



## **Cosmetology Course Catalog**



**VICI BEAUTY SCHOOL**

Milwaukee, Wisconsin

### **Develop Your Natural Talents**

If you're looking for an opportunity to express your creativity and establish a solid professional career, look no further. Come to VICÍ Beauty School.

**Our Mission** is to strive for excellence in the art and science of cosmetology by giving students the knowledge and skills to prepare them for the State licensing exam, to obtain gainful employment in the cosmetology industry and related fields, to instill a desire to achieve personal and professional goals, and to continually nurture our student's desire for knowledge. Inspiration + Excellence = Success

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## **Shape Your Career**

Your career in cosmetology will allow you to explore the latest trends in haircutting, styling, skin care, hair coloring, chemical reformation, and make-up.

With your cosmetology license and the knowledge and skills obtained through our training program you have many career opportunities to choose from.

Do you see yourself as a stylist, esthetician, makeup artist, manicurist, hair color specialist, sales representative, permanent waving specialist or salon owner?

Is your goal to become a body care specialist, spa or health club therapist, spa manager or even spa owner?

Perhaps you see yourself becoming an educator, like an instructor, state board member or inspector, educational director for a product manufacturer, consultant or trainer. Or maybe you see yourself as a school owner, freelance makeup artist, stylist or makeup artist for film, theatre or fashion magazines.

## **You decide. VICÍ Beauty School will help you get there.**

VICÍ Beauty School will provide assistance in seeking a position through activities such as job postings and through salon visits to the school. However, VICÍ Beauty School cannot guarantee the placement of its graduates. Career guidance is considered part of the educational process at VICÍ Beauty School. Students are encouraged to discuss their career-related questions with instructors and school administration whenever they may arise.

## About VICÍ Beauty School

The first school location was established in 1969, and has undergone a few name changes. You might wonder about our current name, VICÍ. Translated from Latin, VICÍ (pronounced vee-cee) means “to conquer”.

VICÍ Beauty School — South Campus, located at 4111 South 108th Street, Greenfield, WI 53228, is a 20,000 square foot facility consisting of 4 classrooms, student lounge, a clinic area with 70 stations, retail area, and administrative offices. The building is located in a suburban setting with ample parking and close to public transportation. Our South Campus is licensed by the Aveda Corporation as one of a select group of schools across the world as an “*Aveda Institute*” authorized to teach the exclusive Aveda Curriculum.

VICÍ Beauty School — Bayshore Campus, located at 5780 North Port Washington Road, Glendale, WI, 53217, consists of 9,000 square feet of learning space, 3 classrooms, 60 clinic stations, facial room, student lounge, educational center, study room, retail area and large reception area for patrons. Located within the fashionable Bayshore Town Center, home to more than 100 stores and restaurants and a vibrant residential community, the school is on several major bus lines and has ample parking available. Our Bayshore Campus is licensed by Pivot Point International, a renown leader in cosmetology education. The Pivot Point method of Salon Fundamentals is taught at privileged cosmetology schools across the globe

VICÍ Beauty School — Madison Campus, is located at 353 East Campus Mall, Madison, WI 53715, inside the new University Square, a 14-story mixed-use building that houses retail shops, grocery store, apartments, and University of Wisconsin offices. It is a 14,000 square foot state-of-the-art educational facility which provides our students with 3 classrooms, 2 student lounges, a clinic and retail area, esthiology clinic, and administrative offices. In the heart of the UW-Madison Campus, we are located on the newly built East Campus Pedestrian Mall which runs from the lakefront to the Kohl Center. Our Madison Campus is licensed by the Aveda Corporation as one of a select group of schools across the world as an “*Aveda Institute*” authorized to teach the exclusive Aveda Curriculum.

All campuses are non-smoking environments.

VICÍ Beauty School does not discriminate on the basis of sex, sexual orientation, race, creed, age, color, ethnic origin or religion in its admission, instructional or graduation policies.

## About The Owners

VICÍ Beauty Schools are owned by Advanced Institute of Hair Design, Inc, whose principal owners are Penelope Rushing and Marvin Rushing. Together they have a skilled and dedicated team of experienced instructors, trained in all aspects of hair, skin, nail esthetics, and related sciences. Our focused administrative and support staff help to ensure that you are salon ready when you graduate.

## About The Staff

### Administrative Team

Jennifer Volz - Bayshore Campus  
Kristine Barnes - Madison Campus  
Soozie Nelson - South Campus

### Admissions Team

Jen Citowitz - Bayshore Campus  
Sandi Zappaterreno - Madison Campus  
Kelly Fishnick - South Campus

### Financial Assistance

Amy Chusid - All Campuses  
Liza Shea - Corporate Office  
Mike Wellnitz - Corporate Office

### Education Team- Bayshore Campus

Jamal Bates  
Jessica Baumann  
Jessica Berndt  
Pedro Chacon  
TiaShana Coby  
Bobbi Jimenez  
Susan Pourmodheji  
Amber Reiter

### Education Team - Madison Campus

Dawn Olson  
Diane Alexander-Gilbert  
Genevieve Flenory  
Stacy Miner  
Jenna Nowak

### Education Team - South Campus

Shannon Endres  
Nancy Francour  
Nicole Haas  
Char Hermann  
Katherine LaFave  
Roxanne Reed  
Renee Roehl  
Jodi Schreiber  
Mary Ann Smith  
Janice Taloff  
Barb Zinta

## Admissions

Are you ready to begin? If you're excited about the prospect of training at VICÍ Beauty School, here's all you need to do to get started.

- Submit a completed Enrollment Application.
- Submit a copy of your official high-school transcripts.
- Submit a non-refundable application fee of \$10.00.
- Provide proof of high school graduation by submitting a high-school diploma, official high-school transcripts with graduation date, GED or HSED.
- Submit a copy of your driver license or state identification card.
- Submit a copy of your social security card.
- Write a letter of intent letting us know why you would like to be in the industry.

Everyone requesting admission to VICÍ Beauty School will be graded on a scale of 1 through 5 (1 poor, 5 excellent). Students must score a 3 or higher on the personal interview to be eligible for enrollment. Scoring lower than a 3 will require applicant to return for a second, more in-depth interview to determine eligibility. Applicants who score below a 3 on the second interview will not be eligible for enrollment.

Interview grading criteria is based on the following to ensure suitability and success in the industry: Appearance, Friendliness, Personality, Communication Skills, Attentiveness, Motivation and Reasons for pursuing this career. For a detailed copy of the personal tour / interview admittance criteria, please submit your written request to our Admissions Representative or School Administrator.

Applicant's transcripts will be carefully reviewed prior to being accepted for enrollment. Transcripts with a GPA lower than a 2.00 (C average), or applicants who submit a GED or HSED Certificate will be required to take the API (Adult Placement Indicator) test to measure the applicant's reading and comprehension skills. This test is based on an 8th grade reading level. Applicants taking this test who score lower than an 8.0 will not be eligible for admission.

Applicants must submit all required documentation prior to enrolling for class.

Applicants who provide documents in a foreign language must have them translated by an outside agency that is qualified to translate documents into English and confirm academic equivalence to a U.S. high school diploma.

VICÍ Beauty School does not recruit students already attending or admitted to another school offering a similar program of study.

Applicants who are not eligible for admission will be notified by mail.

## **Orientation**

All students must attend orientation prior to the start of classes. Depending on specific starting class needs, this orientation may be scheduled from one week prior and up to the first day of class.

## **Transfer students**

The school may credit transferable hours. If a transfer student desires to have transfer hours counted, they must go through a formal skill evaluation (practical and written) to determine their skill level. Skill evaluations are typically held one Monday per month at the Bayshore Campus and a charge of \$150 must be paid at the time of the evaluation. Please call in advance for an appointment and to ensure that the proper paperwork is completed prior to the skill evaluation. Transfer hours may not be entirely credited if the skill level does not meet our requirements; if the student scores below 80% on the written test; or if we feel the student may need additional classroom time.

Transfer students must provide transcripts with their grades and hours at the time of the skill evaluation.

Tuition for transfer students will be calculated per hour based on number of hours needed to complete the program. Class/lab fee will be prorated based on number of hours needed. If a kit is required, the student must pay for it on the first day of school. If only a partial kit is necessary, it can be purchased separately.

## **Re-entry students**

Students who have dropped out of school or who have been terminated may apply for re-entry. The student must have satisfied all prior financial obligations to the school. The student should write a letter of intent to the school explaining why they wish to continue their education. Terminated students must also explain how they have or plan to correct the circumstances which lead to their termination. If approved, the student must then complete the entire application process and pay all fees. If the student had been out of school for more than six months, or had previously begun the practical portion of their education, they must complete a skill evaluation. The fee for the skill evaluation is \$150.00 and the student must provide a model and supplies for evaluation. Lab fees will be prorated based upon remaining time in school.



**Photo and Testimonial Release**

VICÍ Beauty School reserves the right to reproduce and publish any photos taken of students during their enrollment, as well as any testimonials written, for the purpose of marketing the school and/or business related consumer information.

**Cosmetology Course of Study**

The Cosmetology Course of study consists of 1,800 clock hours. Each of the subjects listed below will be covered in theory and practical work. The course is taught in English.

Subjects	Theory Hours	Practical Hours
Hygiene, grooming and personal development.	10	0
Bacteriology, sterilization and sanitation.	20	20
Tools, equipment, and implements (identification and usage.)	3	9
Haircutting, hair tapering (clipper cuts), razor cutting, hairstyling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow drying, shampoo, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	150	450
Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	190	400
Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electricity.	35	60
Manicuring, including artificial nails.	10	25
Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.	50	0
Product knowledge, product use and sales, preparing and consulting with customer for services.	45	0
Laws, rules, professional ethics and history of barbering and cosmetology.	18	0
Individual student needs industry trends and electives (e.g. record keeping, mathematics, communications, human relations, public relations, first aid, etc.)	117	188
Total Hours (1,800)	648	1152

## **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal that determination. For specific information on how to file an appeal based upon satisfactory academic progress, please see page 29.

If a student is terminated for a violation of school rules, attendance policy violation, or misconduct, the student may appeal the termination to the Appeal Board. The student must submit a written appeal to the school within fifteen calendar days of the status change along with any supporting documentation of the reasons why the termination should be reversed. The school will schedule an appeal hearing at a date and time determined by the school administration during regular school hours. The student may bring up to two people who may be witnesses or have relevant information to offer. Appeal hearings may be tape recorded and all appeal records shall be the sole property of VICÍ Beauty School.

Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal findings document will be retained in the student file. If the student prevails upon appeal, the termination will be reversed and federal financial aid will be reinstated, if applicable. The decision of the Appeal Board shall not be subject to further appeal.

## **Access to Student Records**

VICÍ Beauty School guarantees currently enrolled students (or in the case of a dependent minor, their parent or guardian) the right to view their records. Student records may be viewed by appointment only and under the supervision of an administrative staff member.

No portion of a file may be removed or reproduced without the permission of a school owner or administrator. Student records are the property of VICÍ Beauty School and, therefore, reviewing and/or removing any documentation from a student file without permission may result in immediate termination of enrollment.

Educational records are maintained for five years or more after graduation, termination or withdrawal from the program.

## **Student Information Release Policy**

VICÍ Beauty School requires written authorization from a student or graduate to release academic, attendance, enrollment status, financial and/or any other information to agencies, prospective employers, or any other party seeking information about the student. In compliance with the Family Educational Rights and Privacy Act (FERPA), information pertaining to a student's record will be released only upon with the written permission of the student, with the following exceptions; internal reviews including but not limited to student records audit, compliance reviews, accreditation process or financial audit, or any other specific exception permitted by FERPA. Access to any and all student records is provided to and permitted as required for any accreditation process initiated by VICÍ Beauty School or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

## **Make up Work Policy**

If a student is absent for a test or absent on an assignment due date, the student has three days to make up the test or turn in the assignment. It is the student's responsibility to make arrangements with their instructor to make up a test and/or turn in assignment. If the test is not made up within three days or the assignment not completed, the student will receive a zero grade. A student may not be eligible to progress to the next phase of their education unless all unit tests, assignments and workbook chapters are completed.

## **Grade Transcripts and Fee**

To obtain a copy of your transcripts, please submit a signed written request along with a transcript fee. The fee is \$20.00 for graduates and \$100.00 for all other students. An official transcript of grades will only be released to students who have satisfied all their financial obligations with the school. Please allow five business days after receipt of request and payment for processing. Payment may be made in cash or by cashier's check; personal checks and credit cards are not accepted.

## **Graduation Requirements**

To graduate from VICÍ Beauty Schools, you must:

- Complete a minimum of 648 classroom and 1,152 clinic/lab hours for the 1,800 hour course.
- Complete the course of study for the cosmetology program including all tests and/or projects with a grade point average of not less than 80%.
- Satisfy all financial obligations to the school not less than 30 days prior to anticipated completion date.
- Complete school quota requirements.
- Pass the final exam.

Upon graduation, students will receive a VICÍ Beauty School Diploma for completing the cosmetology course. Students must graduate from the program in order to be eligible to take the state licensing exam.

## **Mock State Board Exam / School Final**

The School administers a final exam, which we call the Mock State Board Exam. All students must take this exam in order to graduate. The grade received on both the written and practical portion of the exam affects the student's GPA.

Students who were absent on the day of the exam or fail the exam must remain in school—even if they have reached 1,800 hours—until the next scheduled exam is given.

To be eligible to take the exam, all quotas for croquinoles, basic waves and chemical relaxers must be competed 24 hours prior to the exam date.

## **Student Services**

### **Student Activities**

While at VICÍ Beauty School, you will have the opportunity to participate in a variety of events and activities that are educational, interesting, and fun. We are active in fund-raisers for local charities, raising money to purchase toys for underprivileged children at Christmas time, and donating non-perishable food items at Thanksgiving. VICÍ Beauty School also encourages student participation in such events as America's Beauty Show student competition, the NCA student competition, VICÍ Beauty School fashion shows and VICÍ Beauty School student competitions.

### **Student Recognition**

In-house competitions are held for students to demonstrate their talents in hair and make-up. Winning students receive awards. Monthly awards are also given to recognize student achievement.

### **Housing**

The School does not offer housing or assistance in obtaining housing.

### **Child Care**

The School does not operate a childcare service. It is the student's responsibility to seek a reliable childcare facility.

### **Public Transportation / Parking**

The School does not provide any form of transportation to or from the facilities. The School is located on a public bus line. There is ample parking at all campuses; however, we ask that you park only in designated student parking areas.

## **Policies and Procedures**

### **Rules & Regulations / Student Code of Conduct**

We welcome you to VICÍ Beauty School and look forward to having you as a member of our student body. Following is our Student Code of Conduct: the basic rules and regulations which establish the official parameters for student life at VICÍ Beauty Schools. It is the student's responsibility to be aware of these expectations and conduct themselves accordingly as a member of our student body.

The primary responsibility of VICÍ Beauty School is to ensure that each student receives the knowledge and skills necessary to prepare them for the State licensing examination and to enable them to obtain gainful employment in the beauty industry. We are here to ensure that the school runs smoothly and to help you receive a quality education. We will attempt to assist you with any problems or challenges at any time.

In addition, our experience in the beauty industry has shown us that basic guidelines must be in place to effectively operate the school, as well as to maintain the high level of standards and professionalism we expect from VICÍ Beauty School students.

We reserve the right to take disciplinary measures for insubordination, argumentative behavior with a staff member, not adhering to school schedules, policies and/or procedures or for refusing to cooperate with any member of the VICÍ Beauty School staff.

If a student does not present himself/herself in a professional manner that is a credit to the school and the profession, we reserve the right to discipline the student, and in extreme cases, terminate their enrollment.

Although many of our policies have been long established, VICÍ Beauty School truly is a fluid environment and it occasionally becomes necessary to change them. Any revision will be posted on the student bulletin boards. It is every student's responsibility to regularly check bulletin boards for up-coming events, schedule changes, policy revisions and other important information.

### **TIME CARDS**

A time card will be issued to each new student on the first day of school. If you lose your time card, you will be charged \$20.00 for a new one. Replacement cards are available only from the school administrator.

### **NAME TAG**

It is MANDATORY that all students are identified by wearing a name tag during school hours. THIS IS A STATE LAW. You will be issued a name tag and holder on the first day of school. If you lose it, you must obtain a new one from the school administrator at a cost of \$1.00. You may not personalize your name tag in any way with stickers, coloring or any other alteration.

## **SCHOOL HOURS**

Each student is required to check themselves in and out upon arrival and departure using the time clock. Failure to do so may result in unaccounted time. Repeated failure will result in suspension and/or termination.

Students receive credit for all hours attended during regular school hours. The school does not allow students to punch in early or to punch out late for extra hours. Late arrivals must check in with administration. Students arriving after the scheduled starting time are not permitted to punch in until the next quarter hour is reached. Students arriving more than thirty minutes after the beginning of their scheduled start time must receive permission from administration to remain in school. Students who fail to punch in or out may receive credit for hours in which they were involved in a documented cosmetology-related activity.

At no time will VICÍ Beauty School ever add or deduct attendance hours as a penalty.

## **DAILY ABSENCES**

Students are required to report an absence prior to the beginning of their scheduled start time, or at the latest within thirty minutes of their scheduled start time. Failure to report an absence may result in suspension. If the absence is pre-excused, you need not call in. When you return from an absence, you are required to fill out an Absence/Time Off Request Form. This form must be turned in to school administrator and be accompanied with any doctor or dentist excuse. If you are requesting off for a half-day, full day or several days, you must fill out an Absence/Time Off Request Form and turn it in to the school administrator for approval. If a student is requesting time off and is on a probationary status in attendance, the request for time off may be denied.

An Absence/Time Off Request Form must accompany any doctor medical excuses, court appearances, social service agency appointments, etc., and turned in to the school administrator to be placed in the student's file. Saturday absences must be pre-excused. If a student is absent on a Saturday and the absence is not pre-excused, the student must provide documentation (medical, etc.) or may face suspension or termination.

Classroom students must give one (1) week notice for a pre-excused absence. Clinic students must give two (2) weeks notice for a pre-excused absence. For emergencies requiring day(s) off, please see school administrator or administrative assistant.

Students who are repeatedly absent on a Tuesday or Saturday may face suspension or termination.

Students who are not in attendance for three (3) consecutive school days and have not called in to report the absence to the school administration, or students who are not in attendance for fourteen (14) consecutive calendar days, will be considered to have discontinued or terminated their enrollment. In this case, you will be notified by mail stating that the school has not heard from you and assumes you have terminated from school. At this point, it is required that the student contact the school administrator immediately so the necessary paperwork can be completed. The school is in no way responsible for supplies or personal belongings left by the student in locker and/or stations.

## **LEAVING EARLY**

To leave early, you must:

1. Report to the school administrator for permission.
2. Complete a purple slip stating your reason for leaving early.
3. Inform your instructor and the front desk that you are leaving.

## **TARDIES/ARRIVING LATE**

Timeliness is a required trait for this industry, clients do not like to be kept waiting. In any given month, the first tardy will result in a verbal warning; the second tardy will result in a written warning; the third tardy will result in Probation; and each subsequent tardy will result in a one day suspension. Suspensions are counted as an unexcused absence. Accumulated absences may jeopardize a student's Satisfactory Progress and may result in loss of financial aid. Failure to meet Satisfactory Progress may result in termination. When possible, please call the school to let the front desk know that you are running late. Students arriving late must report to the School Administrator.

## **LUNCHES**

Lunch breaks are for 30 minutes. If your lunch break exceeds 30 minutes, your late return may be treated as a tardy and may result in suspension or termination if the conduct continues. Students must check out at the front desk when leaving for lunch breaks. Repeated failure to do so may result in suspension, or in serious cases, termination.

## **BREAKS**

Breaks are a privilege. Students are given hours for time during breaks; therefore, you are not permitted to leave VICÍ Beauty School property for a break. Students taking excessive breaks may be sent home for the day, face suspension time or termination. Breaks may not be taken during the first ninety minutes, or last hour, of each student's school day. Typically students are permitted one fifteen minute break in the morning and one fifteen minute break in the afternoon. Students must notify an Instructor when taking breaks.

## **DUTIES**

All students will be assigned miscellaneous duties on a daily basis. Students are required and expected to complete the assigned duty in classroom or on the clinic/lab floor as directed. Repeated negligence by a student to perform assigned duties could result in suspension time or possible termination. VICÍ Beauty School works as a team, if your fellow student is running behind, we work together and help each other out with duties.

## **ACCIDENTS ON SCHOOL PREMISES**

For all accidents, whether minor or serious, you must immediately call for an instructor, administrator or staff member so that you receive proper care in a timely manner and information relating to the injury can be obtained. VICÍ Beauty School documents all accidents.



## **SAFETY**

All students and staff are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries or falls, students and staff are required to take preventive measures by:

1. Using all equipment properly.
2. Following manufacturer's directions when using chemical products.
3. Immediately wipe all spills found on the floor or walls.
4. Dispose of small objects found on the floor.
5. Assist elderly and handicapped clients.
6. Keep all aisles and areas around your work station free from personal items or debris.
7. Immediately report to an instructor or administrator any building or equipment safety hazards.
8. Student or client coats must be kept in designated coat areas. Coats cannot be hung on stations.
9. NEVER leave a client during a chemical service, unless permission is obtained by a staff member.
10. Students shall NOT take a break or lunch break while a chemical service is processing, unless permission is obtained from a staff member to do so.

## **PARKING**

Students are allowed to park their cars in designated spots only. Students may not park in front of the building. This area is for clients and visitors only. Students parking in front of the school will be asked to move their vehicles or risk having the vehicle towed.

## **PERSONAL PROPERTY**

VICÍ Beauty School is NOT responsible for the loss, theft or destruction of a student's personal belongings or kit supplies. It is strongly recommended that you mark all of your personal belongings and kit supplies with your name or initials and keep your items locked up.

VICÍ Beauty School is not liable for the replacement of personal belongings or kit supplies lost or stolen. If a student is terminated, drops, or takes a leave of absence, it is required that the student take all personal belongings and kit supplies with them immediately. Lockers or stations must be cleaned out immediately. VICÍ Beauty School is in no way responsible for items left in school after a student drops, is terminated, or is on a leave of absence.

## **PERSONAL ELECTRONIC DEVICES**

Students may not—at any time while in the building—wear headphones or play a personal electronic device. Pagers are not allowed in the building. Cellular phones, smart phones and tablets MAY NOT be used in school unless you are on an approved break and use the phone in the designated lounge area. Cellular phones must be turned off during school hours. Violation of this policy could result in confiscation of these items until the end of the school day.

**CHILDREN/FRIENDS AT SCHOOL**

Students may not, under any circumstances, bring their children and/or friends to school.

**STUDENT LOUNGES**

Student lounges are solely for student use. At no time may students bring friends, family, girlfriends or boyfriends into the lounges. Clients are not allowed in the student lounges for any reason. If a friend meets you for lunch, you must leave the premises for lunch.

**INSPECTIONS**

VICÍ Beauty School reserves the right to inspect student lockers, stations, bags, etc., at the discretion of the instructors or administration at any time for security and sanitation purposes and without advance notice.

**SANITATION**

Students are responsible for the cleanliness of their station and equipment for the purposes of personal and patron protection. Sanitation must be employed during and after each client service. Students must wash their hands before and after each client and upon leaving the restroom. Regular sanitation checks will be performed.

**ALL SCHOOL MEETINGS**

Typically on the first or second Wednesday of each month, the entire student body and staff will meet from 8:30 a.m. to 9:30 a.m. for announcements, monthly awards, student recognition, discussion, and other timely events.

**WEDNESDAY MORNING THEORY CLASSES**

Theory classes are typically conducted on all other Wednesday mornings from 8:30 a.m. to 9:30 a.m. The theory class subject is posted by the time clock or on the student bulletin board. Failure to hand in a theory assignment/ study guide will result in being sent home until the completed assignment is turned in.

**DRUGS, ALCOHOL AND CONCEALED WEAPONS**

Drugs or alcoholic beverages are not allowed on the premises of any cosmetology school in the State of Wisconsin. Any student found either having possession of or under the influence of drugs and/or alcohol while on school premises, including the parking lot, will be terminated immediately. This also includes prescription drugs which may alter the mind and/or motor skills. Concealed weapons of any kind are prohibited in school at all times. Possession of a concealed weapon will result in immediate termination.

**SCHOOL CLOSINGS**

VICÍ Beauty School rarely closes. In the case of inclement weather, the school only closes when the Milwaukee or Madison Metro County Transit System (buses) ceases operation. However, if poor weather conditions are going to make you late or absent, you must call the school by 8:30 a.m. or as soon as possible. Unscheduled school closings will be announced to the entire student body.

## **HOLIDAYS**

The school is in operation twelve (12) months a year and classes are held on a continuous basis. The school is closed on the following legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Additional closings for holidays will be announced to the entire student body.

## **EARLY DISMISSAL FOR TEACHER/STAFF PLANNING DAYS**

The school reserves the right to schedule staff in-service or training days as needed. All students will be notified of any schedule changes by announcement to the student body as it becomes necessary.

## **SUGGESTIONS/COMPLAINTS/CHALLENGE/REQUESTS**

Each student will receive a copy of the School's Internal Complaint Procedure Guidelines outlining the procedure for filing a complaint against the school. All other student complaints, challenges and suggestions must be submitted in writing to the school administrator. Student Challenge forms are located on the wall outside the school administrator's office.

## **EMERGENCY SITUATIONS**

In the event of an emergency, (fire, bomb threat, tornado, etc.) the school will immediately call for assistance from the local police/fire. If an emergency situation should occur, students, staff and clients must:

1. Evacuate the building immediately in an orderly fashion.
2. Assist the clients who may need help.
3. Walk to the far ends of the parking lot.
4. DO NOT try to grab personal belongings. GET OUT.
5. DO NOT try to re-enter the building until staff member or fire/police officials have given clearance.

From time to time, the school may conduct fire drills. Everyone must follow normal procedures in evacuating the building during a fire drill. REMEMBER: in any emergency situation be CALM, COURTEOUS AND LISTEN TO INSTRUCTIONS.

## **POLICY ON HARASSMENT**

It is VICÍ Beauty School's policy that every student has the right to an educational and work environment free from harassment. Any student who reports a claim of harassment will not be subjected to reprisals for having made the report, or for having complained about harassment. Any student found to have acted in violation of this policy would be subject to appropriate disciplinary action, which may include termination, suspension time, written warning and restitution.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical contact or communication. The term "sexually motivated" includes unwelcome, objectionable and offensive conduct or communication, which though it may not be sexual in nature, is directed at a student, employee or client because of her/his gender.

Jokes or remarks made to, or in the presence of, students, employees or clients who may find such jokes or remarks offensive are not permitted. Cartoons, articles, pictures, etc., that have an offensive content are not permitted in our environment. Harassment of any nature WILL NOT be tolerated and will be dealt with immediately in accordance with the nature of the offense. Reports of any harassment must be reported immediately to the school administrator and or staff member. Every effort will be made to keep reports of harassment confidential. However, a thorough investigation may require communication of the complaint to others. Also, appropriate discipline may require communication of the complaint to others. For your own protection, when reporting a harassment complaint, prepare a written summary of your situation as soon as possible to ensure accurate information of the events in question.

## **STANDARDS**

Your objective as a student at VICÍ Beauty School is to successfully complete each day of instruction by achieving the following standards:

1. Mentally and physically participate in all classes, lectures, demonstrations, clinic activities and special events.
2. Students are encouraged to participate in extra-curricular activities which may include salon visits, student shows, in-house or outside competitions, career fairs, charitable events, food drives, bake sales for charities, open house, and other activities.
3. Maintain a sober state of mind without the use of alcohol or drugs. VICÍ Beauty School does not allow the use of controlled substances and/or intoxicants.
4. Food and beverages are not permitted in designated work areas or classrooms.
5. VICÍ Beauty School is a non-smoking environment. Smoking is allowed only in designated outside areas of the building. The smoking area must be maintained and kept clean. Failure to use ashtrays will result in losing the privilege of smoking in any area of the school.
6. Personal telephone calls shall not interrupt the educational process. Emergency phone calls for students may be transferred to administration that in turn will page the student to take the call in the office or front desk. The front desk is NOT your personal secretary for messages, but will make a reasonable effort to take and relay messages to students.
7. Students may not refuse an assigned client service for any reason. Argumentative behavior at the front desk or on the lab floor will not be tolerated and may result in suspension and/or termination.
8. Client services are assigned by the Service Coordinators/Receptionist, Instructors or Administration. All services are required to be checked and graded by an instructor to receive credit for the service.
9. Students are prohibited from littering or defacing school property.
10. Students are prohibited from soliciting products, merchandise or services for any purpose while on school property.
11. Students are prohibited from socializing with staff after school hours, unless it is a school-organized function.
12. Students are prohibited from forging staff signatures/initials to falsify any school records such as mannequin quota sheets, progress reports, etc., and other documents.
13. Students may not line up at the time clock more than five (5) minutes prior to the end of their school day.
14. Students are expected to call in each day they are absent.
15. Students are required to maintain a professional appearance and observe personal hygiene and grooming. VICÍ Beauty School reserves the right to maintain an esthetic standard for all students.

16. Students must observe time allotted for lunch breaks.

17. Students must refrain from being disruptive or unprofessional in classroom or clinic floor.

Disruptive behavior is determined by instructors and staff members as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. Failure to observe the above standards may result in disciplinary action.

### **TERMINATION OF ENROLLMENT**

Students will be given every opportunity to complete their education at VICÍ Beauty School. However, under certain circumstances your enrollment at VICÍ Beauty School may be terminated. Reasons include, but are not limited to, the following:

1. Willful destruction of school property.
2. Theft of school, other students, staff or client's property.
3. Consumption of alcohol or drug use prior to school, during school or on the school premises, including the parking lot.
4. Physical violence or threatening the use of physical violence with a student, staff member or client.
5. Excessive tardies or absences.
6. Refusal to follow instructions given by staff member.
7. Failure to maintain an 80% grade point average in written, practical/theory or overall average.
8. Failure to maintain a 90% attendance percentage.
9. Argumentative or disrespectful behavior towards a student, staff member or client.
10. Abusive/offensive language towards another student, staff member or client.
11. Punching the time clock for another student.
12. Failure to conduct one's self in a professional/appropriate manner.
13. Refusing to take an assigned client or service.
14. Rudeness, foul language or any other type of unprofessional behavior.
15. Committing an act of harassment.
16. Repeatedly leaving the school without permission from a staff member.
17. Leaving a client during a chemical service without permission from a staff member.
18. Cheating on test or exam.
19. Forging quota or other official school documents.

Terminated students are not permitted on VICÍ Beauty School property.

### **CLINIC FLOOR BEHAVIOR**

It is imperative that professional conduct is observed on the clinic/lab floor at all times. Therefore, all students must observe the following standards:

1. Students shall never be disrespectful or argumentative with a client, staff member or another student.
2. Students shall never refuse a client service.

3. Student's bags, purses, coats and other property may not lie on the floor under their station.
4. Students shall not perform services on other students without permission of a staff member.
5. Students shall respond to all intercom pages promptly.
6. Students shall only sell retail products offered in this school.
7. Students are not permitted behind the front desk unless asked to be there.
8. Students may be assigned to assist in the dispensary.
9. Students may be assigned to assist in customer service at the front desk.
10. Students may only use products supplied by the school while performing services on clients.
11. Students wanting hair services for themselves may only do so at scheduled "We Care" nights or unless otherwise approved by a staff member.
12. Food and beverages are not permitted on the clinic/lab floor.
13. Students are not permitted to have personal pictures or decoration on clinic floor stations or mirrors. Students ARE permitted to display VICÍ Beauty School awards and ribbons received.
14. Students must be physically able to perform services on clients to be in attendance and to receive hours for the day. If a student is unable to do so due to an injury or illness, the student will not be permitted to stay in school.
15. Each student is responsible for their own station. Regular sanitation checks will be made to ensure sanitation, safety and cleanliness.
16. Students are not permitted to read paperbacks, novels, magazines or newspapers on the lab floor. Students must participate in cosmetology related projects at all times when not servicing a client.
17. Students are expected to be involved in a cosmetology-related activity at all times while on the clinic floor. Students must maintain a minimum of a ninety percent productivity rate.

### **DRESS CODE**

To maintain a professional image in our industry and our school, the following dress code is required for all students. Not following dress code may result in being sent home to change, sent home for the day or could result in suspension time and in serious cases, termination.

### **REQUIRED**

Female students must wear a minimal amount of make-up daily.

Hair must be done in a professional, fashionable manner.

Colors permitted for dress are black, white and gray.

Nametags must be worn daily.

School issued smocks must be worn daily and kept laundered and ironed. A smock is not required if wearing approved VICÍ Wear.

Shoes must be black or white or a combination of black and white and must be closed toe with closed back and rubber soles.

The School is not responsible in any way for accidents and/or injuries that might occur by wearing inappropriate footwear or by not wearing sock or nylons.

**PERMITTED**

Tennis shoes may be worn if they are black or white or a combination of black and white and must be kept clean.

Shorts may be worn, but may not be more than 4" above the kneecap.

Skirts may be worn, but may not be more than 4" above the kneecap.

Fashionable hats or head wraps may be worn, but must be black or white or a combination of black and white. Hair bandanas and baseball hats of any kind are NOT permitted.

Colored earrings and/or jewelry may be worn, but should not hamper or be in the way of servicing a client.

VICI or industry related shirts/sweatshirts are permitted.

**NOT PERMITTED**

NO JEANS OF ANY KIND WILL BE PERMITTED, this includes pants with rivets, or jean look-a-like material.

NO sweatshirts, sweatpants, jogging pants/suits, flight pants, wind pants, yoga pants or pants with athletic stripes may be worn.

NO midriff tops, tube tops or halter tops.

NO revealing tops or tops that reveal cleavage or navels.

NO baseball hats or visors of any kind.

NO sleeveless tops.

NO high heels.

NO beachwear, including any type of thong shoe, flip flop or thin slide.

NO logo tee shirts or shirts with writing unless VICI or industry related.

PLEASE NOTE: Students are required to be ready to begin promptly at their scheduled class or clinic starting time. That means makeup applied and hair groomed in good taste. Clinic floor students shall have their stations ready in the prescribed sanitary setup and shall be ready to take their first client. Classroom students shall have their learning materials for the day at their desk or station.

**SPECIAL COLOR DAYS OR JEAN DAYS:**

Occasionally, jeans or color days are permitted. These days will be announced to the entire student body. Students may be charged for color/jean days to off-set the cost of special events or fund-raising. Students who choose not to participate in color/jean days wear the regular dress code for that day.

## **The Rules**

Bottom-Line. Students must be in dress code, hair and makeup done, with a positive attitude promptly ready to go by 8:30am (8:00am on Saturday).

The school reserves the right to change, alter or revise any policy, rule or procedure at its' discretion and without advance notice. Students are required to follow all rules and guidelines as set forth by the school.

All rules are subject to change. Any changes will be posted as needed and /or announced to entire student body.

## **Investing in your education. Investing in your future.**

Full payment of Program Costs is expected on or before your first scheduled day of class. This policy pertains to all students including those eligible to receive Title IV funds. Full payment of all fees due the school must be paid not less than thirty days prior to contract anticipated graduation date. If not paid, student may be subject to suspension and/or termination.

## **Monthly Interest Charge**

If full payment is not made on or before your first scheduled day of class, a 1% interest charge is assessed each month on the unpaid balance due the school. This charge will be added to your account every month on the date in which you started your program. For example, you started March 10th; therefore, a 1% interest charge will be added to your unpaid tuition balance on the 10th of every month until your balance is paid in full.

## **Student Tuition Accounts**

Students will generally receive a monthly statement of their account; however, students may request a copy of their tuition account/monthly statement at any time. Students also typically receive a copy of their account and receipt for payment when tuition payments are made. Payments should be made to the School Administrator or Financial Services in a timely manner to ensure that your enrollment will not be interrupted due to non-payment.

Federal Financial Aid is available to those who qualify. Please contact the Financial Aid Office at 414.525.6314 or email [Financialaid@vici.edu](mailto:Financialaid@vici.edu) regarding this service or to set up payment arrangements. Financial aid awards are contingent upon student completion and return of necessary paperwork in a timely manner.



**Tuition & Fees**

Registration Fee: \$150.00

TOTAL INVESTMENT		DUE ON OR BEFORE THE FIRST DAY	
Tuition	\$16,218.00	1st Tuition Payment	\$1,621.00
Student Kit	\$ 1,790.00	Student Kit	\$1,790.00
Student Kit Tax	\$ 100.24	Student Kit Tax	\$ 100.24
Class/Lab Fee	\$ 165.00	Class/Lab Fee	\$ 165.00
WI State Board Exam Fee	\$ 401.00	WI State Board Exam Fee	\$ 401.00
<hr/>		<hr/>	
\$18,674.24		\$4,077.24	
<b>Remaining Balance:</b>		\$14,597.00	

Methods of payment of monies owed to the institution may be cash, credit card, money order, check, EFT transfer, Title IV, or other loan.

**Class Start Dates:**

March 18, 2014  
May 20, 2014  
July 15, 2014  
August 19, 2014  
September 16, 2014  
November 18, 2014

**Anticipated Completion Date:**

February 17, 2015  
April 21, 2015  
June 13, 2015  
July 21, 2015  
August 18, 2015  
October 20, 2015

**Contract Expiration Date:**

March 18, 2015  
May 20, 2015  
July 15, 2015  
August 19, 2015  
September 16, 2015  
November 18, 2015

Class Dates subject to change. Prices and tax subject to change.

**Overtime Hours**

If by the completion date the student has not met the required hours of curriculum requirements needed for graduation, the student must remain in school until the requirements are fulfilled. The student is responsible for paying overtime hours calculated by dividing the tuition cost by 1,800 hours, which comes to \$9.01 per hour.

**Refund Policy**

VICÍ Beauty School’s refund policy includes provisions that conform to the State of Wisconsin Department of Safety and Professional Services, Administrative Code for Barbering or Cosmetology. This policy also conforms to the Higher Education Act Amendments of 1998 Public Law 105-255 pertaining to Federal Financial Aid recipients. A \$10.00 application fee submitted with the enrollment application prior to enrollment is non-refundable.

**Full Refund**

A full refund of all monies paid by the student under the enrollment contract shall be made if:

- 1. You decide to cancel your enrollment by mailing or delivering a written notice to the VICÍ Corporate Office, 11010 W. Hampton Ave., Milwaukee, WI 53225, within three business days of signing the enrollment contract. The postmark on your written notification will determine the cancellation date, or the date it is delivered in person to the address above. This policy applies regardless of whether or not you have actually started your training.
- 2. You were accepted for enrollment but were unqualified for entrance.
- 3. If any written or oral misrepresentations were made by the school.

**Partial Refund**

**For all students whose enrollment ends prior to your first day of class**

- 1. If you withdraw or are dismissed by the school prior to the start of classes, all monies paid by the student under the enrollment contract shall be refunded except for a \$100.00 withdrawal fee.

**For all students whose enrollment ends on or after your first day of class and prior to graduation:**

- 1. In accordance with federal, state and accrediting commission regulations, a refund/repayment calculation will be performed within 30 days of your termination to determine whether the school must return (refund) federal funds to the federal student aid program on your behalf; whether you must repay the federal government for a federal aid awarded to you which you received as a cash payment, but were not eligible for as a result of your termination, or whether you owe the school a balance for unpaid charges accrued during your enrollment.
- 2. *Percentage of Enrollment Time* means the number of class days elapsed from the start of the student’s attendance until the student’s last date of attendance divided by the total number of class days to complete the course of instruction.
- 3. Institutional charges are defined as tuition, registration fee, and class/lab fees. Non-institutional charges are defined as, but not limited to, kit fee, sales tax, interest charges, etc.
- 4. A \$150.00 withdrawal/termination fee will be assessed to students whose enrollment has been terminated or who voluntarily withdrew.
- 5. The following chart is used to determine the percentage of institutional charges the school has earned:

Percentage of Enrollment Time		Percentage of total cost which may be charged:
Greater than:	Less than or equal to:	
0%	5%	20%
5%	10%	30%
10	15%	40%
15%	25%	45%
25%	50%	70%
50%	100%	100%

6. Students will be notified in writing of the refund calculation results. All unpaid fees due the school must be paid in full within 30 days after the date of the refund calculation letter.

7. A full refund will be made for any student kit items that are unused and in their original condition and packaging if the items are returned to the school within fifteen days of withdrawal or termination.

8. If the school permanently closes or no longer offers instruction after enrollment, the student will be entitled to a pro-rated refund. If this occurs, students should contact the following agency to make a claim: Mr. Fred Thomas, Robertson, Ryan & Associates, 330 East Kilbourn Avenue, Milwaukee, WI 53202 (414) 271-3575.

9. If the scheduled course is cancelled after signing enrollment contract and prior to the actual start date, the student will receive a full refund of all monies paid to this point and given the option of enrolling in a future class.

### **Veteran Students**

When a veteran or other eligible student enrolled in a non-accredited school fails or ceases to attend classes, withdraws, or is discontinued from class before completion, the school will refund a pro-rata portion of all charges that the length of the completed portion of the course bears to the total length of the course. The exact proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the total course. Furthermore, and additional established fee—variously designated as an application fee, enrollment fee, or registration—in an amount not to exceed \$10, need not be subject to proration. Where the established fee is more than \$10, the amount in excess of \$10 is subject to proration. If you receive veterans' benefits through the US Department of Veterans Affairs (VA) and are going on a leave of absence (LOA), be advised that your enrollment will be terminated with the VA and your benefits will cease on the first day of your LOA. They may resume when you return from the LOA. It is your responsibility to notify the School Certifying Official (SCO) regarding the LOA start date and the date when you will return to classes at VICI to ensure that you are paid for the period during which you are enrolled and to not incur an overpayment from the VA. (Authority: 38 CFR 21.4255)

### **Return of Title IV Funds (Federal Student Financial Aid)**

If a recipient of Title IV funds (Federal Student Financial Aid) withdraws prior to completing 60% of a payment period, the school must calculate the amount of aid the student earned during the payment period. If a student earned more aid than received, the student may be able to receive those additional funds. If the student received more aid than earned, the excess funds must be returned.

Earned and unearned aid is calculated by dividing the number of clock hours scheduled to attend in the payment period by the number of hours in the payment period. Current payment periods are 0-450, 451-900, 901-1,350, and 1,351-1,800 hours. If a student received more aid than earned, the school must return a portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of funds or the entire amount of excess funds within 45 days of the school's determination date of the student withdrawal. The student must return any remaining excess amount. Any loan funds (including Plus loans) the student is required to return are repaid according to the terms of the loan promissory note. Students required to return unearned grant payments must make payment arrangements with the Department of Education to repay the funds. Note: Students owing grant repayments are only required to repay 50% of the over-award.

Earned but not yet disbursed funds will be credited to outstanding institutional charges. Funds in excess of outstanding institutional charges will be credited to non-institutional charges with written permission of the student. Students with no outstanding balance on their account may receive the excess funds if the student notifies the school of their intent to accept the funds within 14 days of the school's notice to student of excess funds available.

**Please contact the financial assistance office at 414.525.6314 for additional information.**

## **Financial Aid / VICÍ Beauty School Scholarships and Grants**

### **Scholarships**

VICÍ Beauty School provides a limited number of scholarships to high school seniors planning to attend one of our schools within the next year. Contact your high school guidance counselor or our Admissions Department for a VICÍ Beauty School Scholarship application.

### **Grants**

VICÍ Beauty School offers institutional grants only in rare circumstances at the discretion of the Financial Services office with final approval from the Chief Financial Officer.

VICÍ Beauty School does not waive entrance fees.

## **Federal Grant Programs**

### **Federal Student Financial Aid Programs**

To determine if you are qualified for any of the following Federal Student Financial Aid Programs, you must complete a Free Application for Federal Student Financial Aid (FAFSA) form. You can file your FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or request a paper FAFSA form from the Financial Services office or your Admissions Representative. Funds are disbursed by payment periods of 1-450 hours; 451-900 hours; 901-1,350 hours; and 1,351-1,800 hours.

**Federal Pell Grant**

A Federal Pell Grant, unlike a loan, does not have to be repaid, providing the program is completed. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree (a cosmetology program is not considered a professional degree for financial aid purposes).

Eligibility is determined using a formula established by the U.S. Congress to evaluate the information you report on your FAFSA form. The formula produces an Expected Family Contribution (EFC) number that is used to determine if you are eligible—and if you are eligible—what amount level you will be able to receive.

**Federal Supplemental Education Opportunity Grant (FSEOG)**

A FSEOG is for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contribution (EFC's), and gives priority to students who receive Federal Pell Grants. A FSEOG does not have to be paid back, providing the program is completed. There is no guarantee that every eligible student will be able to receive a FSEOG; students are awarded this at each school based on the availability of funds. (Financial aid awards are subject to change.)

**Federal Loan Programs****William D. Ford Federal Direct Loan Program**

VICÍ Beauty School has been a part of this program since its inception in 1994. Loan applications and promissory notes are processed in-house by the Financial Services office and sent electronically to the Federal Direct Loan Servicing Center. The Direct Loan Program offers three loans: Subsidized Stafford Loans, Unsubsidized Stafford Loans, and PLUS Loans. The Financial Services office can provide you with more detailed information regarding the Federal Direct Student Loan Program upon request.

**Subsidized Stafford Loan**

This loan is awarded on the basis of financial need as determined by the school's cost of attendance minus the student's Expected Family Contribution as well as scholarship and grant awards. The federal government pays interest on the loan ("subsidizes" the loan) until you begin repayment and during authorized periods of deferment. An origination fee of 1% will be deducted from the gross amount of your loan. The interest rate is 3.4%. You will receive a six-month grace period after you are no longer enrolled to begin repayment of your loan.

**Unsubsidized Stafford Loan**

This loan is not awarded on the basis of need. You will be charged interest from the time the loan is first disbursed until it is paid in full. An origination fee of 1% will be deducted from the gross amount of your loan. The interest rate is 6.8%. You will receive a six-month grace period after you are no longer enrolled to begin repayment of your loan. However, you may pay the interest charges on a quarterly basis during your enrollment or grace period.

**Federal PLUS Loans**

This program enables parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student. The yearly limit on the PLUS Loan is equal to your cost of attendance minus any other financial aid you receive. The interest rate is 7.9%. An origination fee of 4% will be deducted from the gross amount of the loan. Repayment of this loan must begin within 60 days after the final loan disbursement. There is no grace period for this loan, however you may request an in-school deferment to delay payment while your child is in school.

**Disbursement of Funds**

Federal Student Financial Aid money will be disbursed through the means of electronic funds transfer from the Federal Education Department Payment Management System (EDPMS). Funds will be transferred from the EDPMS into our bank account specifically set aside to receive federal funds. Once your federal money has been disbursed into our bank account for federal funds, your account will be credited according to the specific program for which the money is earmarked. You will be notified in writing that your money has come in and that it has been credited to your account.

**Alternative Funding****Home Equity Loans**

Many parents elect to take a home equity loan rather than a PLUS Loan due to the tax deduction benefits which come with a home equity loan.

**Department of Vocational Rehabilitation (DVR)**

If you participate in the DVR program contact your caseworker regarding how much DVR would be willing to pay for your educational costs. You may be surprised at how much they may be able to help you.

**Veterans Affairs (VA)**

If you are a veteran, and/or are eligible to receive veteran's benefits, you should contact your local chapter regarding educational benefits under the VA program.

**Bureau of Indian Affairs (BIA)**

If you have a Native American heritage and are registered with an Indian tribe you should contact the Higher Education Department at your tribe's headquarters.

**Outside Grants and Scholarships**

Many businesses, religious, and civic organizations provide scholarships and grants for post-secondary educational pursuits. This is an area which is often overlooked, you should speak to people such as your high school guidance counselor to obtain more information. Another sector to check is local hair salons, you might be able to convince a salon owner to provide you with a scholarship if you agree to work for the salon after you have finished your education.

## **Credit Balances**

The federal government requires that institutions pay credit balances to students within 14 days. However, you may authorize the school to retain your credit balance to assist you in managing these funds (34 CFR 688.165). Once you have given the school authorization to maintain your credit balance, you may at anytime request payment of the credit balance and the school is required to provide a check to you within two days of your request. A “Student Authorization for VICÍ Beauty School to Maintain a Credit Balance” form is available through the Financial Services office.

## **Financial Aid Programs Available**

Information regarding Financial Aid Programs has been written to describe programs at VICÍ Beauty Schools and should not be generalized to non-VICÍ Beauty School programs.

## **General Rights and Responsibilities**

You have the right to see your financial aid records. However, only you and you alone can see your records unless you give the school written permission to discuss or provide written information to a party other than yourself. You must maintain satisfactory academic progress to receive Federal Student Financial Aid. Your progress will be monitored by the school administrator. You must provide written documentation if you take a leave of absence or withdraw from your program.

Occasionally, circumstances change effecting family size and /or income. If this has happened you may request a reevaluation of your financial aid application. See the Financial Services office for a Special Circumstances Form. Transfer students will receive pro-rated financial aid eligibility based on the number of hours needed to complete the program.

## **Gainful Employment**

Information relating to Gainful Employment can be found on our website: [www.vicibeautyschool.com/consumer-information](http://www.vicibeautyschool.com/consumer-information)

## **On-Time Completion Rate Timeframe**

The timeframe is 52 weeks from the student’s start date.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Cosmetology program whether participating in Title IV programs or not. This policy is provided to all students 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

The school evaluates students for Satisfactory Academic Progress as follows:  
Cosmetology 450, 900, 1350 scheduled hours

Transfer students will be evaluated at the 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 the evaluations ensures that students have had at least one evaluation by midpoint in the course. The school will evaluate student's progress as of the date that the student hits the scheduled evaluation periods above. Students will be advised of their evaluation results generally no later than the tenth of the following month, and will be provided copies of the written evaluation upon their request.

### Attendance Progress Evaluations

Students are required to attend a minimum of 80% 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. Evaluations are conducted at the end of 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. The student's start month in school will be counted as the first month of the evaluation period. At the end of each evaluation period, the school will determine if the student has maintained at least 80% 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 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology (Full time, 38 hrs/wk) – 1,800 Hours	60 Weeks	2,250
Cosmetology (Three-day, 30 hrs/wk) – 1,800 Hours	75 Weeks	2,250

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.



## **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as either pass or fail, and counted toward course completion only when rated as pass. 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 80% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

94 – 100	EXCELLENT
87 – 93	VERY GOOD
80 – 86	SATISFACTORY
0 – 79	UNSATISFACTORY

## **Makeup Tests / Completing Assignments**

If a student is absent for a test or absent on an assignment due date, the student has three school days to make up the test or turn in the assignment. It is the student's responsibility to make arrangements with their instructor to make up a test and/or turn in the assignment. If the test is not made up, or the assignment not completed within three school days, the student will receive a zero grade. A student may not be eligible to progress to the next phase of their education unless all unit tests, assignments and workbook chapters are completed.

## **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 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 the minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic 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, the student may be placed on probation and, if applicable, may be deemed ineligible to receive Title IV funds.

## **Probation**

Students who are still failing to make satisfactory progress after the warning period lose their aid eligibility and will be placed on Ineligible Status. Students may appeal their status change to the school; if the student prevails upon appeal, the student may be placed on Probation under one of the following conditions:

- the school determines that the student should be able to meet the standards after the subsequent evaluation period, or;
- If the school develops an academic plan that, when followed, will ensure that the student will meet the standards by a specific time within the maximum timeframe.

Students who are placed on Probation will be eligible to continue to receive Title IV funds, if applicable.

Students who fail to meet the minimum satisfactory academic progress requirements after the end of the probationary payment period will no longer be 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.

### **Leave of Absence**

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.

### **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within fifteen calendar days. Reasons for which students may appeal a negative progress determination include:

- Death of a relative
- Injury or illness of the student
- Other special or mitigating circumstance as determined by the school

In order to file an appeal, students must complete all of the following steps:

- The appeal must be in writing and signed by the student
- The appeal must explain why the student failed to meet satisfactory progress standards, and include supporting documentation of the reasons why the determination should be reversed, such as
  - o A letter from the student's doctor
  - o A copy of a death notice which lists the student's name or their parent(s)
- The appeal must explain 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.

**Interruptions, Course Incompletes, Withdrawals, Non-Credit and Remedial Courses**

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

**Transfer Students**

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.

**State Licensing & Accrediting Agency****State Licensing Agency**

State of Wisconsin, Department of Safety and Professional Services  
P.O. Box 8935  
Madison, WI 53708  
(877) 617-1565

**Accrediting Agency**

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600

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