

# **Bestway Beauty School**

# Student Catalog

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## ***ADMISSION***

### **MISSION STATEMENT**

The mission for Bestway Beauty School is to: provide a quality education in the practical skills necessary for the Virginia State Board Cosmetology licensure and basic workplace skills for entry – level employment.

### **LICENSURE AND ACCREDITATION**

Bestway Beauty School is licensed by:  
Virginia Board for Barbers and Cosmetology  
3600 West Broad Street  
Richmond, VA 23230  
(804) 367-8500  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

Bestway Beauty School is currently a candidate for accreditation with National Accrediting Commission of Career Arts & Sciences.

NACCAS  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

### **OWNERSHIP AND LOCATION, AND FACILITIES**

Bestway Beauty School is owned and operated by School of Vienna, LLC. Ms. Sunny Kim is the President, Ms. Theresa Choi is the Chairwoman, and Mr. Daniel Choi is the Chairman.

The school address is:  
512 W. Maple Ave. Suite 200  
Vienna, VA 22180

Clinic: (703) 272 – 3343 / Office: (703) 272 – 3795 / Fax: (703) 272 – 3508  
[www.btc.com](http://www.btc.com)

## **ADMISSIONS AND ENROLLMENT REQUIREMENTS**

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of age, race, handicap, creed, color, religion, financial status, ethnic origin, or sex. The school does not actively recruit students already enrolled in a similar program at another school. The school requires that each student enrolling in the Cosmetology course be at least beyond the age of compulsory attendance.

In order to apply for admission to the school, the student must meet the following qualifications:

- The student must be 18 years of age
- The student must have completed secondary education (high school graduate or GED)
- The student must be proficient in English.

Prior to enrolling in the school, the student must provide the institution with:

- A completed Application for Admission
- U. S. Government Issued Photo ID, such as a drivers license, Military ID, or “Green Card”
- Proof of high school graduation or its equivalent, such as a copy of a high school diploma, transcript showing graduation, or GED certificate

In addition to the documents listed above, prospective students will need to tour the campus and have an interview with an admissions representative prior to enrolling at the school.

## **INTERNATIONAL STUDENTS**

The following items are required for all international students who wish to enroll in the program along with the items listed above as long as it is applicable:

- I-20 Request Form
- Financial Documents

The school reserves the right to request additional documents that may be needed during registration.

## **STUDENTS ALREADY POSSESSING LICENSURE IN ANOTHER JURISDICTION**

In accordance with Virginia law, Bestway Beauty School is able to admit students who have completed a “substantially equivalent cosmetology course (consisting of less than 1500 hours of training) and six months of cosmetology work experience.” Individuals holding licenses in other states or countries with 6 months of cosmetology experience, can attend Bestway Beauty School,

to obtain the necessary coursework and hours to apply for licensure in Virginia. Those students will be treated like transfer students.

## **TRANSFER STUDENT POLICY**

A person transferring from another cosmetology school to our school must meet all admissions requirements. Bestway Beauty School reserves the right to deny or accept all, part, or none of the hours credited by other institutions based on personal interviews. Practical evaluations and theory evaluations may also be included.

Credit will be given to the hours earned from other institutions in accordance with the results of the evaluation.

The transfer student may receive credit for previous training with proper documentation showing hours, services and tests, and after being evaluated in both theoretical and practical ability by a designated school official. The contracted program will be modified proportionately and the contracted hours and educational costs adjusted to the student's tuition account. Transferability of hours earned at Bestway Beauty School to another institution is at the discretion of our school, and it is the student's responsibility to ensure whether or not hours will be accepted by another institution of the student's choice.

Transfer paper work must be fully processed before a student can enroll.

Transfer students who have completed less than 320 hours towards completion of a cosmetology program must complete all workshop rotations.

Transfer students who have completed more than 320 hours will have the opportunity to test out of workshop after the transfer is fully processed.

Transfer students may be required to purchase additional equipment, textbooks, uniforms, etc., required by Bestway Beauty School.

If the student has not completed their contractual obligation to pay fees, tuition, etc., we have the right to withhold all transcript information until the contract is in good standing.

## **TRANSFER STUDENTS GENERAL REQUIREMENTS**

- Bestway Beauty School accepts transfer students and will accept up to half of the program hours complete at the other institution. Bestway Beauty School reserves the right to deny transfer hours from another institution for any reason they deem legitimate.
- A transfer student must provide an official transcript from his or her prior institution prior to enrollment. The transcript must include a detailed list of all practical and service requirements completed.
- All students must settle any financial obligations or other issues with their previous institution before entering Bestway Beauty School.
- Transfer paperwork must be fully processed before a student can enroll.

- Transfer students will get credit for exams taken and passed at another school that, based on a review of the student's transcript, clearly cover the same topic as a Bestway Beauty School written exam, provided that the student scored at least a 75% or a C or higher.

## **TRANSFER STUDENT PROCESS**

- All transfer students should request his or her official transcript from the institution he or she wishes to transfer from. They must request that their transcript be sent directly to the Bestway Beauty School.
- No transfer student will be enrolled in Bestway Beauty School until all transfer requirements, including state requirements, have been met.
- Bestway Beauty School reserves the right to deny a transfer request for any reason they deem legitimate including but not limited to attendance or academic performance.

## ***COURSE OVERVIEW***

### **COSMETOLOGY COURSE OVERVIEW**

The cosmetology course at Bestway Beauty School is designed to train students for entry-level positions in the cosmetology field. Upon graduation and obtaining licensure, students will be qualified for jobs working in salons as cosmetologists, hairstylists, makeup artists, manicurists, etc.

| <b>SUBJECT</b>                                 | <b>THEORY</b> | <b>PRACTICAL</b> |
|--|---------------|------------------|
| Orientation                                    | 5             | --               |
| Skills for Success                             | 25            | --               |
| Bacteriology, sterilization, and sterilization | 20            | --               |
| Shampooing, Rinsing, and Conditioning          | 30            | 60               |
| Manicuring and Pedicuring                      | 40            | 80               |
| Scalp Treatment                                | 35            | 50               |
| Hair Cutting                                   | 45            | 150              |
| Hair Coloring and Bleaching                    | 75            | 125              |
| Permanent Waving and Chemical Waxing           | 70            | 105              |
| Hair Styling                                   | 130           | 320              |
| Skin Care and Make-up                          | 25            | 45               |
| Wigs, Hairpieces, and Related Theory           | 20            | 15               |
| Salon Management                               | 30            | --               |
| <b>Curriculum Hours</b>                        | 550           | 950              |
| <b>Total Hours</b>                             | 1500          |                  |



## **NEW STUDENT ORIENTATION**

The new student orientation is incorporated into the curriculum. On the first day of class, all new students are taught school rules, policies, and procedures. Students are reminded of what is expected of them at all times. Other information presented to the new student on the first day of class includes state and local laws related to cosmetology. New students are also given their textbook and basic starter kits upon payment. The students will also be given another tour of the facilities to make sure that they know how to get around the facility. Other information given to new students during their orientation is information about emergency exits, evacuations, and other protocols in the school.

## **COSMETOLOGY COURSE OUTLINE**

1. Orientation - School hours and polices; state/local laws, rules, and regulations; basic personal hygiene; dress code; professional image
  - i. Information about school hours and policies
  - ii. Comprehend the state and local laws, rules, and regulations
2. Skills for Success – Communication Skills; Professional Image; the History and Opportunities in the Cosmetology filed.
  - i. Demonstrate basic personal hygiene, maintaining dress code, and professional image
3. Bacteriology, sterilization, and sanitation - Types and classifications of bacteria and disinfectants; cleaning and disinfecting salon tools and equipment; differences between cleaning, disinfection, and sterilization; universal precautions and responsibility as a solon professional
  - i. Types and classifications of bacteria and disinfectants, and how they are used
  - ii. How to safely clean and disinfect salon tools and equipment
  - iii. Distinguish differences between cleaning, disinfection, and sterilization
  - iv. Universal precautions and responsibilities as a salon professional
4. Shampooing, rinsing, and conditioning - Anatomy and physiology of cells and tissues; fundamental concepts of chemistry of salon products and services; latest advanced technology in cosmetic science; types of shampoos and conditioners and its application on people
  - i. Anatomy and physiology to the cosmetology profession – cells, reproduction, and types of tissues
  - ii. Fundamental concepts of chemistry of salon products and services to ensure safe, consistent, and professional results – includes latest advanced technology in cosmetic science
  - iii. Acknowledgement of types of shampoos and conditioners, choosing right type of shampoo depending on the condition of the hair, and proper way to apply shampoo, rinse, and conditioner
5. Manicuring and pedicuring - Anatomy and physiology of hand and feet; structure and function of skin and nails; skeletal and muscular systems relevant to manicure and pedicure treatment; identification of contagious and non-contagious skin disorders; nail shaping; cuticle work; massage procedures and lacquer application; sanitation and sterilization of manicure and pedicure

- i. Knowledge of the anatomy and physiology of the hand and foot area
  - ii. Examine the structure and function of the skin and the nails
  - iii. Skeletal and muscular systems relevant to the manicure and pedicure treatment
  - iv. Contagious and non-contagious skin disorders and how to recognize them
  - v. Nail shaping, cuticle work, massage procedures and lacquer application
  - vi. Study of sanitation and sterilization of manicure and pedicure
6. Scalp Treatment - Massage preparation and techniques; causes and treatments of scalp disorders
  - i. Demonstrate proper massage preparation and massage techniques
  - ii. Describe types of scalp disorders, their causes and treatment for these disorders
7. Haircutting - Sectioning and distribution relative to bone structure and hair growth; use of tapering and shaping scissors, razors, and electric clippers; basic cutting patterns and styles; safety precautions
  - i. Demonstrate sectioning and distribution relative to bone structure and hair growth
  - ii. Demonstrate proper use of tapering and shaping scissors, razors, and electric clippers
  - iii. Demonstrate basic cutting patterns and styles
  - iv. Safety precautions
8. Hair coloring and bleaching - Hair color therapy; hair product differentiation; commercial hair coloring products and equipment; hair coloring techniques; hair and dye removal techniques; record keeping and time management skills; safety precautions
  - i. Principles of basic hair color theory
  - ii. Differentiate among types of products used for various classifications of hair coloring
  - iii. Explain variations in commercial hair coloring products and equipment
  - iv. Demonstrate hair coloring techniques including filters, conditioners, color, lighteners, and bleaching
  - v. Demonstrate hair and dye removal
  - vi. Basic record-keeping and time management skills
  - vii. Safety precautions
9. Permanent waving-chemical relaxing - Analysis of hair and scalp; chemistry of chemicals, perms, and relaxers; permanent wave techniques; basic record keeping and time management skills; safety procedures
  - i. Analysis of hair and scalp
  - ii. Explain chemicals and equipment
  - iii. Explain chemistry of perms and relaxers
  - iv. Demonstrate permanent wave techniques – sectioning, blocking, and wrapping
  - v. Basic record-keeping and time management skills
  - vi. Safety precautions
10. Hairstyling - Theory related to facial shapes, head and body forms; principles and techniques of finger waves, pin curls, roller sets, combing, brushing, heat curling, waving, and braiding
  - i. Theory related to facial shapes and head and body forms to determine the appropriate haircut
  - ii. Principles and demonstration of finger waves, pin curls, roller sets, combing, brushing, heat curling, waving, and braiding techniques

11. Skin care and make-up - Facial treatment; anatomy and physiology of the head and facial area; safety and sanitary precautions; basic skills and techniques to perform facial treatments; study skin type and related conditions; study of basic color theory; facial hair removal techniques; chemistry of the products
  - i. Study of facial treatment, including the related anatomy and physiology
  - ii. Study of safety and sanitary precautions
  - iii. Demonstration of basic skills and techniques to perform comprehensive facial treatments
  - iv. Study of each skin type and related conditions, and learn how to identify treatment objectives and recommend appropriate home care regimes for each skin type
  - v. Study of basic color theory, identification of face shapes, and professional make-up techniques
  - vi. Perform the temporary removal of facial hair by means of waxing and tweezing using extreme sanitation and safety procedures
  - vii. Study of chemistry, product knowledge, and electricity/light therapy
  - viii. Demonstration of harmless semi-permanent color agents that deepen the color of brows and lashes
12. Wigs, hair pieces, and related theory - Safe and sanitary procedures or usage; studying differences in types of wigs; cleaning, cutting, coloring, and styling human and synthetic wigs
  - i. Demonstrate safe and sanitary procedures
  - ii. Study and distinguish different types of wigs
  - iii. Demonstration of cleaning, cutting, coloring, and styling human and synthetic wigs
13. Salon management - Integrate job readiness skills and professional ethics; equipment care
  - i. Integrates job readiness skills and professional ethics
  - ii. Demonstration of equipment care

## **GRADING**

### **GRADING**

The course grade will be determined from the results of multiple assignments and examinations in both lecture and lab. The extensive list of assignments and examinations are listed below with their respective point values.

| <b>Graded Item</b> | <b>Points</b> |
|--------------------|---------------|
| 16 Theory Exams    | Points Vary   |
| 16 Lab Practicals  | Points Vary   |
| Cumulative Exams   | Points Vary   |

The letter grade will be determined using a standard grading scale.

|           |   |                   |
|-----------|---|-------------------|
| 90-100%   | A | Excellent/Pass    |
| 80-89%    | B | Good/Pass         |
| 70-79%    | C | Satisfactory/Pass |
| Below 70% | F | Fail              |

Late lab practicals will be accepted, but for every day that it is late, one letter grade will be deducted.

### **MAKEUP EXAM POLICY**

Upon return to class, the student must make up the missed exam(s) immediately. If the exam is not made up, the student will not be able to attend class or other activities until they have done so. Failure to make up any missed exams will result in a zero.

### **MAKEUP LAB PRACTICALS**

Any work that was due during the time of the student's absences is due immediately upon their return. It is also the student's responsibility to find out what assignments they have missed while being absent, and these must be turned in in the allotted time determined by the instructor(s).

### **HONOR CODE**

All Bestway Beauty School students and faculty members are expected to uphold high standards of integrity, professionalism, and honesty. Anyone that cheats on exams, steals services or items from the clinic, steals BESTWAY BEAUTY SCHOOL equipment or other student's items, or aids in fraud acts like clocking in for other student's time cards will be terminated and/or prosecuted.

Anyone who observes someone committing an honor code violation is expected to report him or her to the school President. Failure to do so may also lead to suspension or termination of the student that witnessed the violation as well.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory progress in attendance and academic work is a requirement of all students enrolled in this school. Students should carefully read the following policy statements and be sure that the policy is clearly understood. Direct any questions to the school President. Failure to meet these stated requirements may result in a warning, probation, or dismissal from school.

Students are evaluated for Satisfactory Academic Progress on a monthly basis, at the beginning of the month, which will include their accumulated academic grade and attendance percentage through the prior month.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. This frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program and/or academic year.

The letter grade will be determined using a standard grading scale.

|           |   |                   |
|-----------|---|-------------------|
| 90-100%   | A | Excellent/Pass    |
| 80-89%    | B | Good/Pass         |
| 70-79%    | C | Satisfactory/Pass |
| Below 70% | F | Fail              |

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of cumulative 70% of the hours scheduled based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% 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 allowed for students to complete the course at satisfactory academic progress is 2142 scheduled hours, or 17 months. This is 143% of the time typically taken to complete the program. In other words, students must maintain a 70% attendance rate in order to complete the program within the maximum timeframe.

## **ACADEMIC PROGRESS EVALUATIONS**

The academic grade will be determined as described in the preceding section titled “Grading.” Students must maintain a 70% average in all work in order to be considered making satisfactory academic progress.

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the beginning of the month, which will include their accumulated academic grade and attendance percentage through the prior month. Students deemed not maintaining Satisfactory Academic Progress may face negative consequences, including termination.

## **WARNING**

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

## **PROBATION AND APPEAL**

Students who fail to meet minimum requirements for attendance or academic progress at the end of the warning period will be determined as not making satisfactory progress, which may affect their eligibility for financial aid. However, that decision may be reversed and the student may be placed on probation, if the student appeals the decision, and prevails upon appeal.

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination at the time they are notified. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. 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 they will be reinstated.

Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.

If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and will be terminated.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **NONCREDIT AND REMEDIAL COURSES**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **TUITION**

#### **COSTMETOLOGY PROGRAM TUITION AND OTHER FEES**

| <b>Item</b>                     | <b>Fee</b>     |
|---------------------------------|----------------|
| Tuition (year)                  | \$12,000.00    |
| Textbook/Workbook & Starter Kit | \$500          |
| Registration Fee                | \$175          |
| Fees                            | See note below |
| Other Costs                     | See note below |

## **PAYMENT METHODS**

Bestway Beauty School accepts payment in the form of cash, personal check, money order, cashier's check, Visa, MasterCard, or Discover. All tuition checks must have a student ID number written on them clearly for identification purposes.

## **FULL PAYMENT OPTION**

If the student chooses to pay their entire year tuition all together, the payment must be received by the first day of school. The full tuition payment is \$12,000.00. This includes the tuition and the textbook/starter kit fee that will be available to the student on the first day of class.

## **MONTHLY PAYMENT OPTION**

A monthly payment option is available for the students that cannot or prefer not to pay the entire amount in full. All students must pay a down payment of \$1000 for the first month. This down payment consists of the first month's tuition and the textbook/starter kit that will be available to the student on the first day of class. The student is expected to pay \$500 by the first day of the month until tuition is completely paid off.

## **FEES**

- **Late Payment Fee**

In the case where the student fails to pay their tuition by the first of the month, they will be given courtesy time until the 15<sup>th</sup> of the month. If the school does not receive the tuition by the 15<sup>th</sup> of the month, a late fee of \$25 will be added to the amount.

- **Other Fees**

Other fees include the license registration fee, theory and practical exam fee, and the license fee. The student is responsible for all of these fees towards the end of their 1500 hours when they apply for and take the state board exam for licensing. All of these fees are determined by the state agency and are subject to change over time.

## **OTHER COSTS**

- **Clinic Supplies**

Students will be required to purchase additional supplies prior to working in the Student Clinic. The cost for these additional supplies will vary by brand and quality of supplies purchased. Students can expect to spend on average between \$600.00 and \$650.00 for these additional supplies.

- **Extra Instructional Charges**

The curriculum and school days are set up in a way so that all full time students will be able to graduate within a year at Bestway Beauty School. If any student fails to complete the 1500 clock hours by the contract end date, students will be expected to pay \$10.00 per hour for the remaining hours.

## **SCHOOL SUPPLIES AND EQUIPMENT & BOOK POLICY**

The students' down payment before enrollment includes the Milady textbook and starter kit. The starter kit consists of:



- Manikins with hair
- Simple scissors to cut manikin hair
- Combs
- Brushes
- Curling iron
- Blow dryer
- Apron
- Water spray bottle
- Bucket to hold all supplies
- Binder with Bestway Beauty School syllabus

These items are used in the practice clinic area only where students will first start learning how to manipulate and cut hair.

The following items must be purchased by the student and have ready before the start of the student clinic/salon where services are performed on members of the public:

- Razor
- Clipper
- Trimmer
- Cutting shears
- Trimming shears
- Flat iron
- Curling iron
- Blow dryer
- Combs
  - Cutting cobs
  - Barber combs
  - Tail combs
  - Styling combs
  - Wide-tooth combs
  - Teasing combs
- Brushes
  - Styling round brush
  - Paddle brush

In the case where a student loses or damages their textbook and needs a new one, they must pay the necessary textbook fee again to receive another one.

## **REFERENCES**

A library of references, periodicals, books, texts, and audio/visual tapes are available to support the course of study and supplement student training.

## **PAYMENT POLICY**

Bestway Beauty School reserves the right to suspend or terminate enrollment for nonpayment of tuition or any other required fees at any time. In the case where the student is close to fulfilling their 1500 hours and graduating from the program, the student will be suspended for their last 8 hours until their remaining or outstanding tuition has been paid in full. Failure to pay tuition may lead to ineligibility to graduate from Bestway Beauty School.

Upon withdrawal or termination from BESTWAY BEAUTY SCHOOL, students are advised to make arrangements to pay their remaining account balance. Failure to pay account balances in full or arrange a payment plan within 30 business days after withdrawal or termination will result in a referral of the account to a 3<sup>rd</sup> party collection agency.

## **REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The "formal cancellation date" will be determined by the earliest of: postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.

If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$175 will be made. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are calculated based on scheduled hours as of the student's last date of attendance:

| <b>% Scheduled to Total Hours of Program</b> | <b>% Total Tuition school will retain</b> |
|--|---|
| 0.01% to 4.9%                                | 20%                                       |
| 5% to 9.9%                                   | 30%                                       |
| 10% to 14.9%                                 | 40%                                       |
| 15% to 24.9%                                 | 45%                                       |
| 25% to 49.9%                                 | 70%                                       |
| 50% and over                                 | 100%                                      |

Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies

paid or completion of the course at a later time.

This refund policy applies to tuition charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Upon the institution participating in Title IV funding programs, if a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Unofficial withdrawals for clock hour students are determined by the school monitoring clock hour attendance at least every thirty (30) days. When a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination will be the earlier of the scheduled date of return from leave of absence or the date the student notifies the institute that the student will not be returning.

## **EXTRA INSTRUCTIONAL CHARGE POLICY**

The curriculum and school days are set up in a way so that all full time students will be able to graduate within a year at Bestway Beauty School. If any student fails to complete the 1500 clock hours by the contract end date, students will be expected to pay \$10.00 per hour for the remaining hours.

## ***GRADUATION AND EMPLOYMENT***

### **RATES**

Students may request access to the school's annual statistics at any time. The rates for 2013 are:

|                  |         |
|------------------|---------|
| Graduation Rate: | 84.21%  |
| Placement Rate:  | 87.50%  |
| Licensure Rate:  | 100.00% |

### **GRADUATION REQUIREMENTS**

When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course, which encompasses both theory lessons and practical

training, with a GPA of 70% (C) or better, and the student has fulfilled all financial obligations to the school, the student is awarded a certificate of completion certifying his or her graduation.

### **PREREQUISITES FOR EMPLOYMENT IN THE FIELD**

Students who wish to pursue a career in the cosmetology field must fulfill the following prerequisites.

- All students must have passed the Virginia State Board examinations and have obtained their license.
- Students must complete the 1500 hours of studies and practice at an institution where a cosmetology program is available.

### **PHYSICAL DEMANDS OF THE PROFESSION**

Professions in the cosmetology industry typically require individuals to stand with their arms up for extended periods of time. Professionals may come into contact with chemicals and fumes that may cause sensitivities.

### **LICENSING PROCEDURES AND REQUIREMENTS**

Virginia requires two exams to be taken in order to receive a cosmetology license. Students must pay the state fee and meet the state requirements to take these exams. There is a state practical exam and a state written exam. In order to take both, students must complete 1,500 hours. The licensure is administered by:

Professional Credentials Services, Inc.  
Virginia Cosmetology Coordinator  
150 Fourth Avenue North, Suite 800  
Nashville TN 37219  
Toll Free: (888) 846-3272 Virginia Board for Barbers and Cosmetology  
Fax: (615) 846-0153  
E-mail: vacos@pcshq.com  
Website: www.pcshq.com

Bestway is happy to assist students with completing the paperwork necessary to take the appropriate licensing exam, but the student is responsible for paying the appropriate fees and supplying the correct number and type of photographs.

### **JOB PLACEMENT POLICY**

Bestway Beauty School has not made and will not make any guarantees of employment or salary upon graduation. Bestway Beauty School actively works to establish relationships with local potential employers and to provide students access to and information about these potential employers. A bulletin board near the break room is used to post current job postings.

## **GENERAL INFORMATION**

### **STAFF SKILLS AND SIZE**

The current staff consists of seven instructors that are all licensed by the Virginia State Board. All staff members have been trained in manipulating hair and are capable of performing cutting, styling, coloring, highlighting, curling, straightening, and etc. They have also had a lot of experience working at the salons both inside and outside of the school. Currently, the staff to student ratio is 1: 6, allowing for the staff to pay close attention to every student's need.

### **INSTRUCTIONAL AREA DESCRIPTION**

Bestway Beauty School has four dedicated classrooms. The first room is used for practice cutting and arranging hair, equipped to deal with any number of students. The second room is used for facial practice. The third room is the clinic room used to deal with customers. The last room is used for theory work and lessons. Each room is labeled. The entire floor is adequately equipped with fire extinguishers, water fountains, and fully working bathrooms. Emergency exit signs are located throughout the floor indicating where to go in the case of an emergency.

### **SCHOOL CALENDAR**

New classes can start at any time. Bestway Beauty School is open six days a week from Tuesday to Sunday, 10 AM - 7 PM. Every Monday, Bestway Beauty School is closed. Additionally the following holidays are observed every year.

|                  |               |
|------------------|---------------|
| New Year's Day   | Labor Day     |
| Memorial Day     | Thanksgiving  |
| Independence Day | Christmas Day |

### **SEVERE WEATHER AND SCHOOL CLOSINGS**

School closures due to inclement weather will be announced through email and text messaging to all students and faculty members. Students may also call into the school to check for school closings.

It should be noted to all students that school closures due to inclement weather do not affect the student's attendance rate in any way whatsoever. However, a student's enrollment agreement end date will not be changed in any way due to a school closure due to inclement weather.

### **SAFETY**

In the event of severe weather emergencies, no one is allowed to leave the building. Everyone must remain in the building until the emergency is past. Stay calm and do not remain in the Clinic area. All guests and students should seek shelter in an area with little to no windows such as:

- Facial room

- Theory room (Once windows have been barred)
- Hallway behind Clinic room

In the event it becomes necessary to evacuate the building, everyone should proceed in an orderly fashion to the nearest exit. Evacuation plans are posted in several areas throughout the school. Emergency exits are clearly marked. All exit doors remain unlocked during school hours.

First aid is available behind the front counter.

In the event of an emergency, dial 911 for assistance.

## **ATTENDANCE**

Students are expected to be in school and arrive on time. Punctuality is important in any service industry, but particularly the cosmetology field. If you will be absent or late, it is important that you call the front office and let them know by 9:30 AM. Excessive absences or tardiness will result in disciplinary action, which may include termination.

## **LEAVE OF ABSENCE**

We understand that sometimes students need to leave school for an extended period of time due to unforeseen circumstances. In order to take a leave of absence, students must first file a formal written request with Ms. Kim. The written request must state the dates of the absence, as well as the reason. Upon receiving a request, Ms. Kim will schedule a meeting with the student to discuss the request. If the leave of absence is approved, the enrollment contract will be amended at that time. The contract will be extended by the same number of days as the approved leave of absence. Students will not accrue extra instructional charges as a result of the leave of absence, and their satisfactory academic progress status not be impacted. If the student fails to return from the leave of absence, their enrollment will be terminated and the withdrawal date will be the earlier of date the student notifies the school they will not return or their scheduled return date. In order to prepare for future participation in federal programs, students will not be allowed to take leaves of absence in excess of 180 days within a one year period. Unofficial withdrawals for clock hour students are determined by the school monitoring clock hour attendance at least every thirty (30) days.

## **SCHOOL RULES \*\***

Stated here is a list of daily classroom rules. Failure to follow may result in suspension or termination.

1. Respect the learning environment, campus, faculty, fellow students and guests of **BESTWAY BEAUTY SCHOOL**.
2. Maintain a professional, salon attitude and observe Professional Code of Conduct daily.
3. Look the part and follow the dress code. Good personal hygiene, sanitation and sterilization of tools should be practiced daily.
4. Clock in and out daily to earn hours; **BESTWAY BEAUTY SCHOOL** will not edit hours.

5. Students must adhere to the attendance policy, and notify the office daily by 9:30 AM for any absences or tardiness.
6. Standard approved textbooks and equipment required at all times. No borrowing of materials will be tolerated.
7. Students will be held responsible for their own equipment and personal property. Please do not leave personal items unattended. This applies to your station, desk and visible items left in your vehicle. Cell phones, purses, etc. should be in your locker.
8. For safety reasons, keep your work area clean; wipe up spills and monitor hot or sharp tools that may harm another student or client.
9. Lockers must be evacuated within ten days after last day of attendance.
10. Follow the Drug, Alcohol, Crime, Harassment & Weapons free policies.

\*\*These rules may be changed and reposted at the discretion of the Director.

## ***DISCIPLINE POLICIES AND APPEALS***

### **DISCIPLINE POLICY**

Bestway Beauty School's process for handling student behavioral problems is a progressive step discipline policy that is consistently and fairly applied. The basis for such a process is a clear set of rules that students are required to follow. While the intent of discipline is to be positive and corrective, it nonetheless is still discipline.

### **DISCIPLINARY ACTIONS & POLICY APPEAL PROCEDURE**

1. **VERBAL WARNING** – Given to a student by a staff member. A verbal warning is intended to warn a student that performance or behavior is not acceptable. A note of the verbal warning may be made and placed in the student's permanent record.
2. **WRITTEN WARNING** – Given to a student when previous verbal warnings have failed. The student signs and receives a copy of the written warning. A copy is retained in the student's permanent record. This type of warning is intended to inform a student of unacceptable performance of behavior or performance problems.
3. **OFFICIAL PROBATION** – Given to a student when disciplinary action occurs only after all previous verbal and written warnings have failed. The Probation Notice is reviewed with the student. The reasons for and conditions of the Probation are clearly listed. The student must sign the official probation notice and will receive a copy. The original notice is retained as part of the student's permanent record. A student on probation is expected to attend all scheduled clock hours of training.
4. **NOTICE OF SUSPENSION** – Generally this type of Disciplinary Action is utilized based upon behavioral issues. However, this institution reserves the right to issue a notice of suspension, pending an investigation of the issues presented to the school. A student reviews and signs the notice of suspension with a staff member, and receives a copy. The reason for and terms of suspension are carefully listed on the Notice. The original notice of suspension is retained in the student's permanent record. The length of all suspensions is 5 training days. During the period of suspension the student does NOT

accrue hours or practical operations. Suspended students are not allowed on school property, unless they have the prior consent of a staff member. Failure on the part of the student to resolve the issue related to the notice of suspension will lead to separation from the school.

5. **EXPULSION/TERMINATION** – This disciplinary action occurs when all other mechanisms and warnings have failed. A copy of the Expulsion/Termination notice is delivered to the student. The reasons for expulsion/termination are clearly listed and an institutional earnings/refund calculation is attached. The notice advises the student they retain the right to appeal their termination.
6. **APPEAL PROCESS** – Any Student seeking to appeal an academic, administrative, or disciplinary action by this institution, must do so in writing within 15 business days. The student’s written appeal must be delivered to the Administrative office.

## **SUSPENSION**

BESTWAY BEAUTY SCHOOL reserves the right to suspend or expel a student from school for any of the following infractions. Suspension may be “In-house” or “Suspended Leave” depending on the severity. Students may be suspended for any of the following reasons:

- Failure to follow Classroom Rules.
- Non-payment of tuition.
- Refusing a client.
- Insubordination.
- Excessive tardiness or absences
- Gossiping or classroom disruptions.
- Unprofessional language or behavior.

## **IMMEDIATE TERMINATION**

Student may be expelled by a Director of the School for one or all of the following reasons:

- Violation of School Regulations and or Policy.
- Absence for 30 consecutive days without notification and approval.
- Acts of Violence, Fighting or Stealing.
- On Campus Alcohol, Substance Abuse, or possession of a weapon.
- Code of Conduct Violations.
- Threats (verbal or physical) to Campus Safety, Hate Crimes, Sexual Harassment, or Bullying,
- Academic dishonesty: plagiarism, cheating on tests, falsifying hours/requirements, or forgery.

In all cases, the student involved may appeal the decision of the Director in writing to the Executive Board within ten days of notice of the Director’s decision. The decision of the Executive Board, who may approve, modify or reverse the decision of the Director, is final.



## **CONFLICT RESOLUTION AND COMPLAINT PROCEDURE**

Students are encouraged to follow BESTWAY BEAUTY SCHOOL's procedure for resolving conflicts. First, discuss your problem with your Instructor. Second, if there is no resolution, talk to the Manager. Finally, if the situation is not resolved, address your complaint in writing to the Campus President. This should contain all pertinent information and documents supporting your position. The complaint will be addressed within five school days. If you do not agree with the decision, you have a right to appeal in writing to the Executive Board. Board Members are listed in the School Catalog.

If the grievance has not been satisfactorily addressed after following all channels at the school, students may contact NACCAS or the Virginia Board for Barbers and Cosmetologists.

## **REASONS FOR DISCIPLINARY PROBATION, SUSPENSION AND DISMISSAL**

Following is the procedures consistent with due process; a student may be placed on probation, suspended or dismissed, or given a lesser sanction:

- Theft or non-accidental damage to college property
- Forgery, alteration or misuse of records or documents
- Cheating, plagiarism or other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- The use, possession, distribution or being under the influence of alcohol, narcotics, or other controlled substances on campus at any time, or off campus at any college sponsored event.
- Unauthorized entry into, unauthorized use of, misuse of college property
- Disorderly, lewd, indecent, obscene or offensive conduct on campus, or off campus at any college sponsored event
- Possession or use of explosives or weapons
- Failure to comply with directions of college officials acting in performance of their duties
- Obstruction or disruption of the educational process
- Soliciting or assisting another do any act which would subject another to student discipline
- Attempting to do any of the above

## **TERMINATION**

Any student absent for 30 calendar days without being on an approved leave of absence or other official non-attending status will be withdrawn from school. Formal termination also may occur in cases where a student fails to return from an official leave of absence. When a student does not return from a leave of absence and does not notify the school that he or she has mitigating or extenuating circumstances, the documented date of return is used as the termination date. In addition, any student who fails to maintain satisfactory progress or fails to abide by the school's rules and regulations is subject to termination of enrollment.

**NOTE:** The School does not charge a termination fee. However, the School customarily charges a \$75 re-enrollment fee to the student.

## **RE-ENTRY AFTER TERMINATION OR WITHDRAWAL**

Students who have been terminated or withdraws from the program may re-enroll in the Bestway Beauty School Cosmetology Program. Doing so requires sufficient time for BESTWAY BEAUTY SCHOOL to process the withdrawal paperwork as required by state and/or federal agencies, as well as the restart paperwork. It is the student's responsibility that they turn in all necessary paperwork for this process. BESTWAY BEAUTY SCHOOL reserves the right to deny re-entry following termination or withdrawal for any reason they deem legitimate.

The following requirements must be met for re-entry:

- The factors considered to determine eligibility to re-enter include, but are not limited to a review of eligibility of attendance and academics, the extent of unfulfilled program requirements, the current capacity at the campus, campus manager recommendations, and student discipline record, if any.
- Student must pay previous enrollment balance, if any, prior to re-entry unless other payment arrangements have been made through the school.
- Students must sign a new enrollment agreement, and this new agreement will supersede the previous enrollment agreement. This means that the new enrollment agreement may reflect any applicable tuition increases or other program charges.
- If the student does not return on the restart date and wishes to restart later, the restart will need to be reconfirmed due to potential changes in financial and campus capacity. Another restart fee will apply.

## **STUDENT APPEAL OF DISCIPLINARY SUSPENSION LENGTH**

This institution anticipates that a suspended student will demonstrate a desire to address the issues of a disciplinary suspension and correct or acknowledge the reasons for the suspension. In order to create a resolution process all suspended students are offered the opportunity to appeal the length of the **ten-training day suspension**, in the following manner:

- The student must write, sign, and date a letter to the Executive Director. The letter must be mailed or faxed to the school, suspended students are not allowed on school property.

As the Campus President reviews the letter, certain criteria and information are sought. Such as, accountability, truthfulness, an explanation or example of the manner in which the situation could have been better handled, a direct citation of the school rule or policy that was the basis for the suspension, and an assurance on the part of the student that there will be no future reoccurrence of the behavior or situation that lead to the suspension. After receipt and review of the student's correspondence, the Campus President will determine if the probation will be reduced.

## **STUDENT APPEAL OF DISCIPLINARY EXPULSION**

This institution anticipates that a expelled student will demonstrate a desire to address the issues of a disciplinary expulsion and correct or acknowledge the reasons for the expulsion. In order to create a resolution process all expelled students are offered the opportunity to appeal within the first 15 days of their **mandatory 60 day expulsion** in the following manner:

A. The student must write, sign, and date a letter to the Campus President. The letter must be mailed or faxed to the school, expelled students are not allowed on school property.

B. As the Campus President reviews the letter, certain criteria and information are sought. Such as accountability, truthfulness, an explanation or example of the manner in which the situation could have been better handled; a direct citation of the school rule or policy that was the basis for the expulsion; and an assurance on the part of the student that there will be no future reoccurrence of the behavior or situation that lead to the expulsion.

C. After receipt and review of the student's correspondence, the Campus President will determine if the student will be returned to training

## **GENERAL APPEAL PROCESS**

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The students must submit a written appeal to the Campus President, along with any supporting documentation, reasons why the decision made to terminate should be reversed, and a request for a re-evaluation of progress. The Campus President must receive the appeal within five (5) business days of the termination. Should a student fail to appeal the decision, the decision to terminate will stand. An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parent or guardian (if student is a dependent minor); the student's supervising instructor and the school director. A decision on the student's appeal will be made within three (3) business days by the Campus President and will be communicated to the student verbally or in writing. This decision will be final. Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student will be automatically reinstated to eligible student status.

## **DRUG AND ALCOHOL-FREE SCHOOL POLICY**

Bestway Beauty School adheres to the public law that requires schools to provide a safe drug-free environment and workplace. As part of our mission statement, we are dedicated to providing the best quality of education to our population, unhindered by the fear and use of drugs or alcohol. The use and abuse of alcohol and other drugs can lead to physical and psychological health risks. These risks depend upon the type of drug used and the intensity of the use. Even short-term use carries a risk of an overdose that can result in effects as serious as death. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on BESTWAY BEAUTY SCHOOL property, including grounds, parking areas, anywhere within the building, or while participating in school-

related activities. All cases, BESTWAY BEAUTY SCHOOL will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.

## **VIOLENCE PREVENTION POLICY**

Bestway Beauty School does not tolerate threats by or against students. In addition, BESTWAY BEAUTY SCHOOL prohibits students from carrying, possessing, or using firearms and/or weapons while on school premises and while attending school-related events off BESTWAY BEAUTY SCHOOL premises. This policy applies to all students, including those with a valid permit to carry a firearm. Students who violate this policy will be disciplined.

## ***PRIVACY POLICIES***

### **RELEASE OF STUDENT INFORMATION**

In accordance with FERPA, BESTWAY BEAUTY SCHOOL will disclose information from the academic records of a student to authorized persons, provided Bestway Beauty School has on file written consent of the student. The form, Consent to Release Student Information, is available from the main office. A student must submit a written consent for each third-party request for information. Any changes to the release must be made in writing and submitted to the main office.

### **STUDENTS RIGHTS AND PRIVACY POLICY – FERPA**

The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal Law designed to protect the privacy of a student’s educational records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education. Bestway Beauty School follows the FERPA guidelines.

1. Each student has the right to gain access to her/his cumulative record by appointment under the supervision of an authorized staff member.
2. Any information pertaining to a student’s cumulative record will be released to a third party only upon written instruction for each request.
3. School employees, schools to which a student is transferring, certain government officials, parties connected to financial aid, organizations doing studies for a school, accrediting agency, individuals with a court order or subpoena, persons who need to know for health or safety emergencies and state and local authorities to whom disclosure is required.

FERPA gives certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends beyond the high school level. Students to whom the rights have transferred are eligible students.

- Students (and parents or guardians of dependent minors) have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students (and

parents or guardians of dependent minors) to review the records. Schools may charge a fee for copies.

- Students (and parents or guardians of dependent minors) have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student (and parents or guardians of dependent minor) then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student (and parents or guardians of dependent minor) has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have a written permission from the student (or parents or guardians of dependent minor) in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as students name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA LEARN (1-800-872-5237) (voice). Individuals who use TDD may call 1-800-437-0833.

If you have questions about the FERPA, you may write to :

Family Policy Compliance Office / U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## ***COUNSELING AND AID***

## **ACADEMIC ADVISING**

It is important to have high expectations of BESTWAY BEAUTY SCHOOL students in academic and attendance rates. Also, we know that students who attend more consistently are more likely to be successful in completing their program. To help ensure our students are meeting all of the expectations and are on track, advising from instructors is available upon request and appointment.

## **COUNSELING**

Bestway Beauty School's office is always available for student counseling, assistance with job searches, and other services for the student's benefit. Students are free to discuss personal problems that might affect their school progress or future employment with the instructor of their choice by making an appointment with them in person.

The challenge of ever changing trends is something that we are aware of as we plan the curriculum and advise students. Each student is taught the importance of becoming a professional in the beauty industry.

We provide a course of instruction that will equip and prepare our students to be able to meet the requirements for becoming licensed cosmetologists in today's market and in preparation of future growth. We prepare our students with preliminary training to pass state exams, and to produce and prosper in the salon environment. We also help our students realize their own potential to enjoy successful, rewarding careers.

## **ANTI-DISCRIMINATION AND HARASSMENT POLICY**

Bestway Beauty School strictly prohibits discrimination or harassment on the basis of race, color, sex, disability or age in its program. If a student or staff member feels harassed or discriminated against in any way, they should immediately report it to their educator or the director of the school.

The director will proceed with the interview of the people involved. Resolution of the discrimination will be resolved with an interview of the student or staff members who feels they are being discriminated against. Following this interview, the director will interview students or staff member who were reported to be acting in a discriminating manner. In both interviews the Director and at least one other lead educator will be present.

The director will assemble all the facts and bring together both lead educators again to discuss the interviews. At this point, team may bring all the parties together to try and come to an acceptable agreement. If the director and leads feel the school needs to make academic adjustments, she will direct the student to begin accommodation procedures.

If the discrimination or harassment continues after an agreement or adjustment has been made, the director will interview the offending student or staff members. If the behavior does not stop immediately they will be terminated from the school. The documents will be signed by both the director and offending students or staff members and filed. In the event the same offending students or staff members are involved in another dispute, they will be terminated immediately.

## **TRAINING AIDS**

All students will have access to DVDs that will help them through the basics of dealing with hair. These DVDs are a property of the school and must be returned after having viewed them all the way through. The instructors are also required to supervise the students at all times to aid in the training of the student.

## **TEACHING AND LEARNING METHODS**

The education that is provided at Bestway Beauty School is designed to help students prepare and develop a deeper understanding of cosmetology so that they are ready for the state board exam, graduation from the institution, and entry-level job skills. The students are provided with comprehensive lesson plans that enable them to understand exactly what they will be learning and what is expected from them. Clinics utilize products and equipment that is comparable to the ones used in the professional industry, and students are exposed to real life customers earlier on in their academic year to put to use what they have learned in their independent/group study and practice time in the learning clinic. All students are presented with the material in multiple ways including lecture, labs, demonstration, supervised salon activities, independent practice, and participation.

## ***CONTACT INFORMATION***

Bestway Beauty School  
512 W. Maple Ave. #200  
Vienna, VA 22180  
Clinic: (703) 272 – 3343  
Office: (703) 272 – 3795  
Fax: (703) 272 – 3508

President ..... Sunny Kim

### **STAFF**

Instructor ..... Sunny Kim  
Instructor ..... Min Seok Park  
Instructor ..... Min Teng Zhang  
Instructor ..... Xiao Ming Zou  
Office Manager ..... Lupita Uribe