

Student Handbook

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Administration

Steve Wallin – School Director
Gayle Edwards – Financial Aid Administrator
Wendi Showmaker – Administrator
Kristina Cislak – Administrative Coordinator

Instructors

Megan Gormley
Christina Rabic
Carol Ulrick
Susan Coyle
Maxine Volz
Wendi Showmaker

BUCKS COUNTY SCHOOL OF BEAUTY CULTURE, INC.

Rules and Regulations

09/2013

I. Time

A. SCHEDULES

1. Day students are scheduled for Monday - Friday 9:00am - 3:00pm
2. Evening students are scheduled for Monday, Tuesday, Wednesday and Thursday from 6:00pm to 10:00pm
3. Students must average a minimum of 83.34% of their schedule to maintain Satisfactory Academic Progress
4. Failure to maintain Satisfactory Academic Progress will result in:
 - a. Financial Aid Warning Process (see Satisfactory Academic Progress Policy)
 - b. Dismissal (termination) as per contract, section 5, Refund Policy and/or section 6, Return of Title IV funds
 - c. The inability to receive any further Title IV Financial Aid

B. ABSENCES

1. Excused ← the correct way
 - a. May be prearranged using the Student Access Terminal or by informing an Administrator
 - b. Calling in, must be within 15 minutes of scheduled start time.
 - c. or after an absence when accompanied by a Doctor's note or Deemed an emergency
2. Unexcused (not attending when scheduled)
 - a. Are unacceptable
 - b. Are usually indications of negative behavior patterns.
 - c. Will be grounds for termination/withdrawal if continued or ongoing or consistent.

C. EARLY DISMISSAL

1. Must be requested via Student Access Terminal within 1/2 hour from class start.
2. Only Emergency situations will be excused for early dismissal after 1/2 hour from class commencement.
3. No lunch credit is given to anyone who accrues less than 4 hours in any one day.
4. Not filing will result in an unexcused absence.

D. * TARDINESS/LATENESS - Late is 9:01 am. or 6:01 pm.*****

1. Students must be in school and prepared to work at their scheduled start time.
2. Lateness may only be excused if you call the school to request a late entry
3. Unexcused lateness will not be admitted to class

4. You must arrive no later than 30 minutes after your scheduled start time.
(Note: 9am and 6pm should always remain your target - NOT 9:30am or 6:30pm)
5. Late Students should proceed directly to your class and clock in using the classroom terminal.

E. LUNCH

1. Is a one half-hour break designated by the teacher in charge.
2. Is only for students accumulating more than 4 hours on the day.
3. You must have your teachers permission and a time clock entry out and in for lunch.
4. You must tell your instructor if you have difficulty clocking out or in.

F. STUDENT ACCESS TERMINAL

CHARACTERISTICS AND SECURITY

1. To clock in and out: Highlight your CODE (using the arrow keys), Press **ENTER**. Then, answer your security questions with a "Y" (yes) or "N" (no), enter PIN (4 digit number you created), then Press ENTER.
2. To use Special Function <F#> Keys: Highlight your CODE (using the arrow keys), Press F# button desired (see description below). Then, answer your security questions with a "Y" (yes) or "N" (no), enter PIN (4 digit number you created), then Press ENTER.
Special functions keys are as follows:
 - a) <F6> E-mail (Little Red Asterisk in a Blue Box)
 - b) <F7> Statement - shows Satisfactory Progress, attendance, \$, Grades, Enrollment Path
 - c) <F8> Early /Outs
3. Reading the Screen
 - a) All Lower Case letters - not punched in
 - b) All Capitols - presently punched in
 - c) First Letter in Caps only - was punched in today but is not in now
 - d) All Highlighted - YOU ARE LOCKED OUT - please find an administrator

*****ABSOLUTELY NO CELL PHONE USE AT THE TIME CLOCK*****

- G. TERMINATIONS/WITHDRAWALS - Student requests and mandatory withdrawals will be calculated using the Last day or any portion of a day a student has attended or the Last day a student has an excused absence or contact with the school as a student.
- H. STUDY HALL HOUR 3:00pm to 4:00pm for day students or 5pm to 6pm for evening students
ONLY STUDENTS WHO ARE BELOW SATISFACTORY ACADEMIC PROGRESS MAY ATTEND STUDY HALL OR CROSS OVER TO OPPOSITE SCHEDULE
 1. ONLY students who are here at their scheduled time on a scheduled day will be permitted to stay for the study hour. Evening Students must stay until 10pm to receive credit for the study hour
 2. Students must have the teacher fill out a crossover slip including the assignment. Students must be actively engaged in study. Study hall is not a "FREE" talk session. Students must complete any assignment given to receive a grade.
 3. Students staying for study hall are responsible for the lunch room being neat and in order before they leave.
 4. A student who is not below SAP may request permission to attend study hall or cross-over to an opposite schedule if they are trying to make up hours in order to meet their original contracted end date. See an administrator for approval.

I. SCHOOL CLOSINGS / Inclement Weather

1. Snow – Check to see if we are open after 7am for day class or 4:30pm for evening class.
 - a) Call the school and either someone will inform you of the status of opening or there will be an answering machine with the information. Do not hang up on administrators (big error).
2. Closings are usually posted on **Fox 29** and on the internet at **www.bcsbc.com**. Use only this home page address as other pages will not contain the posted school closings
3. Holidays -

The school will be closed on the following holidays:

- Spring Break - The Friday before and the Monday after Easter
- Memorial Day
- Independence Day
- Labor Day
- The ***Evening*** before Thanksgiving, Thanksgiving Day, and the Day after Thanksgiving
- December 24 until the next business day after January 1st

When a holiday occurs on a Saturday or Sunday, the School Director will determine which day of the week will be assigned in lieu of that holiday. The school posts the Holidays in advance in a conspicuous place available to all students and on the internet at: <http://www.bcsbc.com/what-we-teach/events.html>

J. ENROLLMENT PATH CHANGES

Students transferring inter-departmentally must do so on the scheduled class start dates according to the enrollment path registered in the computer. Students can review their enrollment pathway in the Student Access Terminal. It is the students' responsibility to understand which classes are to be attended and when attendance is scheduled. Alterations and amendments may be discussed with the school director.

II. BUCKS COUNTY SCHOOL OF BEAUTY CULTURE DRESS CODE

This guideline is issued to assist in maintaining the professional appearance of each student and uphold the standards of the Bucks County School of Beauty Culture. As personal and professional appearance is the responsibility of each student attending the B.C.S.B.C., the following Dress Code will be adhered to:

- A. No part of anyone's uniform may be embellished with decorations, advertisements, slogans, risqué paraphernalia, pictures or words.
- B. The appearance of each student as a professional, should always include an appropriate hair style. Make-up and nails should look professional and neat at all times. Hats, Bandana's, Caps, or Scarfs should **NOT** be worn to school unless it's for religious purposes **Only** and it must be approved by administration.
- C. The School Tee shirts or Hoodie and the scrubs as provided in the kit, must be worn at all times **while on school premises**. Any uniform garment stained by bleach or color or in anyway seen as unprofessional in nature must be replaced upon the instructor or administrative request. Additional tee shirts, hoodies and scrubs can be purchased through the school.
- D. Scrubs: Because of sanitary laws set by the State Board and difficulty, in controlling other uniform policies, BCSBC will only accept the uniform scrubs issued in the student kit. There are to be no ripped or separated bottoms. The school does not want to see jeans or any other clothing hanging out above or below the scrubs. All scrubs must be clean and/or freshly

laundered. Skirts and dresses and anything other than school scrubs are unacceptable unless its for religious purposes ONLY and must be approved by Administration

E. Shoes: Because of safety regulations and insurance liability, BCSBC will accept any **sneakers that are rubber soled** within the following limits.

1. No high heeled sneakers, wedges or lift sneakers
2. Sneakers must be clean or polished.
3. Sneakers must be closed (as in tied, Velcro-ed or buckled)
4. No slippers, moccasins or boat shoes
5. The school prefers white or black

Failure to comply with the above dress code could result in being sent home to change or being dismissed for the day. No exceptions will be made to any of the above and the dress code will be enforced!!

The B.C.S.B.C. has the right to change any of the above upon posted notification.

III. ENVIRONMENT

- A. No student is permitted in stock areas, library or private offices unaccompanied.
- B. There is to be NO Profanity used on school premises.
- C. This is a non-smoking facility except in designated smoking areas. All butts are to be placed in the smoking receptacles provided.
- D. Students are required, to be inside the facility or in the accepted smoking areas and not hanging out in the parking lot or parked vehicles.
- E. Sanitation procedures are your responsibility to your own personal station plus that, which is assigned. (Trash is disposed of all the way out the side door)
- F. It is the responsibility of each student to respect the facility and maintain an attitude that shows a professional degree of respect towards the school environment.
- G. Students caught defacing any property of the school, building or grounds will result in immediate termination.
- H. Students will follow all rules of sanitation and sterilization.
Examples: hair must be removed from sinks after every shampoo, hair sweepings should be picked up and put in trash after every haircut, not left in the corner. Combs, brushes and other implements (such as cuticle nippers) must be sanitized after each customer. Esthetic Students must sanitize skin machinery and tools after each use.
- I. Each individual is responsible for the lunchroom. Personal clean up includes the microwave oven and your table/seat (do not wait for the end of the day or evening Sanitation Procedures).
- J. The refrigerator is cleaned out every Friday @ 2:00 p.m. Please remove all your belongings by that time or they will be disposed of (containers and all). Place your name on each item that you store in the refrigerator.
- K. Students belong in the assigned classrooms. Students permitted into another department will usually be receiving a service from that department. Students need to prearrange services with your instructor(s) prior to visiting classrooms or departments other than your own.
- L. **Cell phones, texting and cell phone usage is unacceptable** anywhere near the time clock. In class, have them turned off or set to silent. You may only respond to calls at your breaks or lunch. You may be dismissed for failure to comply. Emergencies can always call 215 322-0666
- M. **Food is** not permitted in classrooms. Eating and all snacks are to be consumed in the student lounge only. Drinks in classrooms must be in spill proof containers.
- N. **PARKING** - All students will park only in permitted spaces as posted on Fire/Parking Map (enclosed).
- O. **CLINIC SERVICES** - Clients may not request any student. Please see service payment policy.

- P. **LIBRARY** - The Media Center/Library *is available*, but only with direct supervision of an administrator or teacher. Videos and books may be borrowed. DVD's must remain in the building at all times. Videos need to be returned in 3 days. Books need to be returned in 2 weeks.
- Q. The Men's Room is primarily the MENS room – Female Students may choose to use the Men's room **only** if the women's room is full to capacity
- R. Visitors should report to an Administrator prior to interrupting a class or entering the student lounge.
- S. LOCKERS - Students will not place a lock on a locker or tools and kits in lockers that are not assigned to them.
Lockers must be emptied of all materials when a student graduates, is on a "leave of absence" or is withdrawn from school. The school accepts NO responsibility for any materials or belongings left in lockers. The school will dispose of, by any means it feels necessary, any materials or belongings remaining in lockers without consideration.
- T. Professional behavior includes keeping one's personal life to yourself in public, and especially in clinics and classrooms.

IV. ATTITUDE

- A. Students will act in a mature, logical, rational manner with respect to all teachers at all times. Arguing with instructors especially in clinical areas or near clients may result in termination especially if continued, ongoing or consistent.
- B. Students refusing to participate in classroom activities including any and all clinical services will be dismissed.
- C. Students are to be actively engaged in practice or study while in school; talking and socializing are not the primary purpose of being in school.
- D. Students caught stealing will be prosecuted to the fullest.
- E. Due to insurance liability, students will refrain from soliciting or selling products not available from Universal Techniques, (the schools supply house) to fellow students or clients in the facility or on the school grounds. This includes but is not limited to products such as Mary Kay, Avon, etc.

E. *****THE ADMINISTRATION WANTS A FAIR CHANCE AT SATISFYING**

COMPLAINTS.*** If you have a concern, suggestion or grievance please give the administration a chance, prior to making them known to other students.

INTERNAL SCHOOL COMPLAINT PROCEDURE GUIDELINES (Following the NACCAS procedure guidelines). A student, teacher, or interested party may file a complaint against the school; however, the complaint should be in writing to the school owner/director and should outline the allegation or nature of the complaint. A school representative will make every effort to meet with the complainant (within 10 days of receipt of the written complaint). If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The school will document the meeting between the school representative and complainant in writing. The committee is comprised of at least three individuals that may be from the following categories: school owner, instructor, financial aid administrator, member of the public interest, or student. The institutions complaint committee will make every effort to meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter should be written outlining the additional information. If no further information is needed the complaint committee should act on the allegations and a letter is sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact. The

institution's published procedures include the name and address of the accrediting agency and an indication that if the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency. The complainant is required to try to resolve the problems through the school's complaint process, prior to filing a complaint with the school's accrediting agency. Schools should maintain written records of all complaints filed through two (2) complete accreditation cycles.

V. SUPPLIES –

- A. Students must have all course supplies, Including printed materials such as Procedure Guides, Handouts and Texts on all the days you are scheduled to attend. (Hair students, Procedure Guides are issued with the students kit and are replaceable at a cost of \$2.00 each)
- B. Kit shortages must be reported within 48 hours of purchasing the kit. (Please check your kit against the list.)
- C. Electrical tools are warranted for 30 days from day of purchase. Warranties do exclude items abused or used beyond the capacities of the equipment's design. Returns may only be made if equipment is in new re-salable condition accompanied by all parts, directions, warranties, and the original box. After 30 days equipment may be shipped to the manufacturer for repairs.
- D. Students are responsible for keeping their kit updated to comply to current issues. Any additions are a student's responsibility.
- E. All kit items and any other tool items must be kept clean.
- F. Scissors, nippers and all other cutlery defects must be reported to inventory control within 48 hours of the first class or related date of issue. No requests for exchanges will be accepted after the first 48 hours from the start date.
- G. Your kit is your responsibility and it must contain the items as per the list attached to the kit when it was purchased.

VI. RULES - At the discretion of the Administration, these rules may be changed. Students may be notified by postings on a Bulletin Board, issued by e-mail on the Students Access Terminal or displayed on the illuminated sign or classroom announcement. Failure to comply with any one or more rules will result in suspension or mandatory withdrawal as per section 5, Refund Policy and/or section 6, return of title IV funding in the contract.

VII. LIFE SKILL

FIRE EXTINGUISHERS AND HOW TO USE THEM

The Fire Extinguishers located throughout the school are Dry Chemical Extinguishers. They can be used for Electrical and All types of fires. The building map shows the Extinguisher locations and Pull Box locations. Maps are also located on the back of each class room door. Please follow these directions for Extinguisher operation:

1. Stand 8 to 20 feet from the fire.
2. Hold the Extinguisher upright.
3. Pull back the safety lock on top (yellow knob).
4. Aim the Hose at *the bottom of the fire*.
5. Squeeze the top handle all the way down, then let go, repeat if necessary.
6. Spray from side to side.
7. Replace the safety lock after using (yellow knob).
8. Be prepared for the next fire.

PLEASE, Report Fire Extinguisher usage immediately to an Administrator of the School.

<D:ds2014/admin/orient/rulesregs>

Policies

Graduate Services & GIGS - (Graduate In Good Standing Policy)

All Graduates have access to the following services:

- Internet instructions for kit packing & typed instructions given upon request and at exit interview.
- Access to the job lists
- Upon student approval (FERPA), potential employers may receive a history of the students' attendance and GIGS evaluation.

Additional Benefits to being a graduate in good standing (GIGS)

Students must file a FERPA release prior to their request. Available online at www.bcsbc.com.

- Highly positive job recommendation to potential employers
- Unlimited support and access to the schools Job Placement Services / Lists
- Free Group Kit Packing and internet instructions
- Receipt of a GIGS "Attitude is Everything" Graduate Card (for beauty supply discounts)
- Assistance with:
 - Opening your own salon & Resume writing
 - Continuing access to student computer terminal
- Counseling on Career Moves
- 10% Professional Discount on Supplies
- 40% Discount on Clinic Services
- Bulk Discounts on Proface' Items
- Continued access to the school's library

Evaluation: Teachers will have the opportunity and responsibility to evaluate the students in their department periodically. The frequency of evaluation depends on which curriculum(s) a student is enrolled and should be every 6 or 8 weeks. The administration may have input to the teacher's individual evaluations. With consideration of the instructor's periodic evaluation, the administration awards graduates the GIGS Status and reserves the discretion of final judgement, which happens at the end of the student's tenure in the school.

Students are measured by the following standards to become GIGS:

- Positive participation in class or while doing clinic services
- Low level of Late Entries and Early Dismissals
- Lack of Disciplinary Write-ups
- Professionally acceptable language and control of vocal volume
- Positive acceptance and voluntary following of the schools rules and regulations
- Completion of the course work, including all assignments
- Prepared daily with supplies, equipment, and texts
- Consistent, clean, correct, uniform including name tag
- Positive Staff/Instructor relationships
- Respects Client/Clinic relationships
- Polite, respectful behavior in classroom and/or clinic

Administrative evaluation: includes the preceding instructor evaluations plus

- Conscientious effort and completion of payment(s) on time
- Completion of the total contracted number of weeks
- Positive Administrative relationships
- 83.34% Attendance (Satisfactory Progress for Program)

Satisfactory Academic Progress Policy

Satisfactory Academic Progress is a standard that each and every student must maintain throughout their training to be in compliance with institutional policy and to remain eligible for HEA, Title IV federal student financial assistance. The Bucks County School of Beauty Cultures Satisfactory Progress Policy is measured in both quantitative terms (attendance/hours), as well as qualitative terms (academics/grades). Students must maintain an academic grade average of 70% or above and maintain a minimum attendance level of at least 83.34%. The minimum attendance level (83.34%) equals Satisfactory Academic Progress and the Minimum to Graduate. Attendance and Grades are recorded and can be reviewed by currently enrolled students at any time via the student access terminal.

Academic Standard:

Grading is universal for Theory; Practical and Clinical experiences including work projects, clinical assignments, lectures, appearance, worksheets, handouts and tests. *A modified pass/fail system is used to show whether a student is meeting satisfactory academic progress, which is designated by the initials "U" and "S". A third grade "O", for outstanding provides motivation for the high achievers and the ability for underachievers to get back into satisfactory progress. Due to the number of experiences which may only be graded "S" or "U", it is impossible to average an "O" grade level.*

Clinic students are graded according to the gradable experience per their procedure guides. The grades awarded to clinic students are based on their skills as compared to the lesson plans for each client service. The clinic lesson plans (procedure guidelines) are distributed to the students at the beginning of each course. Enrollment path schedules, class grades and attendance are available to students daily on the Student Access Terminal. Cumulative grades for previous courses and the total "U", "S" and "O" count for the current course may be viewed by the student at any time by this terminal.

Classwork is considered unsatisfactory until the student makes up the assignment that was not completed by a due date. If the student was absent, the instructor uses a personal folder system for each student where missed work given for the day will be placed. Students are advised to check their folders after an absence.

Listed below is the percentile conversion table:

"O" - Outstanding	= 95 – 100
"S" – Satisfactory	= 70 – 94
"U" - Unsatisfactory	= 69 or below

Attendance Standard:

A student must attend a minimum of 83.34% of the hours they are scheduled to attend on the student's enrollment agreement.

1. Full-time day students are scheduled for 30 hours weekly.
2. Part-time evening students are scheduled for 16 hours weekly.

A student's attendance pace is determined by the following formula:

$\text{Scheduled attendance} \times 83.3\% = \text{Minimum Satisfactory Progress}$. Additionally the Minimum Satisfactory Progress equals the Minimum to Graduate. For example, a student who is scheduled to have attended 30 clock hours per week for the first 12 weeks of attendance would have cumulative scheduled attendance of 360 clock hours. If the student attended 300 of the 360 scheduled hours,

his/her attendance pace would be 83.3% (300/360) and would be meeting the attendance requirement of this policy. Using the formula above: $360 \times 83.34\% = 300$. Scheduled hours will only be adjusted by official school closings (holidays, snow closings, in-service days) and approved student leaves of absence. A student's attendance progress will be officially measured as a *percentage (83.34%)* of the *scheduled hours* compared to the actual hours attended.

Minimum/Maximum Time Frame:

The time frame for a student to complete his/her program of study is based on the number of weeks required for each program. A student's registration agreement has a start date and an end date with the number of weeks required to complete the specific program. Students are expected to maintain their scheduled attendance of either 30 hours per week as a full time student or 16 hours per week as a part time student.

Students who maintain maximum satisfactory progress in attendance will complete the program during the required *minimum time frame*. Students who do not maintain their scheduled hours or only maintain minimum satisfactory progress (83.34% of their schedules) will not graduate within the minimum time frame. This means they will not graduate on the end date per their registration agreement. A student's original expected graduation will be extended if the student is granted a leave of absence(s) while in attendance. The leave of absence will extend a student's contract and maximum time frame by the same number of days taken in the leave of absence.

The *maximum time frame* is no longer than 150% of the NACCAS approved program length based on 100% attendance schedule measured in clock hours completed.

Transfer hours are accepted for a student when transferring from another institution. Those transferred hours are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory academic progress evaluation periods are based on actual contracted hours at this school.

Overtime Charges:

The student **must** complete their training within the maximum time frame allowed. If a student fails to meet the minimum hours required to graduate within the maximum time frame date extended to them by the school, then the school will bill the student for overtime charges. Overtime charges will be calculated based on the remaining hours needed in order to graduate. Overtime charges are billed at an hourly rate. The rate is determined by dividing the tuition amount by the total hours in the program.

There are no overtime charges for the number of additional days or weeks required for the student to graduate with the minimum number of hours required for a specific program due to scheduled holidays, weather related closings or in-service closings. This is considered an extension of the original expected graduation date. When this occurs, the school will calculate the number of days/eves the school was closed for. The school will extend the students current graduation date by the same number of closings that occurred during the students scheduled attendance dates. There will be no additional tuition charges for extending the students graduation date in this occurrence.

Attendance Review and Evaluation Periods:

Attendance progress is available daily on the Student Access Terminal. A student's cumulative course hours are reviewed by the school monthly to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and issued a monthly review letter. Students will be advised on how to improve their progress and required to sign the review letter. Monthly reviews begin after a student has completed at least 4 weeks of attendance and occur regularly every month. A student may re-establish satisfactory academic progress and/or financial aid eligibility by any of the following: Re-testing, extra credit tasks, attending study halls or attending additional hours in addition to their regular schedule.

Students are notified and are required to sign a formal satisfactory academic progress evaluation, which determine continuing eligibility for federal student aid and/or active student status. The SAP evaluation will list the results including the minimum standard for the specific evaluation period, the student's actual hours for the evaluation period and whether or not the student is achieving satisfactory academic progress. This is performed at the end of each midpoint. A midpoint is based on the students program. Typically, the midpoint is the end of each financial aid payment period or the midpoint of the student's current academic year. Students who do not receive federal student aid are evaluated in the same manner using the same midpoint check system. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation. A midpoint is defined in actual clock hours completed. Please refer to the following chart for each programs evaluation points:

Cosmetology:	450 hours, 900 hours, 1075 hours
Hairdressing & Esthetics:	450 hours, 900 hours, 1100 hours
Hairdressing & Nails:	450 hours, 900 hours, 1100 hours
Hairdressing & Electrolysis:	450 hours, 900 hours, 1100 hours
Hairdressing & Esthetics & Nails:	450 hours, 900 hours, 1250 hours
Hairdressing & Esthetics & Electrolysis:	450 hours, 900 hours, 1250 hours
Hairdressing & Nails & Electrolysis:	450 hours, 900 hours, 1250 hours
Associates in Specialized Technology:	450 hours, 900 hours, 1350 hours
Master Esthetician:	450 hours, 900 hours
Esthetics & Electrolysis:	350 hours
Esthetics & Nails:	350 hours
Nails & Electrolysis:	350 hours
Electrolysis:	200 hours
Nails:	200 hours
Esthetics:	200 hours

The school performs reviews and evaluations for every student, regardless of their payment arrangements, not just Title IV recipients.

Students must attend their schedules or at least maintain attendance above the minimum required attendance for each monthly review in order to graduate within the minimum contracted weekly Time Frame. Holiday's, Snow Days and any other day the school is officially closed during a student's regular scheduled attendance is considered an excused school day. These particular excused school days are **not the same** as a student's excused absence. Excused school days will not be counted as a scheduled day of attendance and hence will not be included in the 83.34% attendance requirement.

Financial Aid Warning and Probation:

Students who fail to meet either of the two progress standards as of the evaluation date will be placed on "Financial Aid Warning" (FAW) status, and the student will remain eligible for federal student aid funds for the subsequent payment period. A student may not be placed on FAW for consecutive payment periods. At the end of the FAW period, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory progress and remain eligible for federal student financial aid. Any student who fails to meet the published standards at the end of his/her FAW period is considered as not making satisfactory academic progress and is ineligible for further federal aid unless the student submits a written appeal in accordance with this policy and is granted "Probation" by the institution. In the event the student submits a successful appeal and is granted probation, federal student aid eligibility will be reinstated for the subsequent payment period only.

Appeals:

A student who has been designated as not making satisfactory progress may appeal this determination with the institution based on mitigating circumstances. The student's appeal must be made in writing to the school director and must be received within 10 days of the determination of unsatisfactory progress. The student's appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the school's standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. The school will review the student's appeal and related documentation and its resulting decision will be final.

Reinstatement of Status:

Generally, most students who enroll in the school are considered to be making satisfactory progress during their initial evaluation period. A student who has been granted Probation is still considered satisfactory until the evaluation period is over. Students who are returning to school after a temporary interruption (ie: leave of absence or course breaks) are reinstated under the same satisfactory academic progress status as they had prior to their departure.

Course Incompletes, Terminations/Withdrawals and Repetitions:

During Orientation, students are issued a student handbook covering the Rules and Regulations, which includes information on Termination, Excused and Unexcused Absences and Tardiness (lateness), including this SAP Policy.

The school does not offer grades of "incomplete" and accordingly, these have no impact on SAP. A student who does not pass or drops a class prior to its completion may be permitted to repeat that class. Since all classes have specific start dates, the student would have to wait until the class becomes available on the schedule. The class must be completed within the minimum time frame of the student's current enrollment. The uncompleted class will have no effect on the student's cumulative attendance progress. Repeating classes however will continue to affect the student's cumulative academic progress. Students who extend their programs or contract for extended time still must be able to complete the program within 150% of the minimum course length, according to federal regulation. Continued course repetitions can result in the student no longer being able to complete the program within the required time frame. Once such determination is made, the student will be considered as not making satisfactory progress.

A student who is following the rules of absence and calling or contacting the school to excuse their absence will be able to do so until the 20th day of excused absences. This policy states the maximum number of excused absences that can occur from a student's last day of attendance is 20. After the 20th excused absence, the school will withdraw the student. According to Federal Law, the school will determine whether a student intends to return to classes or withdraw no later than the 14 days after the student's last day of attendance. In the case of a student continuing to contact the school and telling us they do intend to return but do not return, the policy of the school will allow the student no more than 20 excused absence days. In the case that there is no correspondence from the student and the absences have been unexcused, the school will adhere to the 14 day rule in determining that the student does not intend to return. At that point, it will be determined to withdraw the student.

If a student withdraws from a program of study and re-enrolls in the same program within 180 days of withdrawal the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who returns to a program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for any classes the student must repeat to obtain academic credit. Students should meet with the school's financial aid administrator to discuss the conditions under which federal aid may be awarded for the repeated courses and the enrolled program.

Make Up Work:

Students who fail to meet assignment deadlines or miss scheduled examinations due to an absence or emergency, must document the situation with their instructor and the School Director. The student will be informed by their instructor and/or the school director as to the make-up procedures and the time allowed to submit the work or take a missed examination in order to receive the proper credit and grade.

Reinstatement of Federal Financial Aid:

Federal student financial aid is suspended when a student is considered as not making satisfactory progress. Upon acceptance and approval of an appeal, federal financial aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period not making satisfactory progress, but reverses that designation before the end of that payment period, the student will be eligible for federal aid for that payment period. Federal aid for any payment period that occurs within a period of unsatisfactory progress will be permanently forfeited.

Payment Policy

1. Tuition (In house financing) Personal Payments. Tuition payments are due the first Monday of the month. Tuition payments made after the due date will incur a late charge as per your Registration Agreement. (1.1/4 %). If the first Monday of the month is a holiday, tuition payments should be made prior to the due date. Bimonthly or weekly tuition payments may be prepaid. Day Student tuitions will be accepted by the office before school, during lunch and after school. Payments may also be made when your class goes on break. These times may vary, but they are approximately 10:30 a.m. and 2:00 p.m. Evening Students tuition will be accepted before and after school or during breaks.

A student's education may be terminated or suspended

for having tuition, charge account or registration accounts due in excess of 30 days.

2. - Charge Account Payment Policy – (Instituted by Universal Techniques, Inc.) A 5% service charge will be applied to all balances over 30 days old.

Financial Aid Overpayment Policy - Credit Balances

Financial aid overpayment (credit balance) is when total financial aid received exceeds allowable charges. Allowable charges include tuition, fees, room & board if contracted with the school and student/parent authorized charges. The school automatically sends any overpayment back to the Federal Title IV programs in statutory order starting with the Stafford Loan Programs, thereby reducing future repayment obligations. Credit balances are issued:

1. Generally within 14 days of credit balance occurrence or with the students/parents written authorization to hold a credit balance, by the end of the loan period or by the end of the last payment period in the award year.
2. Upon drop/withdrawal, less \$100.00 withdrawal fee and/or failure to complete contracted course of instruction

Leave of Absence Policy

In the event a student finds it necessary to be absent from school for an extended period of time or even a small period of time, he/she may request an official leave of absence from the institution. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

1. A student must follow this policy in requesting a Leave of Absence.
2. The Leave of Absence, together with any additional leaves of absence, must not exceed a total of 180 calendar days in any 12 month period.
3. The twelve month period referenced in these provisions starts on the first day of the first leave.
4. A student is required to request a leave in advance of the leave unless there is an unforeseen circumstance that would prevent the student from doing so.
5. Students must request a leave in writing and it must be signed and dated.
6. The student must also specify a reason for the Leave of Absence.
7. The school must approve the request for a leave of absence and determine if the student is expected to return to school.
6. The leave will not result in any additional charges to the student.

A student's request for a leave of absence must be either submitted in writing, and/or included on the leave of absence agreement. The request must be approved by the institution to be considered an official leave of absence. One criteria the school uses to approve a student's request for a leave is to determine if the student is reasonably expected to return to school after the leave is over. Students will not incur additional charges from the institution for any absences during an official leave of absence period. Students who fail to return to school as scheduled from an official leave of absence will be determined to intend to withdraw. The day the student was expected to return to school will be the withdrawal date and the last date of the student's physical attendance will be used in the school's refund calculation and the Return to Title IV Unearned Tuition calculation. Failure to return from a leave of absence may affect a student's Title IV federal loan repayment terms which could include the expiration of a student's grace period. This would occur if a student takes a leave of absence for the maximum of 180 days and then fails to return to school. Repayment on federal student loans begins 6 months after a student's last date of attendance. In this case, a student would be obligated to start repayment immediately and forfeit the grace period.

Transfer Student Policy

A. Incoming Student Transfers:

1. Must have hours transferred from previous school on the forms and in the manner appropriate to the Pennsylvania State Board of Cosmetology.
 2. Are treated like a new student with reference to charges for any hours remaining after transfer.
 3. If transferring from another proprietary school, they must have a signed "Applicant Enrollment Affidavit".
 4. Students enrolled in the Associate Degree Program must complete a minimum of 25% of the degree program at this school to be awarded the degree.
- B. Outgoing Student Transfers:
1. Must notify us in writing and request a transfer to school of their choice with School name and address, etc
 2. Must have paid all charges owed to the school.
 3. Students will pay the school \$5.00 to cover the cost of transferring paperwork, postage and notaries fees.
4. Graduates will pay a \$20.00 "Graduate Student Records Fee" for transfer of Credit or Hours.

Refund Policy

The following refund policy is duplicated in each student's Enrollment Agreement and is Pro-Rated. It applies to all terminations for any reason, by either party including student decision, course or program cancellation or school closure. (a) An applicant rejected by the School shall be entitled to a refund of all tuition and fees paid prior to enrollment. (b) If a student (or in case a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within three business days (determined by postmark or date of personal delivery) of the signing of an enrollment agreement, and/or paying the registration fee, all tuition and fees collected by the school shall be refundable. (c) If a student cancels his/her enrollment after three business days from the payment of registration and/or signing he/she shall be entitled to a refund of tuition paid to the school less the registration or enrollment fee of \$100.00. (d) Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance. Any refund due the applicant or student shall be refunded within 45 days of formal cancellation by the student, or formal termination by the school, which shall occur no more than 45 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. (e) The cost of the kit and supplies is not included in tuition adjustment computations. (f) If the school is permanently closed and no longer is offering instruction after a student enrolled the student shall be entitled to a pro-rated refund of tuition. (g) If a course is canceled subsequent to a student's enrollment; the school shall at its option; (1) provide a full refund of tuition paid; or (2) provide completion of the course. (h) The following reimbursement schedule of tuition plus a \$100.00 fee for termination will be retained or collected by the school for students who enroll and begin classes based on actual hours attended:

Percentage of Enrollment Time Completed	Percentage of Total Tuition Owed to School
0.01% - 5.00%	5%
5.01% - 10.00%	10%
10.01% - 15.00%	20%
15.01% - 20.00%	30%
20.01% - 25.00%	40%
25.01% - 30.00%	50%
30.01% - 40.00%	60%

40.01% - 50.00%
50.01% - 100.00%

70%
100%

(I) A student will be withdrawn according to this refund policy as stated in the enrollment agreement, section 5, part (a)-(i)

(j) The withdrawn student will be informed during the exit interview process of (1) This schools Refund Policy calculation results and (2). The Return of Title IV Funds calculation results (see the Return of Unearned Title IV funds below) (k) The Enrollment Agreement also contains the custom Student Reimbursement Schedule (see (h) above) which includes conversion tables for attendance to hours and dollars. This will be calculated, delivered and explained during their Tour and Interview held prior to registration and at the signing of the enrollment agreement during registration.

Return of Unearned Federal Title IV Funds

Federal regulations have been enacted which state that students may forfeit a portion of federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students:

- (1) Who have received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal Direct Student Loans (Stafford) and/or Federal Direct Parent Loans for Undergraduate Students (PLUS).
- (2) Who were terminated or withdrew from this institution after physical enrollment had begun, or had fallen below half time attendance.

Return to Title IV funds calculation is based on payment periods of time and scheduled attendance. Payment Periods are defined by the Program in which a student is enrolled and the minimum number of hours within the program. For example, a student enrolled in the Cosmetology Program must complete a minimum of 1250 hours. The payment periods would be defined as payment period #1, 0-450 hours, payment period #2, 451-900 hours, etc.

Scheduled attendance is defined as the number of clock hours a student is scheduled to attend between the 1st date in the period and the last date of attendance in the period. This is based on the student's schedule of either being a full time student (30 hours per week) or a part time student (16 hours per week). Scheduled attendance will not include days the school was closed (ex: Holidays) or any Leaves of Absences taken by the student.

Students who have completed over 60% of their scheduled attendance within the payment period are considered to have earned all of the Title IV Federal aid that has been disbursed for that payment period and if applicable, any previous payment periods. If the student completed 60% or less of their scheduled attendance in the specific payment period, than the Title IV aid that had been disbursed is not considered earned and the Return of Unearned Title IV Funds Calculation will determine how much Title IV funds the school is obligated to return to the U.S. Department of Education's Federal Programs.

The Return to Title IV unearned funds calculation will be done before the schools Tuition Refund calculation is performed. If the school is required to return the majority of the Title IV funds received, in many cases, the Return of Unearned Title IV Funds will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy could also result in the student owing a refund of unearned federal aid to the Department of Education.

Re-Admittance Policy

Students who withdraw or terminate their course of study at the Bucks County School of Beauty Culture, Inc. will be readmitted without loss of credit hours. Students will be charged a re-entry fee (registration) unless their time of absence from the school has been less than 6 months.

1. Students will pay \$100.00 re-entry (re-registration) fee if they are re-admitted more than six months after withdrawal, being withdrawn or terminating their course of study.
2. The student will be billed the same price per hour as their original contract unless the school has incurred a tuition price increase. A student who is withdrawn voluntarily or mandatory due to but not limited to misconduct, unsatisfactory progress, stealing, abusive behavior, etc. from the Bucks County School of Beauty Culture, Inc. will only be re-admitted at the discretion of the administration. Students withdrawn by the school must sign an agreement for re-admittance if the school grants them the permission to re-admit. These students are billed again at their original price per course or original cost per hour unless six months has elapsed and/or the price of the course and/or hours has changed. Additionally, a \$100.00 re-admittance fee will be charged.

Service Payment Policy

All people pay FULL PRICE for all Services with the following exceptions: Students will receive non-material hair services free.

Students having work done on themselves will receive 80% off services according to Student Price Schedule.

Parents of students (Parents Only, No Substitutes) will be given non-material HAIR services Free.

Parents will also receive 40% discount on most other services.

No coupons or Cards or other Promotional Packages may be used in conjunction with these discounts.

Gift Certificates may be purchased in advance to extend a 40% family discount for guests.

Policy Statement of Non-Discrimination - Title IX

The school is in compliance with the Office for Civil Rights of the United States Department of Education (OCR) and does not discriminate in the admissions process, educational programs or activities on the basis of Sex, Race, Religion or Socio-Economic Status. The school has designated Stephen A. Wallin as the Title IX coordinator. Inquiries concerning the application of Title IX and its implementing regulations may be referred to Steve Wallin, the Title IX Coordinator by calling 215 322-0666 or by emailing him at swalin@bccbs.edu. His office is in the schools building located at 1761 Bustleton Pike, Feasterville, PA 19053. or to OCR directly at Office for Civil Rights of the United States Department of Education, Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107.

Controlled Substance Policy

I. PREFACE: This policy and its associated guidelines are an effort by the Bucks County School of Beauty Culture, Inc. to respond effectively to the potential and current "abuse" of alcohol and drugs by members of its school population. Information on counseling, rehabilitation and student/employee assistance is available by request, through the administrator responsible. **The Bucks County School of Beauty Culture does not offer drug or alcohol rehabilitation at the school's facility.**

II. STATEMENT OF POLICY: The BCSBC will work through curriculum and classroom activities, administrative and faculty effort, and disciplinary procedures to prevent and intervene in the abuse of drug substances by members of the school population. This school and its individual employees shall be committed to the enforcement of all existing laws; regulations and guidelines as adopted by federal,

state, local authorities. Furthermore, the prime concern of this school and its representatives shall be the welfare of the students and school-related personnel. It must be understood that this policy demonstrates the commitment of the school's administration.

III. MEDICATION: Prescribed drugs and over the counter medications should be registered in the office as a precautionary measure for the school and the student. Physician prescribed drugs and medicines brought to school must be used according to the physician's written directions. Only approved medication, not to exceed one day's use, brought to school by the student should be kept in a secure place designated by the building administration.

IV. TERMS: Alcohol, narcotic drugs and mood-altering chemicals shall include any of the following: alcohol or malt beverages, controlled substances, illegal and abused substances, medications not approved or registered with the office, and substances which are intended to alter mood. Examples of the above are marijuana, crack, cocaine, hash, chemical solvents, glue, capsules and pills not registered by the office and any look-alike chemical. School Property shall include buildings, facilities and grounds on the school campus, school parking areas, and any facility being used for a school function, or school sponsored trips, and the buses used for transportation on school sponsored trips.

V. SCHOOL GUIDELINES: These guidelines are intended to provide a consistent means for responding to alcohol and drug related situations that may occur on school property. They have been written with due consideration for the legal rights and responsibilities of the administrators, faculty and students who may find themselves involved in such situations and are hereafter referred to as persons.

The guidelines are divided according to situations that may occur at school or at school sponsored events.

VI. SITUATIONS AND RESPONSES:

Any situation where in a person demonstrates symptoms of possible drug/alcohol abuse (ex. Grogginess, staggering, slurred speech, dazed appearance, incoherence, inability to respond, blood shot eyes, dilated pupils, vomiting, or recognizable drug or alcohol related odor).

A. Emergency Action - All standard health and first aid procedures will be followed, an administrator shall be summoned immediately, and if the person must be taken to a medical facility, an ambulance will be summoned to provide safe transportation.

B. **Disciplinary Actions - Suspected drug abuse or the 1st offense shall be made part of the administrative file; 2nd offense or suspected 2nd offense will become part of the person's permanent record file and if the person is a minor the parents/guardian will be notified (where applicable); 3rd offense result in immediate termination. Reinstatement will not be considered unless the person is able to demonstrate they have sought counseling and/or treatment from a licensed drug and alcohol treatment provider.**

C. Notification of Parent/Guardian - Attempts will be made to contact the parent/Guardian immediately when minors are involved, the situation described and a conference arranged. The administration or designee shall maintain a record of contacts. FERPA regulations allow the school to contact parents/guardians with concerns about a student's health, safety, or welfare.

D. Confrontation/Consultation/Counseling - If alcohol/drug abuse is identified or suspected by the school administrator or delegate shall be responsible for all necessary confrontation/consultation. In cases of alcohol abuse or a person who demonstrates symptoms of abuse (e.g., grogginess, staggering, slurred speech, dazed appearance, incoherence inability to respond, blood shot eyes, dilated pupils, vomiting, or recognizable drug or alcohol related odor) will be subject to the same consequences which apply to mood altering drugs, anyone suspected has the right to voluntarily

submit and pay for a blood or breathalyzer test at local hospitals or medical facility. Possession or abuse is assumed where as persons refuse to submit and pay for blood or breath testing. Confidentiality - Every effort will be made to limit information to school personnel having direct contact with the person (e.g., students, teachers, school administrator(s), and counselors). Police may also be contacted to carry out searches by investigation when the person refuses to cooperate.

E. Disposition of Substance -Substances will be sealed, documented, and turned over to the police with request for analysis.

F. Sales or Transfer - Sales/Solicitation or transfer of illegal substance will not be tolerated. Anyone suspected of the above fore-mentioned activities will be reported to the legal officials.

VII. HEALTH RISKS OF DRUGS:

Street Drugs - A desire to experience an altered state of consciousness has been a feature of human culture from time immemorial. In the search for mood and mind altering substances, humankind has long experimented and taken risks.

Perhaps more than ever before, we are surrounded by legal drugs in coffee, alcohol and cigarettes, let alone in prescribed medications such as sleeping tablets, tranquilizers and opioid painkillers. Using these can be a temptingly easy way to change or control ones mood and psychological state. Advertising and marketing may enhance the appeal of substance use. There are fashions in drug use and the use of a certain drug may be associated with a particular lifestyle or subculture. Inevitably, some will run into problems, and, more seriously, some risk death as a direct result of their drug use.

Substances Used

Recreational drugs can be classified as stimulants, depressants and hallucinogens. Some drugs however can overlap these categories, for example ecstasy is both a stimulant and a hallucinogen, and, while low grade cannabis (hash) works as a depressant, stronger versions such as skunk may also have hallucinogenic properties.

Stimulants

Stimulants work by increasing neural activity in the brain. They have the short-term effect of making one feel lively, talkative, confident and euphoric. They are attractive to club and party-goers because they enhance sensory experience and postpone the need for sleep. As their effect wears off, however, they can leave you feeling restless, irritable or washed out. There may, therefore, be a temptation to avoid these 'coming down' feelings by taking more of the drug. Long-term use or high doses can lead to extreme agitation, insomnia, delusions, hallucinations and paranoia particularly in susceptible individuals.

The most common stimulants are:

- Amphetamines (speed)
- Ecstasy (an hallucinogenic amphetamine)
- Tobacco
- Anabolic steroids - used illegally to enhance strength and performance in sport
- Amyl nitrite (poppers)
- Cocaine Crack
- cocaine

Depressants

Depressants work by depressing the central nervous system. They can therefore induce a state of relaxation or sedation as well as reducing the intensity of pain and of emotions such as fear, anger or anxiety.

They can also have short term effects of:

- Reducing intellectual ability and the ability to concentrate or retain information
- Reducing motivation and energy
- Reducing manual dexterity e.g. the ability to operate machinery, drive, climb or swim.

Examples of depressants are:

- Opiumates such as heroin/diamorphine (smack) morphine, pethidine and methadone
- Benzodiazopines (tranquillizers such as Valium and Temazepam). These may be prescribed for short-term use to combat anxiety but they also have an illegal market
- Cannabis (many street names such as hash, dope, weed, gear). Long-term use or high doses may lead to depression, increased anxiety, an inability to deal effectively with emotions, short-term memory loss, and insomnia
-

Alcohol

Regular use of some of these drugs (e.g. opiates and benzodiazepines) may lead to physical dependency since withdrawal may result in unpleasant physical symptoms. There is also the danger of a serious, or even fatal, overdose due to the depressing of physical systems such as the heart and lungs.

Hallucinogens

These drugs enhance sensory perceptions - sight, sound, smell and touch.

On a pleasant 'good trip' a person may experience increased self-awareness, and mystical or ecstatic feelings. On a 'bad trip' there may be unpleasant feelings of disorientation, panic, and/or paranoia. These may last several hours. People can also suffer 'flashbacks' where they relive experiences when tripping. This can be intensely disorientating and anxiety provoking.

A bad trip is more likely in someone who is already anxious, depressed or unstable, or who takes the drug in an insecure environment. It may not be affected by previous experience of the drug or by dosage.

Hallucinogens include:

- LSD
- Hallucinogenic stimulants such as Ecstasy (see above)
- Magic mushrooms
- High potency cannabis such as 'skunk'.

Possible side effects and dangers of drugs

All drugs (medicinal as well as illegal) have the potential for unwanted, and often unexpected, effects. They are usually substance and individual specific.

- The effects of a drug may vary according to the mental state of the person taking it. A strong mood-altering substance may trigger, or exacerbate an underlying emotional instability.
- Pleasurable effects followed by less pleasant after-effects may tempt someone into repeated use. Crack cocaine, for instance can tempt someone into repetitive use very quickly because it gives a very strong but short-term 'burst' of euphoria followed by an equivalently intense coming-down which may include high anxiety as well as physical malaise. In addition, physiological tolerance may build up with some drugs so that more of the drug is needed to induce the desired effect.
- Withdrawal from a drug in regular, or high dosage use may lead to physical symptoms i.e. there may be a physical dependency on the drug.
- Drugs may interact with each other (including legal ones such as alcohol). Some mixtures may even prove life-threatening.
- With any illicit drug there is no quality control so there is a constant danger of variable strength and of adulteration with undesirable substances. Sources of cannabis may vary in potency by 10-fold, from 2% hash to 20% skunk. In the case of heroin, in particular, it is the unexpectedly pure drug, which may kill someone who has insufficient tolerance.
- Injecting drugs involves the risk of introducing infections directly into the blood-stream. Sharing of needles is particularly dangerous as it may lead to cross-infections (e.g. HIV and hepatitis)
- Drugs taken during pregnancy may damage the fetus.

Heavy or regular drug use may be a symptom of a deeper malaise. People may turn to drugs in an attempt to avoid confronting problems or internal distress. This may work in the short-term but can come to have severe financial, social, legal or physical consequences.

Referenced from: <http://www.counselling.cam.ac.uk/drugs.html>

Criminal Awareness & Campus Security Policy

Clery Act & Violence Against Women (VAWA) Act Compliance

Statistics Updated 6/5/14

- The school evaluates this policy annually and updates are based on evidence based statistics.
- The annual campus Security report statistics are prepared using the crime statistics posted on the Pennsylvania State Police web site. The Lower Southampton Police department does not issue township statistics and refers all inquiries to the State Police web site. The State Police only list schools that have crimes on file. There is no listing for the Bucks County School of Beauty Culture on the State Police site and there for there has been no reported crime.

- All students and employees are responsible to report any and all criminal action that occurs on campus to the administration. The administration is defined as the School Director, Financial Aid officer, or administrator in charge.
- The school can assist anyone including but not limited to students, graduates, professionals, faculty and administrators suffering domestic violence, dating violence, stalking and physical or mental abuse with information from professional organizations in the community like: NOVA (network of victim assistance) or A Woman's Place. Memoranda's of Understanding whenever available are on file with these organizations.
- Through this policy the school has made the student population aware of the Federal Campus Sexual Assault Victims' Bill of Rights.
 - Survivors shall be notified of their options to notify law enforcement.
 - Accuser and accused must have the same opportunity to have others present.
 - Both parties shall be informed of the outcome of any disciplinary proceeding.
 - Survivors shall be notified of counseling services.
 - Survivors shall be notified of options for changing academic and living situations
- We have sponsored crime prevention including sexual violence, domestic violence, dating violence, stalking and physical or mental abuse programs annually in the past. We monitor our drug policy and we have **NO** incidence of murder, rape, other sexual offenses, robbery, aggravated assault, burglary and motor vehicle theft.
- Additional information on sex offenders is available on the PA State police web site:
<http://www.pameganslaw.state.pa.us/>
- For the record, the school has **NO** liquor law, sexual offenses, and drug abuse or weapons possession violations within the last calendar year or the three years preceding it. If such an offense or violation should occur, the Lower Southampton Police by dialing 911 would be summoned immediately. The campus community would be informed of such incidences via a published bulletin or on the schools announcement monitor located in the student lounge and a report of the statistics of such incidence in this criminal awareness policy are posted by September 1 of each calendar year.
- There were *three reported incidents of very petty theft, during the most recent calendar year* and during the three preceding calendar years.
- Students shall report any invasion of personal or school belongings, sexual misconduct, known possession of illegal weapons and/or illegal substances to the School Director, Financial Aid officer, or administrator in charge.
- The administration is responsible for accurate and prompt reporting of all criminal actions to the Lower Southampton Police Department by phoning 911 or **(215) 357-1234**.
- Through this policy we encourage prompt reporting of all crimes to the aforementioned police
- There is no campus law enforcement. This is a single building campus and is open to the public Monday through Thursday from 8:30 am to 10:00 pm and on Friday from 8:30 am to 3:00 pm. Exterior entries may be locked from 4:00 pm to 5:00 pm for security purposes. Additionally, there are no residences on campus.
- All information pertinent to criminal action is represented in this Student Handbook.
- The school has no off-campus organizations.
- The manufacture, use, distribution or sale of alcoholic beverages or illegal drugs is prohibited on campus.
- Lockers are issued to students for the sole purpose of storing school supplies and personal items.
- A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws can be found in the controlled substance abuse policy contained in this handbook.

Policy on Emergencies

Staff, students and the school administration are encouraged to be on the lookout for any suspicious packages, articles of luggage, situations or behaviors which may be construed as violent or threatening to the school population. Any questionable material or activity should be quickly reported to an administrator. The administration will decide what and which corrective measures to take and the course of action.

Courses of action fall into two main categories.

- Remain (includes Lock Down)
- Evacuate

Remain

- Earthquake, everybody does only one thing: DUCK, COVER AND HOLD.
- Lock Down – All windows should be closed and doors are to be locked
all personnel are to be directed to be silent and directed to the most protected location or area of the school where they are currently located.

Evacuate:

- It is important that the staff and student are conscious of the presence of those with any type of disability. The unique and special needs of this portion of the schools community can only be maintained with the compassion and assistance of staff and fellow students.
- Evacuation, the route to be taken and gathering locations will be announced by the administration using the phones public address option or through vocal projection in the main hallway.
- There are three evacuation routes: front, side and rear doors.
- Everyone will assemble, to be accounted for, at the place announced.
- Instructors are encouraged to leave taking the grade book for the day to assist in accounting for all students.
- Instructors in clinic area are responsible for informing and assisting any clients having services performed at the time.
- All areas of the facility will be searched and all people accounted for.
- A determination will be made of whom, if anyone is in most need of medical aid.
- The administration will communicate the first aid and rescue needs to internal and external medical and rescue crews.
- Any additional concerns and findings should be reported to the administration.
- The administration will when deemed safe, terminate the evacuation order and coordinate a return to the facility.

Policy for Safeguarding Student Information

This policy concerns Students and/or prospective students, who apply and/or attend The Bucks County School of Beauty Culture, Inc. It also includes any student who may apply for Private Funding or Title IV Government Grants and/or Loans to finance their education.

Nonpublic personal information is information not publicly available:

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in BCSBC
- Information provided on your application for a Federal Grant or Loan
- Information provided on a consumer report
- Information obtained from a website

Bucks County School of Beauty Culture, Inc. is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format they may exist (hard copy, electronic).

Since the school does not have a separate security and law enforcement unit on the campus, Stephen A. Wallin is the designated school official and coordinator who serve as the school's 'law enforcement unit'. He shall be responsible to coordinate the school's information security program by reporting potential or alleged violations of law to local police authorities. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including

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

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Paper records for prospective students who are not accepted or who register but do not start/attend the Bucks County School of Beauty Culture may be held for 18 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy after they have a signed Registration Agreement for enrollment and attend student orientation. All currently enrolled students shall receive a notice in their Student Handbook. A student must sign an Authorization and Consent to Release Personal Information (FERPA Rights) form in order for the school to release any information pertaining to the student when requested by a parent and/or any other person. Exceptions to this are listed on the Policy and Notice - Disclosure of Nonpublic Personal Information, known as 'FERPA'.

Bucks County School of Beauty Culture, Inc. shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

Family Educational Rights and Privacy Act - FERPA

The student has the right to review their student files with one-day notice to the financial aid administrator, the school Director or a designated representative of the school. Printouts and Photocopies are available for .25 cents per page. This institution will not release information about an individual student without the expressed written consent of the student. Information will be released if the student is a dependent minor and then only to the student's parent or guardian, governmental agencies and regulatory agencies. See the web site for the privacy policy www.bcsbc.com/student-services/Ferpa-Policy.html and release form at: www.bcsbc.com/student-services/Ferpa-Authorization-form.html.

Disclosure of Nonpublic Personal Information

Policy and Notice

We collect nonpublic personal information about you when you apply to attend The Bucks County School of Beauty Culture, Inc. and/or when you apply for a private or government student grant or loan. The administration and staff are regularly asked to balance the interests of safety and privacy for each individual student. While the Family Educational Rights and Privacy Act (FERPA) generally require us to ask for written consent before disclosing a student's personally identifiable information, it also allows the school (BCSBC) to take key steps to maintain campus safety. Personal

information collected and kept in the student's file as educational records includes but is not limited to:

- Your name
- Address
- Social security number
- Copy of Drivers License and High School Diploma or its equivalent
- Assets and income (If applicable, copies of Federal Tax records may be retained)
- Institutional Student Information Record, MPN's, Award letters and any other required Title IV documents such as NSLDS history records
- Name of your bank and account number (*Very Rarely* would this be required)
- Other applications or the information necessary to complete applications and/or documentation required to justify or verify application content.
- Regular student file maintenance documents
- Attendance and grades
- Disciplinary records
- Health or Safety records
- Non-Education records (ie: potential or alleged violations of the law, investigative reports, incident reports or records created from law enforcement authorities)

We do not disclose this information to any person or institution without written consent of the student, with the exception of the following:

- The United States Department of Education,
- Federal Loan Guarantee Agencies, and/or Federal Loan Servicing Agencies,
- Accrediting Agencies (such as NACCAS) to carry out accrediting functions,
- Auditing firms, the schools Federal Servicer, GEMCOR Inc.,
- The Comptroller and Attorney General of the United States,
- Federal, State and Local officials pursuant to statute concerning the Justice Systems both adult and juvenile,
- Organizations conducting studies on behalf of educational agencies or institutions,
- Other school officials including teachers with legitimate educational interests,
- Officials of another school or system where the student seeks or intends to enroll,
- A Grand Jury, any subpoena issued from a law enforcement agency,
- To the Judicial System if any legal action either initiated by the parent, student or school,
- To a parent of a student: 18 years of age or older when in the event of a health or safety emergency which involves their son or daughter, when the student is a dependent for income tax purposes, when a student is under the age of 21 years old and has violated any Federal, State or local law or its policy concerning the use or possession of alcohol or a controlled substance. Also, a school official may generally share with a parent, information that is based on that official's personal knowledge or observation of the student.
- Any party with written consent from the parent of eligible student,
- To law enforcement officials, public health officials, and trained medical personnel in the case of an Emergency where a Health or Safety issue arises,
- To nonaffiliated third parties such as Department of Homeland Security and its Immigration and Customs Enforcement Bureau, when they request student information in order to comply with the requirements of SEVIS, as permitted by law.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage and to our best abilities pursuant to the Federal Family Educational Rights and Privacy Act. Access to them is restricted to designated employees.