the hair of any person by any means; caring and servicing of wigs and hair pieces; manicuring; massaging, cleansing, stimulating, manipulating, exercising, beautifying or similar work upon the hands, arms, face, neck or feet with hands or by the use of cosmetic preparations, antiseptics, tonics, lotions or creams; placing or applying false eyelashes; and, giving facials, applying makeup, giving skin care or removing superfluous hair by tweezing, depilatories or waxing.

Clinic Services

As part of the curriculum experience of the Cosmetology program, students will work on clients on the clinic floor. Clinic services are available to the public. Vist ArnoldsBeautySchool.com for more information.

NON-DISCRIMINATION AND HANDICAP POLICY

Arnold's Beauty School is in compliance with the Civil Rights Act of 1974, as amended, which prohibits discrimination on the basis of race, sex, religion, age and national origin. The school is in compliance with the Rehabilitation Act of 1973 in that no qualified person, by reason of handicap, will be excluded from enrolling in the course of instruction. The school will work with any handicapped applicant to ensure that needed or special services are available.

2026-2027 SCHOOL YEAR CALENDAR

June 27 - July 6, 2026..... Summer Break

August 11, 2026 .....Professional Development

September 4-7, 2026.....Labor Day

October 3-12, 2026.....Fall Break

November 27- 30, 2026..... Thanksgiving

December 19, 2026- January 4, 2027.....Christmas Break

March 26, 2027.....Good Friday

April 3-12, 2027 .....Spring Break

May 28-31, 2027..... Memorial Day

July 2 - July 12, 2027.....Summer Break

ENROLLMENT

Maximum Classroom Ratio: 20 Students to 1 Instructor

Students will be accepted for full-time enrollment on the following dates:

Enrollment Dates:

August 4, 2026
September 15, 2026
November 3, 2026
February 2, 2027
April 13, 2027
June 1, 2027
August 3, 2027
September 14, 2027
November 2, 2027

Students must enroll in advance of each starting date through the admissions office. The number of students enrolled each month is limited to maintain a good student teacher ratio.

Class schedule:

Tuesday-Thursday..... 8:00am-5:00pm

Friday 8:00am-3:00pm

ADMISSION REQUIREMENTS

Prospective students applying for Arnold's Beauty School must meet the following requirements:

1. Be at least 17 years of age,
2. Have certificate of high school graduation, GED or HISET; and met the high school exam requirements,
3. Agree to abide by the Tennessee State Board of Cosmetology laws and regulations, and,
4. Complete and sign a contract.

Students wishing to apply for admission should contact the school office to schedule an appointment.

GED/HISET INFORMATION

For students who have not received a high school diploma, area high schools offer GED or HISET preparatory classes one and two nights weekly throughout the school year and are usually free to the public. Arnold's will be glad to help students find the most convenient location and assist in enrollment. There are several colleges and universities within a reasonable distance from Arnold's that offer the GED/HISET test at different times during the school year.

TRANSFER HOURS

Incoming Student: Transcripts from all previous institutions that the student has attended, including high school, or post-secondary schools, must be received directly from the source and/or be the original certified documents,

Outgoing Student: Students and graduates of Arnold's Beauty School will be provided with copies of transcripts upon request. Transcripts will also be furnished to other post-secondary institutions or state boards at their request on behalf of the student. There is no fee. Transcripts may be withheld if the student owes a balance to the school per the Refund Policy.

AVAILABLE PROGRAMS

Cosmetology

Upon satisfactory completion of the cosmetology course, application will be made with the Tennessee State Board of Cosmetology for exam. Exam fees are $70 for the theory portion and $70 for the practical portion. Applicants must pass the theory portion before they can pay the fee and schedule the practical portion. These fees are to be paid by the student. Exam dates are usually scheduled within 4-6 weeks of application. Successfully completing the exam and payment of the required license fee (notification of exact license fee will be provided to the graduate by the State Board) will result in the graduate being licensed to practice in the state of Tennessee. The State Board will provide renewal dates of the license to the individual. Each state has their own regulatory board governing cosmetologists and it is the responsibility of the individual to contact that board prior to practicing in another state.

Hybrid Program (Syllabus does not change from the traditional delivery method, utilized for students on leaves, supplements to the traditional method and/or school closures) Beginning in 2020, Arnold's Beauty School's Cosmetology course offered an option to receive online hours through coursework through Google Classroom and/or Zoom classes including but not limited to: - Study packets - Educational videos - Tutorial and hands on practical work - Chapter reviews The hybrid curriculum coincides with the traditional learning models of in-person classes and clinic work, with no change to the content of the program. All students who are enrolled in the Cosmetology program will have an opportunity to participate in both online and in-person curriculum. The hybrid coursework does not exceed 300 hours.

CURRICULUM
Cosmetology hours shall be apportioned as follows:

General. .....300 hours
Sterilization, Sanitation and Bacteriology, Anatomy and Physiology, Shop Ethics, Personality and Salesmanship, State Law

Chemical. ..... 600 hours
Permanent Waves, Hair Relaxing, Hair Coloring, Bleaching and Toning Sculptured Nails, Hair Structure, and Chemistry

Physical. .....600 hours
Shampooing and Rinses, Hair and Scalp Care, Hair Shaping, Hairdressing and Styling, Facials, Eyebrow Arching, Lash and Brow-Tinting, Manicures and Pedicures

EQUIPMENT USED FOR COSMETOLOGY PROGRAM

4 Large Flat Screen Televisions with Internet Capability 3 Tablets for Student Use
Manikin Tripods
20+ Practical Styling Stations with Hydraulic Chairs
5 Shampoo Stations with Reclining Chairs
6 Chair Hair Dryers
8 Pedicure stations with stools
8 Manicure Stations with Chairs
2 waxing stations with Reclining Hydraulic Chairs
2 Facial Rooms, each with Facial Bed and Towel Steamer

MINIMUM GRADE REQUIREMENTS
Arnold's Beauty School requires students to maintain a minimum grade average of 70% in theory and "S" in practical application. Students failing to maintain grades and other required standards are promptly, individually and privately counseled. Personal assistance is available, and every effort is made to help the student correct his or her deficiency. Any unwillingness to try or failure to cooperate with the grading policy may result in the student's dismissal from the school.

S-Satisfactory
N-Needs Improvement
U-Unsatisfactory

After consultation, if a student does not bring grades up to passing, he or she will receive notification from the school. The student will have two additional weeks to bring grades up to 70%. If there is no improvement, the student may be terminated from class.

GRADUATING REQUIREMENTS & SCHOOL DIPLOMA

The student must complete the requirements listed under their course-required curriculum to achieve graduation and a certificate of diploma.

After passing the final school examination and completion of the required hours of the course as prescribed by the Tennessee State Board of Cosmetology, the student will receive certification of the hours enabling them to take the state board exam. The student must have an average grade of 70% in theory and "S" in practical to receive a diploma from the school. The diploma attests to the satisfactory completion of the course.

Graduates have 3 months from the date of graduation to take the State Board Exam, theory and practical.
After that date, fees will follow:

- Study Materials for Theory Test: $150
- Mock State board and materials needed for practical test: $175

Upon the passing of the Tennessee State Board of Cosmetology exam, the graduate will be required to purchase a state license. Licensure information will be provided at the examination site.

EMPLOYMENT ASSISTANCE

The courses offered by Arnold's include classes in business and job-seeking in the Cosmetology industry.
The school cannot guarantee job placement. Students may be provided with information including names and phone numbers of salons interviewing for employees. It is the responsibility of the student to apply for the jobs and participate in the interviews.

ADVANCED LICENSES

The Instructor Trainee Program is the only advanced license obtainable in Tennessee. By successfully completing the Instructor Trainee Program and passing the related State Board exam, you will be licensed as a senior instructor in the state of Tennessee. Your license will be renewable every two years and you must have proof of 16 hours of a state approved continuing education seminar within that time frame. The State Board will notify instructors of the approved seminars, but it will be the responsibility of the instructor to make arrangements to attend and pay for the seminar. As a rule, the seminar facilitator will advise the State Board of your attendance

CONTINUING EDUCATION

Continuing Education is available in great abundance to cosmetologists, manicurists and estheticians. While it is not a state requirement (except for instructors), Arnold's greatly recommends all its graduates to update their education throughout their career. Opportunities for classes and seminars are usually advertised through vendors and national and state cosmetology associations. Arnold's will also be glad to inform you of current and upcoming events--just give us a call or check our social media pages!

TUITION AND FEES Cosmetology Course

Registration Fee	$100
Books*	$ 200
Kit*	$ 1275
Tuition	$ 17,650
Total	$19,225

(1500 Clock hours @ $11.76 per hour)

The registration fees ($100), cost for books ($200) and kits($1275) are charged upon enrollment, and are required for the course. Tuition payments may be set up weekly, monthly or quarterly. The above charges are valid for students who enroll and begin classes within the 2025-2026 school year.

3% fee on all tuition paid by card. *Book and kits will be subject to increase.

FINANCIAL AID
Financial Aid is available to those who qualify. Financial assistance is not guaranteed.

It is the student's responsibility to request any financial assistance and to provide the required documents to the Financial Aid Office in a timely manner. Completing the Free Application for Federal Student Aid and submitting required documents will be the first step in applying for student financial aid offered by the U.S. Department of Education. Financial aid must be applied for each school year that the student is in attendance. Changes in attendance, income, household size, number of dependents, marital status and/or any unusual circumstances may affect your financial aid award: always notify the financial aid office of any of these changes.

The school participates in the Federal Pell Grant and SEOG programs, as well as Federal Direct and PLUS loan programs. Some applications for Federal Student Aid will be selected by the Department of Education for verification. Documentation will be needed to support the student's responses on the application. The school office has applications and additional information available. For financial aid purposes, the academic year is defined as 900 clock hours and disbursements are scheduled at the successful completion of 450, 900 and 1200 clock hours. All financial aid will be applied first against institutional charges. The median student loan debt for all graduates is $2970. Arnold's courses are also approved for Veteran's benefits. If you think you might be eligible, you should contact your VA counselor. He or she will be able to advise you of what steps must be taken. The financial aid office will be available to assist students.

SCHOLARSHIPS
A $3500 tuition scholarship is awarded each spring to a graduating senior from each area high school. Applications may be obtained from the guidance counselor
at the student's high school or the admissions office at Arnold's Beauty School. Awards are based on academics, talent, citizenship, leadership and need.

Any student receiving a Scholarship from Arnold's must enroll for classes within the following school year.

The scholarship is awarded as a tuition credit on a quarterly basis, corresponding with clock hours completed by the student. Please contact the school office for additional information.

A $4000 tuition scholarship for good attendance is open for all enrolled students in good standing with the school. The scholarship will be awarded as a tuition credit on a quarterly basis. To be eligible for the tuition scholarship, students must: achieve 90% attendance of scheduled hours each clock hour period; maintain a B average in theory and S in practical work; and, must not have had any disciplinary action taken against them during the current award period. If a student does not meet the eligibility requirements for one award period, they may still be eligible to receive an award for the following clock hour periods.

All Arnold's based scholarships are to be credited to the student's account for tuition balance only.

ADDITIONAL SCHOOL POLICIES, PROCEDURES AND CONSUMER INFORMATION

CAMPUS SECURITY AND RISK REDUCTION

Although we are fortunate to be in a low crime area, Arnold's has taken all the necessary precautions to insure staff, student and customer safety. Students are assigned a locker that they may purchase a lock for. Multiple security cameras monitor the interior and exterior of the campus. Our monitoring system is limited to the School's property at 1179 S. Second St. Students will review over the Campus Security Report, practice emergency procedures, and how to report a crime during orientation.

Arnold's Beauty School provides access to ongoing prevention and awareness programs and campaigns. Self-defense classes are conducted periodically and are available at request through the Milan Police Department at 686-3309. The local police and fire departments provide training to instructors for fire, active shooter and emergency drills. If a counselor is needed, Arnold's Beauty School can provide referrals for off-campus counseling services.

Although the campus does not employ security officers, local police patrol the area regularly, especially at closing times. The local police are very responsive to the needs of our school and investigate any reported crimes that occur on campus. The downtown parking surrounding the school is heavily trafficked and is well lit. Students should lock their car doors and keep valuables out of sight in their vehicles. An instructor will accompany students to their vehicles upon request.
Drugs, alcohol, firearms and other weapons are not allowed on campus. The Drug Prevention Policy must be read and signed during orientation with counseling procedures and resources listed. Pamphlets about drug and alcohol abuse, health issues, and domestic assault are available at the school.

CRIME REPORTING AND RESPONSE

Any crime witnessed by a student that takes place on the school campus or surrounding areas should be reported immediately to a school staff member (Senior Instructor and/ or Director) and to the local police. By dialing 911 on any of the school phones, appropriate emergency personnel will be dispatched promptly. If any incidence is reported, Arnold's Beauty School will investigate the situation and act to address it. All witnessed crime reports are voluntary and confidential and reported on the Annual Crime Report.

There were no incidences of crime (except for minor instances of theft in 2015) for the previous 4 school years. Following is an individualized offense list. If crimes are reported, staff should be notified, and the police will be contacted if the victim chooses to. The crime will be voluntarily and confidentially reported and documented and determined if the incidence occurred on or off campus. If necessary, the institution will enforce any protective measures including "no-contact" orders, restraining orders, or other similar lawful orders issued by a criminal, civil or tribal court.

ANNUAL CAMPUS SECURITY REPORT

Campus Security Reports are conducted annually, and all information from local law enforcement, students, clients, or staff is confidential. Statistics are available to all staff and students in our Student Catalog. Students will review over the catalog during Orientation, including the Campus Security Report, Health and Safety Plans, and Emergency Procedures.

All information about victims and other necessary parties will be confidentially and voluntarily documented and secured in the school office files that only approved personnel have access to. The school will maintain the reporting parties' confidentiality so that the school will be able to provide accommodation or protective measures. If the reporting party needs assistance, or a request of changes to their academic situation, the school can provide accommodations at the victim's request. A written notification may be provided to the victim about their options.

Criminal Offenses on Campus	2021	2022	2023	2024
Criminal Homicide including Murder/Negligent and Non-negligent manslaughter	0	0	0	0
Sexual Offenses including Rape/Fondling/Incest/Statutory Rape	0	0	0	0
Robbery /Burglary	0	0	0	0
Aggravated assault	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Illegal Weapons Possessions	0	0	0	0
Dating Violence including domestic violence and stalking	0	0	0	0
Hate Crimes including all primary crimes listed above, larceny-theft, simple assault, intimidation	0	0	0	0

FIRE REPORT

There have been no fires or reports of fires at Arnold's Beauty School. Arnold's Beauty School's campus does not provide student housing. Annual Fire Safety Reports for student housing are not applicable.

TN SEX OFFENDERS

Information about registered sex offenders is available at https://www.tn.gov/tbi/general-information/redirect-tennessee-sex-offender-registry- search/sex-offender-registry-search.html.

STUDENT EMERGENCY CONTACTS

The school maintains a personal file on each student with information regarding their physician, an emergency name and telephone number, their home phone number and address, and a notation of any health problems or medications take by the student on a regular basis. The school advises medical assistance when deemed necessary with the student being financially responsible. First Aid kits are located at the front desk, wax station, break room bathroom and office bathroom.

The procedure for reporting accidents/emergencies is as follows:

1) Contact 911 (if necessary)
2) Contact person indicated on Personal Interview
3) Complete Accident/Emergency form

HEALTH AND SAFETY PLAN

When an emergency or evacuation occurs, the Director or Financial Aid Officer will notify students, clients and staff of the situation. The Director and/or Financial Aid Officer will determine the appropriate segment of the campus community to receive a notification, determine the content of the notification and initiate the notification system of an intercom announcement. The school will consider the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Arnold's Beauty School maintains the following for the safety of its students, clients and staff:

1. ORIENTATION AND RESPONSIBILITY: Students and staff are briefed on emergency procedures during orientation. Students and staff will be responsible for assisting any clients in safety and emergency procedures. A map is located in each room to show exits, first aid kits, and fire extinguisher locations .

2. **FIRST AID/ACCIDENT FORMS/WAIVERS:** A first aid kit is located in the reception area and the bathrooms. An eye wash station is in the Staff

Breakroom. In case of an accident, a form must be filled out and reviewed by administration. All clients must sign a release from liabilities form before services are rendered.

3. **FIRE SAFETY**: Smoke detectors are placed throughout the building. Fire extinguishers are located in the Front Mannequin Room, Student Break Room, Lobby and Freshman Mannequin Room. In case of fire, all students will be notified immediately and instructed to proceed to the nearest exit, moving to the parking lot in front of the building. The Director or Senior Instructor will call roll to make sure all students have left the building.

4. **SEVERE WEATHER:** In case of severe weather conditions, the Director and/or staff will monitor the weather on Weather Apps on their phones and/or contact the local Gibson County Central Control, the Tennessee Highway Patrol and/or the Milan Police Department as to weather and road conditions. Actions to be take will be as follows:

a. **Severe thunderstorms, flooding, snow or ice:** Students will be informed of these conditions and excused to leave for home if necessary. If inclement weather, school may be cancelled and the students will be informed through text, calls or social media.

b. **Tornadoes:** in the event of a tornado warning, students, staff, and customers will go across the street to the FEMA Tornado Safe Room. In the case that the building is not available, all persons will assemble in the interior hallway of the school and Freshman classroom and sit on the floor with the upper body bent forward with the arms covering the head until the storm has passed.

c. **Earthquake:** In the event of an earthquake, students, staff and customers will be instructed to get under a sturdy table (classroom) or door frame and brace themselves. Everyone will be instructed to stay clear of windows and mirrors or any other heavy objects that may fall.

5. **ROBBERY OR HOSTAGE SITUATION:** In case of robbery, hostage taking, or other threatening persons present in the school; everyone will be instructed to remain as calm as possible, not making any sudden movements or cry out, follow the person's instructions and call 911 as soon as it is safe to do so.

6. **ACTIVE SHOOTER**: In case of an active shooter (from the Department of Homeland Security

a. Evacuate out of the nearest safe exit, leave belongings behind and keep hands visible. Call 911 as soon as you are safe.

b. If evacuation is unsafe, hide out of shooter's view, where you can lock and/or barricade the door. The Freshman Classroom and/or supply rooms are recommended.

c. As a last resort, and only if your life is in immediate danger, act to incapacitate the shooter.

FIRST AID PLAN First aid supplies are always in stock and available at the front reception desk in the bottom drawer. There is also a first aid kit in the front bathroom under the sink, in the cabinet by the wax station, and in the staff office bathroom. Students are made aware of these locations during the first day orientation and informed of the steps to follow in case of an accident. A list of first aid supplies is as follows: Hydrogen peroxide Antibiotic Ointment Cotton balls Band-aids Q-tips Gloves Disposable bags

ACCIDENT FORM POLICY

Accidents can be injury to clients, staff and/or students. For cuts, burns, falls, and any other injury, staff must ensure an accident form is filled out. The accident forms, located in the staff office, must be filled out with all appropriate information and is available to students, staff, and customers. Accidents are followed up by the Director to ensure all information is correct. Action is taken accordingly. In case of absence of the Director the Financial Aid Officer and/or the Supervisor of Instruction will be responsible for following the Health and Safety Plan.

CLIENT WAIVER POLICY

Because all services are performed by students, a client must fill out a form to agree that Arnold's Beauty School is not liable for any accidents, burns, scratches, cuts, etc. On the clinic floor, signs are posted that state all services performed "at your own risk" by students.

EMERGENCY DRILLS

Fire, tornado, earthquake, robbery and active shooter drills will be conducted annually. All students will be given this plan along with a demonstration during the orientation process. Emergency drills may or may not be announced.

DOMESTIC ASSAULT, DATING VIOLENCE, SEXUAL ASSAULT, STALKING

Instructors will discuss prevention and awareness of dating violence, domestic violence, sexual assault and stalking. Terms such as these will be discussed:

1. **Dating Violence-** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim
2. **Domestic violence-** a felony or misdemeanor crime of violence committed-
   - **a.** By a current or former spouse or intimate partner of the victim
   - **b.** By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
   - **c.** By a person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner



d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

e. By any other person against an adult or youth victim who is protected from that person's acts under domestic family violence laws

3. **Sexual Assault –** An offense that meets the definition of rape, fondling, incest, or statutory rape
4. **Stalking –** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
    a. Fear for the person's safety or the safety of others
    b. Suffer substantial emotional distress
5. **Consent -** permission for something to happen or agreement to do something
6. **Bystander Intervention-** safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and acting to intervene.
7. **Risk Reduction –** options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and to help individuals and communities address condition that facilitate violence.
8. **Annual Crime Report –** will be discussed with all students including criminal homicide, murder and nonnegligent manslaughter, negligent manslaughter; sex offences including rape, fondling, incest, and statutory rape; robbery, aggravated assault, burglary, motor vehicle theft, arson, and drug, alcohol and weapon violations.

INTERNAL PROCEDURES FOR INCIDENCES OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING FOR STUDENTS AND STAFF

When a report of a potential incident of domestic violence, dating violence, sexual assault, or stalking is received, the Director/Financial Aid Officer will conduct a preliminary assessment of the available information.

The preliminary assessment may include the following:

1. Evaluating whether the report provides identifying information for the Complainant, Respondent, and/or witnesses to the reported incident
2. Conducting a Preliminary Investigation by gathering additional information from the Complainant, Respondent, and/or witnesses to the reported incident to assess the need for additional action by the School
3. Contacting the Complainant, if identified, to provide written information

regarding the following:

a. The School's commitment to providing support and resources to survivors of dating violence, domestic violence, sexual assault, and stalking

b. The Complainant's right to seek medical treatment, as well as an explanation of the importance of preserving forensic and other evidence

c. The Complainant's option to make a report—or to refuse to make a report—to law enforcement, as well as the potential of obtaining a Protection from Abuse or Sexual Violence Protection Order

d. The Complainant's right to invoke formal or informal School's disciplinary/resolution processes in connection with their experience, as well as an explanation of what the formal and informal procedural options entail and the Complainant's rights under each

e. The Complainant's right to request appropriate remedial and protective measures, and an explanation of how to request those measures, including:

1. "No Contact" Directives or Agreements
2. Academic accommodations
3. Transportation assistance

All other accommodations are not applicable to our school

f. The school's policy prohibiting retaliation, and its commitment to take prompt action in response to reports of retaliation

g. The Complainant's right to meet with the Director/Financial Aid Officer to discuss their situation, including the procedural options, resources, and support services that may be available in connection with the Complainant's experience

h. The Complainant's right to be accompanied by an advisor of their choosing to any meeting or interview conducted in connection with the reported incident

4. Contacting the Respondent or other witnesses to obtain additional information regarding the reported incident

5. Communicating with the Milan Police Department if a reported incident triggers obligation under the Clery Act or child abuse reporting laws. If the Complainant is willing, the Director or Financial Aid Officer will meet with the Complainant for an initial discussion of the Complainant's need for support and/or accommodations, as well as their preference for pursuing formal or informal School disciplinary processes. Possible outcomes of an initial discussion with a Complainant can include the following:

a. The Complainant may wish/agree for the school to proceed with a Preliminary Investigation or informal process only, which may include contacting the Respondent or other witnesses to gather additional information or discuss the reported incident and to assess appropriate next steps. The Complainant will be eligible for appropriate accommodations,

and appropriate protective/remedial measures may be provided. The Complainant will also be informed that they may request that the school take formal action in response to the reported incident at a later date. It will also be explained that, while there is no deadline for requesting to invoke the school's formal processes in response to an incident of dating violence, domestic violence, sexual assault, or stalking, the passage of time may impact the school's ability to gather information related to the incident. A timeline for next steps will be reviewed. The Complainant will be advised that there may be occasions where the school determines that additional formal or informal resolution processes are required, even if the Complainant does not express a desire to engage in additional process. The Complainant will be informed of the process by which the University makes such determinations and will be kept apprised of any decision-making processes as they take place.

b. The Complainant may request that the School proceed with the formal process. The Complainant will be eligible for appropriate accommodations, and appropriate protective/remedial measures may be provided. Additional information necessary to proceed with the formal process will be obtained. A timeline for next steps will be reviewed and when appropriate, additional meetings scheduled.

c. The Complainant may express uncertainty as to what protective/ remedial measures or procedural options they want or need such cases, whenever possible, the Complainant will be provided some reasonable period to consider their options and communicate whatever needs/preferences they may have. A timeline for next steps will be reviewed and when appropriate, additional meetings scheduled.

d. The Complainant may request that the School keep their identity confidential, which may include a request that the School decline to proceed with any additional fact-gathering, or formal or informal resolution processes with respect to the reported incident. In such instances, the Complainant will be advised of the "Requests for Confidentiality" procedures set forth below, and the School will follow these procedures in evaluating the Complainant's request and in taking appropriate action. If a decision is reached to institute formal or informal School resolution processes, or to impose remedial or protective measures that will affect the Respondent, the Respondent will be notified of the proposed action by the Director and/or Financial Aid Officer and will receive written notification of the available procedural options and resources available to them through the School and relevant community agencies. If a determination is made to honor or not honor a request from a complainant, the Director/Financial Aid Officer will communicate to the Complainant in a prompt and sensitive manner. The complainant will be informed at that time of any additional steps they can take.

Preliminary Investigations, and Formal and Informal Resolution Procedures for Reports of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking Involving Students

Preliminary Investigation

During a preliminary investigation into a report of potential dating violence, domestic violence, sexual assault, or stalking, or when an informal resolution process is requested by a Complainant, the Director/Financial Aid Office with will contact the Respondent to schedule a meeting. In that meeting, the staff member will:

1. review the rights of the Respondent (including available resources, accommodations, and support options, as well as the right to be accompanied by an advisor of their choosing to any meeting or interview conducted in connection with the reported incident);
2. review the alleged details of the reported incident, as appropriate; and
3. solicit the Respondent's perspective on the allegations

Informal Resolution Process

If the Complainant has expressed a desire to proceed with an informal resolution process, the staff member may also discuss with the Respondent:

1. actions requested by the Complainant, as appropriate; and
2. actions recommended by the School.

If, following the discussion, the Respondent voluntarily agrees to participate with the actions necessary to honor the Complainant's and School's requests, steps will be taken to complete those actions in a prompt and timely manner. Examples of requests include, but are not limited to, counseling for the Respondent, commitment to change/end the behavior, restricted activity, schedule modification, and educational intervention. The Complainant will be notified of the Respondent's agreement and appropriate documentation will be maintained. No reportable disciplinary record is created; however, the information will remain on file should future concerns be reported.

If the Respondent is not willing to honor the requests of the Complainant or the University, a follow-up meeting will be held with the Complainant to determine next steps. In addition, even if the Complainant initially expresses a desire to engage in the informal resolution process only, they may choose to invoke the School's formal resolution processes later.

Formal Resolution Process Proposed Timeline and How to File a Complaint

A Complainant may issue a formal complaint with respect to an alleged incident of dating violence, domestic violence, sexual assault, or stalking in person, electronically, or via phone, by contacting the

Arnold's Beauty School's Financial Aid Officer
Phone: 731-686-7351
E-mail: abs1179@bellsouth.net

If a Complainant issues a formal complaint, or if the school decides to conduct a formal investigation, the school will initiate a prompt, thorough, fair, and impartial investigation and resolution process. Reports will be investigated and managed by the Financial Aid Officer and/or Director who have been trained annually on issues related to domestic violence, dating violence, sexual assault, stalking, and victimization, and on how to investigate and hearing process that protects the safety of victims and promotes accountability.

The school will observe the following procedures in conducting the formal resolution process, and will strive to complete any formal resolution process, up to and including a determination of responsibility and assignment of sanctions, within 60 business days of its initiation. If circumstances require that the proposed 60-day timeline be extended in any case, both parties will be notified of the extension and the reason it is being sought.

Formal Investigations
Formal Investigations will be conducted by trained investigators designated by the Financial Aid Officer/Director. When a formal investigation process is initiated, the assigned investigator will attempt to gather whatever relevant information may be reasonably available regarding the alleged incident. This may include interviewing the Complainant, Respondent, and/or any other witnesses who are identified during the investigation, as well as gathering available documentary, electronic, or physical evidence. Parties will be provided with adequate notice of the investigation and a meaningful opportunity to be heard.

After the investigation, the assigned investigator will prepare a draft Investigative Packet, which will contain all material information gathered during the investigation and being put forward for consideration in determining whether to hold the Respondent responsible for the alleged incident. The draft Investigative Packet will not contain any findings of responsibility/non-responsibility.
The assigned investigator will attempt to complete his or her investigation, including the completion of the draft Investigative Packet, within 35 business days of initiation. If circumstances require that the proposed 35-day investigative timeline be extended in any case, both parties will be advised of the extension and the reason it is being sought.

The Complainant and Respondent will be provided with an opportunity to meet with the assigned investigator to review the draft Investigative Packet, submit additional information or comments identify additional witnesses or evidence for the investigator to pursue, and submit any additional questions that they believe should be asked of any other party or witness. The parties will have up to 5 business days to submit any additional questions or follow-up after reviewing the draft Investigative Packet. Once the parties have responded to the draft Investigative Packet or the 5 business days have elapsed, the assigned investigator

will review and address any questions or follow-up submitted by the parties in response to the draft Investigative Packet, as appropriate.
This may include conducting additional investigation. The assigned investigator will then incorporate any revisions or new information into a final Investigative Packet within 5 business days, if possible.
The parties will be provided with an opportunity to review any new information that is added to the Investigative Packet before it is finalized, and a recommendation will be made.

Processes for Determining Responsibility
Whenever a final Investigative Packet is reviewed, if the information reasonably supports a School Rules violation, the school may recommend charges and disciplinary actions to the Respondent. If information in the Investigative Packet does not reasonably support a School Rules violation, then the case will be closed without charges.

Notification of Determination and the Right to Appeal
Both the Respondent and the Complainant will be notified simultaneously, in writing, of the decision once the written outcome has been decided by the school. The Respondent and the Complainant will also be notified, in writing, of the appeal procedure, of any change to the decision that occurs prior to the time that the decision becomes final, and when the decision becomes final. If suspension or termination is determined as the disciplinary action, both the Complainant and the Respondent will have the opportunity to file an appeal. After any appeal process, both the Complainant and the Respondent will be notified simultaneously, in writing, of the outcome.

Burden of Proof
As noted, the standard of evidence for determining whether a violation occurred, specifically when investigating alleged domestic violence, dating violence, sexual assault, and stalking, is "preponderance of evidence."

Following a final determination of an institutional procedure regarding domestic violence, dating violence, sexual assault or stalking, the school may issue disciplinary measures that include:

- **WARNING:** A warning is an indication to a respondent that his/her conduct violated the School Rules and that further misconduct will result in more severe disciplinary action.
- **SUSPENSION:** Disciplinary suspension from Arnold's Beauty School is assigned for a specified period. A suspended respondent cannot participate in any class, practical work or receive any clock hours, or receive any scheduled work hours if an employee.
- **TERMINATION:** If a respondent is terminated from Arnold's Beauty School, they will no longer enrolled or employed, and cannot be reenrolled or rehired.

EVALUATION The Health and Safety Plan, including Accident and First Aid Policies, is evaluated annually at Advisory Board Meetings and is revised when needed based on the input from staff and students. The *Plans are located in the Policy, Procedures and Plans Notebook* in Office and at the Front Desk Color Bar. A suggestion sheet is included for any student or staff comments for change recommendations

Arnold's Beauty School establishes and maintains on a current basis all records necessary to establish its proper administration of the Title IV, HEA programs and its application for any Title IV, HEA program funds, including source documentation of digital daily attendance logs to validate the entry of hours into the clock in/out system. Attendance is used when determining academic payment periods, the timing of subsequent disbursements of Title IV, HEA funds, and to establish the last date of attendance for a student who withdrawals or graduates. In addition, the institution keeps records relating to its administration of the Title IV, HEA programs for three years after the end of the award year for which the aid was awarded and disbursed. For the Federal Direct Student Loan Program (Subsidized, Unsubsidized, and PLUS), the records contain the student or parent borrower's eligibility and participation in these programs for three years after the end of the last award year in which the student last attended the institution.

Beginning in September of the 2014, the institution uses an IPOD app to track the number of clock hours a student successfully completes. All students must clock in and out each day at the front desk using a 4-digit code. Any fraudulent time will be considered null and void, and will be investigated. All attendance source records, including daily attendance, field trip hours, salon days, any time clocked outside of the student's scheduled hours (authorized and signed by and instructor), etc., are maintained in the school's office, and correctly and timely reported to the governing boards.

Each student is to attend classes regularly and pursue the instruction and practical work diligently. Students must maintain a minimum of 70% of clock hours completed out of the scheduled hours for the all payment periods (0-450 hours/15 weeks, 450-900 hours/15 weeks, 900-1200 hours/10 weeks, 1200-1500 hours/10 weeks). All practical and theory work missed due to absence must be made up and is the responsibility of the student. All required practical and theory work must be completed prior to graduation. Failure to meet the minimum hour requirement for 3 consecutive weeks may result in a suspension. Subsequent suspensions may result in additional suspension time and/or termination. Habitual absenteeism may result in termination. All absences of 3 or more days without notification will be cause for suspension. A student may be terminated after 10 consecutive unexcused absences.

The Financial Aid Officer oversees attendance reporting and is the State Board Liaison.

COMPLETION, PLACEMENT & STATE EXAM PASS RATES

July 1, 2022– June 30, 2023 (School Year Completion, Placement and Licensure Rates As required by the Council on Occupational Education (Report Date - 03/13/2024)
Completion: 78%
Licensure: 84%
Placement: 92%

July 1, 2022– June 30, 2023 (School Year) Tennessee Higher Education Commission - Division of Postsecondary State Authorization Annual Performance Report (Report Date - 01/9/2024)

Program Enrollment: 95 Number Still Enrolled: 46
Percent Still Enrolled: 48.4%

WITHDRAWAL SUMMARY

Special Circumstance Withdrawals: 1 Number of Withdrawals:11
Withdrawal Rate: 10.5%

COMPLETION SUMMARY

Number Not Currently Enrolled: 49 Number of Completions:38
Completion Rate: 79.2%

PLACEMENT SUMMARY

Special Circumstance Non-Placements: 8 Placed In-Field Withdrawals: 0
Number Placeable: 30 Total Placed In-Field: 29
In-Field Placement Rate: 96.7% Number Placed: 29
Placement Rate: 96.7%

STUDENT DEMOGRAPHICS

Race
Caucasian: 90
Percent Caucasian: 94.7%
African-American: 2
Percent African-American: 2.1%
Hispanic: 1
Percent Hispanic: 1.1%
Other/Unknown: 2
Percent Other/Unknown: 2.1%
Subtotal Race: 95

Gender
Male: 0
Percent Male: 0.0%
Female: 95
Percent Female: 100%
Subtotal Gender: 95

Age
Under 25: 79
Percent Under 25: 83.2%
25 and Over: 16
Percent 25 and Over: 16.8%
Subtotal Age: 95

Please visit the National Center for Education Statistics and search for Arnolds Beauty School for more statistical information.
https://nces.ed.gov/collegenavigator/?s=TN&zc=38358&zd=0&of=3&id=219587#fedloans



CONDUCT
A student will be dismissed from the school if their conduct is inappropriate, if they do not meet the school's academic standards or attendance policies, and if they do not follow school rules. A copy of school rules and regulations is given to each student and explained during orientation. School rules are also published at the end of this catalog.

COUNSELING
Should a student fail to achieve the minimum passing grade or fail to meet other fundamental standards of the school, he or she will be privately counseled. When a student is counseled concerning academic progress, attendance or any other school related matter, a record of the counseling session will be kept on file.

STUDENT FILES
Current student records, including but not limited to vital records, financial documents, transcripts, Title IV awards, attendance and grade records are securely kept in a fire-proof security cabinet in the school office for a five -year time period, then moved to a secure storage room indefinitely. The administration only has access to these files to ensure protection of confidentiality. Security cameras are located in the office to further protect the data of our students and faculty.

PRIVACY, SAFETY AND SECURITY OF DIGITAL DATA
All digital data is secured with a firewall, private wifi, private and secure network, and a backup hard-drive that is located in a locked fireproof file cabinet in the school office. All administration computer files are back up monthly on the hard-drive. Student hours are backed up online monthly through the Tennessee State Board of Cosmetology and Barber Examiners, and Financial Aid files are backed up online through Campus Ivy. We do not provide information to any outside agency without explicit permission from our students and/or clients.

For client information, we utilize the Square devices, which maintain all information on their software. Included in this policy is their Privacy Policy.

STUDENT GRIEVANCE POLICY
Any student having a complaint of any kind may indicate the problem in writing to the Director, Tammy Glenn, 731-686-7351; at the school location, 1179 S Second St, Milan, TN; during regular school hours. The complaint will be considered and reviewed by the Director and one or more staff members. They will then meet with the student to resolve the matter in a satisfactory manner. If the student is not pleased with the outcome, the student may contact the Advisory committee members, the Tennessee State Board of Cosmetology Barber Examiners, the Council on Occupational Education, or Tennessee Higher Education Commission.
Tennessee State Board of Cosmetology and Barber Examiners First Floor 500 James Robertson Parkway Nashville, Tennessee 37243-1147 (615)741-2414
Council on Occupational Education 7840 Roswell Rd Building 300, Suite 325 Atlanta, Ga 30350 (770)396-3898/(800)917-2081
Tennessee Higher Education Commission Nashville, TN 37243-0830. Telephone: 615-741-5293.

LEAVE OF ABSENCE

Arnold's Beauty School's Leave of Absence Policy provides a means for students to take an approved leave of absence from the Cosmetology program without being required to go through the re-admission process upon return to the institution.

For the Leave of Absence to be approved, a student's request must meet the following requirements:

1. A student must submit a written request for a leave of absence in advance of the leave, unless unforeseen circumstances prevent the student from doing so. The Leave of Absence document must be completed giving the date the leave is to begin and the date the student is expected to return from the leave. The Leave of Absence form must be signed and dated by the student and the approving school official.
2. The institution must limit leaves of absence to a maximum of 180 days within a 12-month period.
3. A series of non-consecutive days may be approved as one leave of absence.
4. There must be reasonable expectations that the student will return to the school.
5. In the case of unforeseen circumstances preventing the student from submitting the request in advance, the institution may grant the leave of absence if the institution documents the reason for the decision.

No additional institutional charges are generated during the leave. Upon the student's return, the student is allowed to complete coursework started prior to the leave. An approved Leave of Absence is not considered a withdrawal, and the student retains in-school status. For a student loan borrower who does not return from an approved leave of absence, the loan grace period begins retroactively on the date the leave begins. A student may take a leave of absence for not more than a total of 180 days in any 12-month period. The 12-month period begins on the first day of the student's first Leave of Absence.

Additional subsequent leaves may be granted for:

- Jury duty
- Military reasons
- Circumstances covered under the Family and Medical Leave Act of 1993

Unforeseen circumstances may include:

1. Birth of a child and the need to care for the child
2. Need to care for the student's spouse, child, or parent with a serious health condition
3. A serious health condition that prevents the student from functioning as a student

Additional subsequent leaves may be granted for jury duty, military reasons or circumstances covered under the Family Medical Leave Act of 1993. Unforeseen circumstances may include:

Student Status During Leave of Absence

A student granted a leave of absence retains his/her admitted student and enrolled status. A student may not be eligible for Direct Loan disbursements while on leave of absence. An approved leave of absence extends the student's contract period and enrollment period by the same number of days as the leave.

Procedure for Obtaining a Leave of Absence

1. Schedule an appointment with the Financial Aid Administrator to review the leave of absence application's impact on eligibility.
2. Review the policy and complete the Request for Leave of Absence Form, available in the institution's office.
3. Submit the request to the Financial Aid Officer. The Financial Aid Officer will consult with the Director and Assistant Director and decide based on the student's request.

If the request is approved, the form must be signed and dated by the Financial Aid Officer.

Failure to Return from Leave

If the student fails to return from an approved leave of absence, the student will be considered withdrawn as of the last date of recorded attendance.

A Return of Title IV (R2T4) calculation will be performed using the last date of recorded attendance. Refunds will be made in accordance with federal Return of Title IV regulations.

Institutional charges will be calculated per pay period.

INSTITUTIONAL REFUND POLICY:

Tuition refunds will be based on the period of enrollment computed on the basis of course time expressed in clock hours. The effective date of termination for refund purposes will be the last date of attendance. A full refund will be made to any student who cancels the enrollment agreement prior to enrollment.

Should the student terminate or withdraw after entering the course, the school will retain the non-refundable $100 registration fee along with the amounts due for books and supplies that have been issued at the time of withdrawal.

The school will determine the percentage of tuition earned by dividing the number of hours a student acquired by the total course hours according to the schedule below:

% of Time Completed to Total Time of Course in Clock Hours	% of Refund
.01%-10%	90%
10.01%-25%	50%
25.01%-50%	25%
50.01% or over	0%

All refunds will be consummated within 30 days from the effective date of withdrawal. Student hours will not be released for certification while the student owes a balance on his/her tuition, books and supplies, and/or fees. The ability to

transfer credits from Arnold's Beauty School to another educational institution may be limited. Credits may not transfer, and/or you may have to repeat courses previously taken at Arnold's Beauty School if you enroll in another educational institution. It is highly recommended to become familiar with the transfer of credit policy of Arnold's Beauty School and other educational institutions that one may want to transfer credits to in the future before enrollment.

Federal regulations require continuous attendance and satisfactory progress at school. If continuous attendance and/or satisfactory attendance are not maintained, the student may lose eligibility for Title IV Financial Aid.

A student who withdraws or is administratively terminated from the school may be eligible to receive a refund for all or a portion of the tuition, fees and other school charges that were paid to the school for the payment period, based upon calculations per the above chart. formula. However, if the student received Title (V Financial Aid, all or a portion of the refund will be returned to the Financial Aid programs, as described below: ds calculation must be performed prior to any institutional refund calculations.

Federal Return of Title IV Funds Policy
This institution complies with the Federal regulations for the return of Title IV Funds. This formula dictates the amount of Federal Title IV aid that must be returned to the Federal government by the school and, in some cases by the student. Funds for any Title IV recipient who completely withdraws before the 60% point in time from a term, payment period, or period of enrollment must be returned according to the formula. Federal Return of Title IV refunds calculation must be performed prior to any institutional refund calculations.

Title IV Funds include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Stafford Loans (Subsidized and Unsubsidized), and Federal PLUS Loans.

The Student Financial Aid Administrator will be responsible for the calculations of the Return of Title IV Funds.

Payment Periods

The Cosmetology program is a clock-hour based program with payment periods defined as:

Hours	Weeks
1. 0-450	1. 15 weeks
2. 451-900	2. 15 weeks
3. 901-1200	3. 10 weeks
4. 1201-1500	4. 10 weeks

Consequences of Withdrawing

If funds were released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grants if the Title IV Funds if the student withdraws. A student's grace period for repayment of Direct Loans may begin at the start of determination of withdrawal. In addition, if Title IV funds must be returned, the student may end up with a balance due to the school.

Return of Title IV Calculation Procedure

If a student has liability of R2T4 funds, the Financial Aid Office will notify the student within 30 days of official or unofficial withdrawal. The school will return Title IV Federal Funds to the allocated Federal Funds account to be drafted by the COD with assistance of Weber.

The institution will be responsible for the Return of Title IV funds. The following steps will be taken in calculation of the return.

1. The institution will enter the cost of education and determine the Last Date of Attendance (LDA).
2. A Return of Title IV Calculation Form will be utilized by the institution to find the amount of funds that will be returned. The Institution's servicer, Weber and Associates, assists our institution with a service portal known as VFAO that contains the Calculation Form.
3. The institution will input all Title IV disbursements listed as paid and disbursed by the institution. The calculation from VFAO will determine the refund amount and order of Return of Title IV Funds.
4. The completed calculation will be sent to Weber and Associates to determine if the information is correct. Weber and Associates will then transmit the report to COD.
5. Once repayment amounts are verified, the Financial Aid Officer will transfer repayments from the Federal Funds account to G-5. The transfer will then be reported to Weber and Associates, who will report to COD.
6. Return of Title IV fund calculation must be processed within 30 days of date of determined withdrawal.

An example of the Return to Title IV Calculation:

If Institutional charges are $9990 that spans two payment periods of 450 clock hours each, and the student withdrawals before 60% of the second period is complete, Title IV funds must be returned for the 450 hour period that is prorated at $4995. The calculation of return amount will be completed by determining the

amount disbursed, amount that could have been disbursed, and percentage of hours scheduled to complete versus total hours in period. Those amounts will be multiplied to determine the amount of Title IV Earned. That amount will then be subtracted from the total amount disbursed to the student, which will determine the amount due for Return of Title IV.

Order of Distribution of Funds/Return of Title IV Funds

If it is determined that the R2T4 is required in accordance with Federal Accreditation/Institutional program, the returns must be applied to the appropriate program in the following order:

TITLE IV FINANCIAL AID

1. Federal Unsubsidized Direct Loans
2. Federal Subsidized Direct Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants for which a return is required
5. FSEOG

OTHER: 1) State, private, or institutional funds 2) Student

Timeframe for Return of Title IV Funds

All unearned funds must be returned to the Department within 45 days from the determination of student's withdrawal.

Official Withdrawal Procedures

1) Notify Financial Aid Officer or Director of intention to withdrawal by making an appointment in the Financial Aid Office
2) Fill out Withdrawal Form
3) If Federal Direct Student Loans are owed, student must complete the Student Loan Exit Information Form

Refunds will be calculated at the beginning of each month after the Tennessee State Board of Cosmetology and Barber Examiners monthly hour report is completed. Refunds will be consummated within 30 days from the effective date of withdrawal.

Withdrawal date is determined as follows:

Student's last day of attendance at academically related activity.

Unless a student does not return, an approved leave of absence is not a withdrawal, and the student does retain in-school status. For a borrow who does not return from an approved leave, the grace period starts retroactively to the date the leave began.

Procedure to Determine Unofficial Withdrawals

An Unofficial Withdrawal consists of when a student leaves the school without official notifying the school of withdrawal. The withdrawal date will be determined based on attendance records that show when the student ceased attending school. The institution will determine the withdrawal date for an unofficial withdrawal within 30 calendar days from (shortest time frame):

1. End of payment period
2. End of academic year
3. End of student's educational program

Determination of Last Day of Attendance (LDA)

If a student is absent for 14 days, the school will contact the student to determine if they intend to stay enrolled or withdraw. If student withdraws, the timeframe for completing Return of Title IV calculation begins. The Last Day of Attendance will be determined by reviewing the attendance records to see the last day of attendance in classrooms and/or institution related activities. The date of withdrawal should be no later than 14 days after the last date of attendance in records

Procedure for Post Withdrawal Disbursement for Title IV Grants

1. The institution will notify the student, or Parent for a Direct Parent PLUS Loan, before making a post-withdrawal disbursement.

2. The institution must make a post withdrawal disbursement within 180 days of the determined date of withdrawal. If a student has died, a post-withdrawal disbursement will not be made to the account or estate of the student.

3. Grant funds must be made available for post-withdrawal disbursements prior to the disbursement of the available loan funds.

4. The institution will credit the student's account within 180 days from the date of post-withdrawal disbursement determination.

5. The institution will disburse non-credited post-withdrawal disbursement of grant funds within 45 days from the student's withdrawal date.

Procedure of Post Withdrawal Disbursement of Title IV Loan Funds

1. The school will notify a student, or parent for a Direct Parent PLUS Loan, within 30 days of withdrawal date, prior to making post-withdrawal disbursements of loan funds. Included in the notification to help the parties make an informed decision will be:
    a. Type and amount of loan funds that may be credited to the student's account
    b. Ability to accept or decline all portions of the fund
    c. If accepted, the obligation to repay loans whether disbursed to the student's account or directly to the borrower
    d. Minimum loan debt advantages
    e. Option to cancel loan or pay toward other Title IV loans
2. The documentation of the notification and determination must be maintained in the student's file
3. The school will make loan proceeds no later than 180 days from the school's determination of the student's withdrawal

Process of Overpayment of Federal Grant Funds

Students with overpayments as a result of withdrawals may retain Title IV funds for 45 days from the date of notice of overpayment.

After overpayment has been determined by the school, the school has 30 days to notify the student that

1. Overpayment of Title IV funds are owed, and the student needs to contact the institution
2. If student does not act in 45 days from date of notification, eligibility for additional funds will end
3. To extend eligibility, a student may:

a. repay overpayment in full to the institution

b. sign a repayment agreement (2 years maximum)

4. If student fails to act within 45 days, the institution will report to NSLDS and utilize a Default Resolution Group

Examples and worksheets used to determine the amount of refund or return of Title IV aid are available upon request.

SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE

All students at Arnold's Beauty School are required to meet Satisfactory Academic Progress through attendance and coursework. Evaluations are made throughout enrollment to ensure progress is being made, or whether the student requires advisement. An academic year at Arnold's Beauty School is defined as 900 clock hours. **Qualitative requirements are defined as a student's GPA and quantitative requirements are defined as the number of hours completed verses scheduled.**

Payment Periods

Payment periods are divided into 4 increments based on hours (0-450, 451-900, 901-1200, and 1201-1500).

Weeks of instructional time of each payment period consists of:

0-450 hours:	15 weeks
451-900 hours:	15 weeks
901-1200 hours:	10 weeks
1201-1500 hours:	10 weeks

In order to be making satisfactory academic progress toward a diploma, students must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (one and one-half times the length of the program). Satisfactory progress will be measured as follows:

1) at midpoint of first academic year (after completion of 450 hours)
2) at the end of the first academic year (after completion of 900 clock hours)
3) at midpoint of second academic year (after completion of 1200 clock hours).

The SAP policy provides for consistent application of standards to all students within the Cosmetology program.

Required Grade Averages (Qualitative Requirement):

At the end of each increment, the grade point average will be evaluated, determined, and documented in each student's file. Student's achieving the averages specified in the chart below will be considered to be making satisfactory academic progress:

Cosmetology 1500 clock hours
50 weeks @ 30 per
Maximum time frame - 75 weeks

# of weeks of Enrollment	15	30	40	50
Minimum Grade average	70%	70%	70%	70%

Required Completion Rate:
In addition to the grade averages listed above, students must also be progressing toward successful completion of the program within the maximum time frame at the following rate:

# of weeks of Enrollment	15	30	40	50
Minimum Clock Hours	315	630	840	1050

Treatment of Incompletes, Withdrawals, Repeats, and Remedial:
The following grades received from the course taken will not be considered as successful completion: F – failing grades, W - withdrawal, I - incomplete, and X'S unofficial withdrawal.

The following conditions must be met for incomplete work, withdrawal from the program, repeating a subject and remedial work:

1) Students with incompletes will be given 2 weeks in the following evaluation period to make up work not completed during the prior evaluation period, in addition to the regular work for the current evaluation period.
2) A student wishing to change programs must get permission from the school Director. The Director will determine the amount of credit, if any, that will be given for the previous work completed.
3) AA student who receives a failing grade for a subject will not receive credit for that subject, and must repeat the subject in full. The original and repeated course will be included in both SAP measurements (attempted, but not earned). Transfer hours, withdrawals, and incompletes will also factor into SAP and will be treated as attempted/ earned. A student may repeat a subject only with approval from the school Director.
4) All remedial work must meet the same standards set for other course work and must be satisfactorily completed before graduation.
5) A "W" will be given to a student who withdraws before the end of a particular unit. An "I" will be given to a student who misses three or more days in a week. Progress reports will be provided at the end of each evaluation period.

Financial Aid Warning:
If a student is not making SAP according to the school's policy of required Grade Average and Completion Rates at the end of each payment period, the school's policy is to place the student on Financial Aid Warning and may disburse Title IV HEA program funds to the student for one payment period. The Financial Aid

Warning will be the first step in the process of Financial Aid Probation if the student does not take necessary steps to improve performance. The student may be eligible for Title IV, HEA programs after being issued a Financial Aid Warning.

Financial Aid Probation:
After a Financial Aid Warning, and a subsequent opportunity to correct academic and attendance performance, a student will be placed on Financial Aid Probation. If a student is not making SAP according to the school's policy, the school may place the student on Financial Aid Probation and may disburse Title IV, HEA program funds to the student for the subsequent payment period if:

a) the school evaluates that the student is not making satisfactory academic progress

b) the student appeals the determination

c) the school determines that the student should be able to make satisfactory academic progress during the subsequent payment period and meet the school's satisfactory academic progress standards at the end of that payment period, or the school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress standards by a specific point in time.

A student on Financial Aid Probation for a payment period may not receive Title IV, HEA funds for the subsequent evaluation period unless the student makes SAP or the institution determines that the student met the requirements specified by the institution in an Academic Plan for the student.

Notification:
A student will be provided notification prior to being placed on Financial Aid Probation by the Director of Financial Aid and given an opportunity to discuss and Academic Plan for Program performance improvement.

Academic Plan:
Instructors will meet with the student to determine the deficiencies in coursework including attendance, theory test scores, and practical work. Consistent deficiencies in testing may lead to evaluation to see if oral testing is needed. Goals for improvement on practical work, minimum attendance and theory testing may be set following evaluation based on the individual's needs.

Appeals Procedures:
If a student is determined to be ineligible for Financial Aid because SAP requirements were not met, the student may appeal this decision to the Director of Financial Aid by indicating in writing the reasons why the minimum academic/attendance requirements were not met, and why aid should not be terminated. The basis of successful appeals can include, but not be limited to: the death of a relative, an injury or illness of the student, or other circumstances. The appeal must also include what changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation.
The Director of Financial Aid will review the appeal and determine whether the suspension from aid is justified. The student will be advised, in writing, of the



decision.
To reestablish satisfactory progress once a student has been terminated from aid, the SAP requirements must be improved to meet the designated standards.

Reinstatement:
Students whose disqualification has been successfully appealed will be reinstated into financial aid eligibility status

STUDENT APPEAL PROCESS FOR TERMINATION
When a student has been terminated from school, they will have the opportunity to appeal the decision of the administration. A student may contact the school within a 30-day period following the termination and set up an interview with the administration. At that time, they must provide documentation as to the reason they were not attending classes and/or had not notified the school of their circumstances. The school's Advisory Committee may be contacted to aid in the final decision. Upon approval, the student will be re-enrolled on a probationary status. At the end of this period, the school will evaluate the student's attendance and progress.

In relation to termination from school due to failing grades, the student will also be re-enrolled on a probationary status. During this probation period, the student will receive special tutoring from the instructors and given the opportunity to bring up failing grades. At the end of this period, the student's grades will be evaluated by the school as to the student's probability of passing the course.
Probation periods will vary as to the individual's need, usually not exceeding 30 days.

TRANSCRIPT REQUEST PROCEDURES
Students and graduates of Arnold's Beauty School will be provided with copies of transcripts upon request. Transcripts will also be furnished to other postsecondary institutions or state boards at their request on behalf of the student.
There is no fee. Transcripts may be withheld if the student owes a balance to the school per the Refund Policy.

Official Withdrawal Procedures

4) Notify Financial Aid Officer or Director of intention to withdrawal by making an appointment in the Financial Aid Office
5) Fill out Withdrawal Form
6) If Federal Direct Student Loans are owed, student must complete the Student Loan Exit Information Form

Refunds will be calculated at the beginning of each month after the Tennessee State Board of Cosmetology and Barber Examiners monthly hour report is completed. Refunds will be consummated within 30 days from the effective date of withdrawal. Withdrawal date is determined as follows:

5. Last date of attendance from school's attendance records

6. Date student began the withdrawal process, or
7. Date student provided official notification of intent to withdraw, or
8. For a student that does not return at the expiration of an approved leave of absence the date will be the last date of attendance.

Unless a student does not return, an approved leave of absence is not a withdrawal, and the student does retain in-school status. For a borrow who does not return from an approved leave, the grace period starts retroactively to the date the leave began.

GAINFUL EMPLOYMENT DISCLOSURE - As of 11/06/2018
Students graduating on time
57% of Title IV students complete the program within 14 months
Program Costs*
$16,750 for tuition and fees
$1,225 for books and supplies
Other Costs
Visit website for more program cost information
**The amounts shown above include costs for the entire program, assuming normal time to completion.*
Note that this information is subject to change.
Students Borrowing Money
The typical graduate leaves with
$4,519 in debt
The typical monthly loan payment
$46 per month in student loans with an interest rate of 4.45%.
Graduates who got jobs
100% of program graduates got jobs according to the Tennessee Higher Education Commission job placement rate 92% of program graduates got jobs according to the Council on Occupational Education job placement rate
Program graduates are employed in the following fields:
Hairdressers, Hairstylists, and Cosmetologists
Makeup Artists, Theatrical and Performance
Manicurists and Pedicurists
Skincare Specialists
Licensure Requirements
Program meets licensure requirements in:
Tennessee

The full disclosure is available at:
http://arnoldsbeautyschool.com/gainful-employment/2308375

SCHOOL RULES

If rules are not followed, you will be docked 30 min from time or sent home. Repeated violations may result in suspension and/or termination.

General / Conduct

- Profanity and drama and/or discord or disrespect are not allowed on school grounds. Always stay professional and represent your-self in a respectable manner. Be respectful of all fellow students, instructors and clients. Rudeness will not be tolerated.
- Be mindful that your behavior outside of the school can affect your professional opportunities.
- Being argumentative with the instructors will not be tolerated
- Respect all clients; do not roll your eyes when you are asked to work on a client. This is very disrespectful. Watch your mouth and pay attention to what you say in front of clients.-
- When a friend is working on a client or family member, do not sit with them, work on your own task.
- Class mates, you are all students, do not talk crap about other students and their work. This is very unprofessional!
- Mind your own business. Students may be expelled for misconduct or violation of the following while on the school premises: vulgar, distasteful or obscene language: (mainly in break/ smoking area) possession of weapons of any type; use of alcoholic beverages; stealing of any kind; and /or any other conduct deemed inappropriate by the school administration.
- Any act of violence, verbal or physical, may result in suspension or termination if results from an administrative investigation show credibility to the accusations.
- ·If you are working on a client/manikin and need help please ask a instructor, NOT another student. We (the instructors) have witnessed a lot of misinformation.
- You are not allowed to read your own personal books at school.
- No blankets!
- We try to let you know about appointments but it is your responsibility to check the book often.
- No hair or makeup after 8:15.
- You are to park only in real parking spots! (This means a white line on either side of the car!) Students are to park in the public parking lots only.
- Students are not allowed to park on the streets.
- When you leave the parking lot be respectful!
- NO ear buds!
- You are Not allowed to watch movies on your phone while you are clocked in.
- Cell phone use and food are only allowed in break rooms!
- Eating is not allowed in any clinic area!
- If you do not have an assignment work on your task sheets. This is mandatory and your responsibility.
- You are not allowed to give your clients to another student, only an instructor can move an appointment.
- If you refuse an appointment, you will be sent home.
- Please do don't use the back door for anything other than taking the garbage out. Otherwise, this door is to stay locked at all times for safety precautions.
- Smoking and Vaping are not allowed inside the building. We have a designated smoking area outside in the covered area.
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- When a client checks out it is the student's responsibility to walk the client to the front and tell the instructor what services the client received (wax, nail art, French manicure, etc.)
- · All business connected with students training will be conducted in the office.
- · Students' hours will not be released for certification while student owes a balance on his/her tuition.
- Clean-ups
- · Always clean color trays before putting away.
- · Use color towels on trays. Put dirty color towels in basket not with regular towels. This ruins all the rest of the towels
- · Only use trays when working on clients Completely clean up from yourself and your client before you go to break or lunch.
- · Clean up any water on floor immediately.
- · Wipe down shampoo bowl before you leave that area including neck area.
- · Clean hair balls out of sink before you walk away.
- · Make sure water is turned completely off!
- · If you take the last of something remove trash and dispose of it then let a instructor know.
- · When you make yourself cup of coffee, clean up area before walking away!
- · Please make sure your station is clean before going to lunch, put all tools away!
- · Clean up will not start until 30 minutes before we leave unless the instructors say otherwise.
- · All students must complete 30 minutes of clean ups per day, your instructor will assign these. Clean ups are checked by instructors at the end of the day. If you do not do your clean up or only partially, do it you will be docked 30 minutes.
- Breaks
- · Breaks are 15min. Go when it is your time unless you have a client. Instructors should not have to come find you and tell you break time is over.
- · Your lunch is 30 minutes. You eat during that time; you do not clock in and go back outside and break for another 15-30min.
- · If you have a client and work through your lunch and the rest of your afternoon is open you still have to take a full lunch.
- · You are only allowed to break in the breakrooms or outside break area (not down the street)
- · You are not allowed to break in your car, if you need to get something from your car, you need to tell a instructor.
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- Attendance
- · If you miss three or more days in one month without an excuse, first offence will result in a 3-day suspension. This includes leaving early. Second offence will be a 1-week suspension. Third offence will result in a 3-week suspension and /or consultation on termination. You are not allowed to miss the day before or after a break, this is also a 3-day suspension. Also know that you may feel like you are just getting extra days off but if you are receiving any type of financial aid this will go against you.
- · Any student leaving school early or not returning from lunch without informing your instructor will be cause for suspension.
- · If you need to leave at a time other than what is on the sign in sheet (earlier) you must clear this with your instructor.
- · If you are highlighted 3 consecutive weeks you will be suspended.
- · If you are going to be out and you do not contact the school this is grounds for suspension. It is your responsibility to contact school/ Instructor arnoldybeauty@outlook.com. If you are in Donna's class you must contact her.
- Clock in/out
- · Do not clock out at the end of the day until an instructor gives permission.
- · It is your responsibility to inform an instructor immediately when and if you notice something is wrong with your clock in and/or outs. If you do not report this asap you may forfeit those hours.
- · Clock in is at 8:00 am, we give a 15-minute grace period for emergencies. No clock ins after 8:15!!!
- · You are to be in your class and in your seat at 8:15
- · Students are not allowed to clock anyone else in or out. If you are caught doing this it can result in up to 3-week suspension for all parties involved.
- · You have a one time get out of jail free card. You can use this one time while you are in school. It can only be used between 8:15-8:30.
- Kits/Books/ Equipment
- · Bring all books and kits to school every day!! If you arrive in class without proper tools, you will be sent home.
- · You will not be allowed to take kits home until you have completed 500 hours.
- · All students are responsible for his/her own kits, tools and personal property. Students are encouraged to lock valuables in their lockers.
- · Only school kit bags are allowed. The ones we give you.

- **Dress Code:**

Tuesday - Friday

- You are to wear your cape (closed up) and name tag at all times! NO exception! You are to have your cape and name tag on when you enter the building in the morning and when you exit in the afternoon.

Other Regulations:

- No cleavage may be showing
- No writing or emblems, only Arnold's
- Shirts must fall below waist line with arms raised
- No stomach or back showing will be allowed
- You are not allowed to make your own shirts or have them printed. Arnold's Beauty School owns the Arnold's logo.
- No jeans with holes
- No hats, headbands, head scarfs, or head wraps

Shoes

- Must be comfortable and well-fitted
- No open-toed shoes
- Shoes need to be maintained and in good condition
- No house shoes, UGG slippers and moccasins are house shoes

Jackets, Sweaters, and Hoodies

- Must be black and not oversized if worn while working on clients
- Black Arnold's in white writing will be accepted
- Black stylist's jackets and nametags must be worn at all times

*Dress code subject to change

***If you are out of dress code, you will be sent home.**