

## ***Licensing and Partnerships***

### **Council on Occupational Education**

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

### **United States Department of Education**

1999 Bryan Street  
Suite 1410  
Dallas, TX 75201-6817

### **Arkansas Department of Health Cosmetology Section**

4815 West Markham, Slot 8  
Little Rock, AR 72205

### **Cross County Chamber of Commerce**

1790 Falls Blvd, #2  
Wynne, AR 72396

***Welcome to Delta Designs Cosmetology School.  
It's the place to be!***

We are pleased to welcome you to our school. You will be joining other students in a program that is continuously growing and preparing career-oriented students in becoming lifelong professionals in this industry.

Here at *Delta Designs Cosmetology School* we observe all the rules and regulations issued by the Arkansas Department of Health Cosmetology Section. To keep up with the latest trends, tools, equipment, knowledge of products and the current teaching methods we require and encourage instructors to attend educational seminars, professional development workshops, and to keep abreast of reading materials that will enhance the learning process of our students.

Each student will have the opportunity to build lifelong relationships with classmates who share the same desire to be perfect their craft through theory and practical skills. Our school's belief is to provide quality education to each student, ensuring that they reach their ultimate goal, which is to pass the state board exam, become a licensed professional and an employee in the business industry.

Once again, congratulations and welcome. My door is always open.

Terry L. Burgess, Director

# School History

## Facilities

Delta Designs Cosmetology School opened the doors for the first cosmetology class July 15<sup>th</sup>, 2014. The Main campus is located at 671 Addison Drive, Wynne, Arkansas 72396. The facility is approximately 4500 sq. feet. The Branch campus is located at 103 S. Avalon, West Memphis, Arkansas 72301. The facility is approximately 5300 sq. feet. They both include classroom space, dispensary, supply room, library/computer lab, student lounge, storage space and administrative offices. The school is housed in a modern building with up-to-date equipment and materials are added as needs demand. Access is available for the handicapped.

A typical day at Delta Designs Cosmetology School starts at 9:00 a.m. The students are given a minimum of five (5) hours of theory weekly in the classroom which includes lectures, demonstrations, and classroom projects. After theory the students move to the clinic floor area where they prepare for their practical assignments on manikins and/or customers. The students continue to work on practical assignments (modules) until 3:30 p.m. at which time sanitation begins until 4:00 p.m.

## Locations

Delta Designs Cosmetology School- Wynne 671 Addison Drive Wynne, Arkansas 72396 is the largest city of Cross County with a population of 8,615. It is between Arkansas Delta and Crowley's Ridge, home of the largest state park in Arkansas, village creek state park. We are located between to two major cities; Jonesboro and Little Rock, Arkansas. The smaller cities which we call our community families are Earle, Parkin, Forrest City, Palestine, Colt, Brinkley, McCrory, Newport and so many more.

Delta Designs Cosmetology School- West Memphis 103 S. Avalon West Memphis, Arkansas 72301 is the largest city in Crittenden County with a population of 26,245 at the 2010 census ranking it the state's 18<sup>th</sup> largest city. It is also a part of the Memphis metropolitan area located directly across the Mississippi River from Memphis, Tennessee.

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## Founders and Faculty

After several meetings and talking to communities in the surrounding areas, the agreement between Terry L. Burgess and Larry Lawson took place on the 1<sup>st</sup> of April 2014 that led to the opening of a cosmetology school that would serve the people of the entire delta region. There were no cosmetology schools in the surrounding cities that started classes several times a year, nor did the local high school offer cosmetology as part of their curriculum. They began looking for the best location for the school and later decided on the first building they took a look at. Mr. Burgess (50%) and Mr. Lawson (50%) owners signed the operating agreement of Delta Designs Cosmetology School, LLC on April 15<sup>th</sup>, 2014.

### Founders

**Terry Burgess** has made a career in the business field for over thirty years serving as Director of Admissions from 1986 to 1993. He became Director/Owner in the beauty school business in Memphis, Tennessee in 1993. He has continued as a Director/Owner from 1993 until present at Delta Designs Cosmetology School. He was born in Widener, Arkansas. Mr. Burgess is a graduate of Forrest City High School in Forrest City, Arkansas. He attended Garland County Community College in Hot Springs, Arkansas with an AA degree and he also attended Hendrix College in Conway, Arkansas, earning a Bachelor's of Art Degree.

**Larry Lawson** was born and raised in Wynne, Arkansas. He is a graduate of Wynne High School. After graduating high school, Larry attended LSU in Louisiana receiving a Bachelor's of Art Degree. In 1971 he attended Banking School and is now the Executive Director and Loan Officer for Evolve Bank. He is a local business owner as well. In 1971 he also started his first business – Farm Management.

## **Faculty**

**Sylvia Jones – Business Office/Manager/ Licensed Cosmetology Instructor**

**Todd Lawson – Admissions Officer**

**Jamie Harris – Financial Aid Director/ Licensed Cosmetology Instructor**

**Sylvandrea Ashmore – Licensed Cosmetology Instructor**

**Venikia Nichols – Licensed Cosmetology Instructor**

**Venessa Hightower – Licensed Cosmetology Instructor/Substitute**

## **Mission Statement**

Believing in preparing each student for the State Licensing Examination, to develop good skills and attitudes toward making them the best possible cosmetologist with lifelong career opportunities and employment in the beauty industry.

## **Non-Discrimination Policy**

Delta Designs Cosmetology School is an equal opportunity school and does not deny any person admissions, graduation or any other rights and privileges on the basis of color, race, sex, religion, creed, handicap, sexual orientation or national origin in the schools administration or program.

# General Admissions Policy

Delta Designs Cosmetology School requires that each student must have:

- High School diploma
- G.E.D.
- Sixteen (16) years of age or older, has completed two years of high school in the public schools of this state, or its equivalent.

## Prior to Enrollment

1. Delta Designs Cosmetology School Admissions Director meets with the **Prospective Student** and collects all necessary information required to become enrolled at the institution.
2. Before enrolling a **Prospective Student** for admissions, Delta Designs Cosmetology School provides the **Prospective Student** with access to the schools website: [www.deltadesignscosmetologyschool.com](http://www.deltadesignscosmetologyschool.com) to obtain a copy of the institutions Catalog, consumer pre-enrollment information, knowledge that accurately reports the certification and licensing requirements of the jurisdiction for which it is preparing graduates and provides access to materials that accurately reflect the most recent accreditation annual report statistics.
3. The **Prospective Student's** educational background is considered prior to enrolling a student.

## **How to Apply**

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements:

- Complete the enrollment application and return it to the admissions office via email, mail, or in person
- Contact the admissions office to schedule an admissions interview meeting. During the meeting, information concerning curriculum, books and kit, dress code, class schedules and available Title IV Aid/payments plans will be shared.
- Be at least sixteen (16) years of age (Age will be verified with individual's ID).
- Provide a valid driver's license, state ID with photo, or valid passport.
- Students must also provide proof of appropriate educational requirements such as;
  - 1) High school diploma or G.E.D.
  - 2) Foreign high school diploma or transcript: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.
  - 3) Pre-enrollment Form/career assessment, personal history/policies, signed when applicable.
  - 4) Enrollment Agreement, completed, signed and dated (A copy of the signed agreement is given to the student and/or parent, legal guardian)
  - 5) Registration and State permit fees paid in full.



# School Calendar

## Class Starting Dates\*

A student may apply for enrollment any day of the calendar school year. Orientation is the Friday before classes begin. \*Dates may change due to availability.

January 21, 2020

April 7, 2020

July 13, 2020

September 7, 2020

November 9, 2019

## School Schedules

### Day schedule

Monday thru Friday – 9:00 a.m. until 4:00 p.m.

Saturday – 9:00 a.m. until 3:00 p.m

### Night schedule

Monday and Wednesday – 5:30 p.m. until 9:00 p.m.

Tuesday and Thursday – 5:30 p.m. until 9:30 p.m.

Saturday – 9:00 a.m. until 3:00 p.m

## School Holidays

New Year's	January 1-6, 2020
Martin Luther King Day	January 20, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020
Labor Day	September 7, 2020
Thanksgiving Day	November 26-27, 2020
Christmas	December 23-31, 2

# Cosmetology Program

## Program Description

The Certificate in Cosmetology is the completion of 1500 hours of theory and practical skills. The program is designed for every student to obtain all phases of the cosmetology program. The training in the Cosmetology Program includes hygiene and sanitation, related sciences, hairstyling, manicuring and pedicuring, cosmetic therapy, salesmanship and salon department. Theory exams are given at the end of each chapter and practical modules are evaluated at 450, 900, 1200 hours prior to graduation. Their theory and practical skills will prepare them for testing with Arkansas Department of Health Cosmetology Section and make them employable and skilled prospects for employers.

### **Cosmetology: 1500 Clock Hours**

**Freshman/Pre-Clinic: 1-450 hours** – Includes orientation into the field of cosmetology; such as History and Career Opportunities, Life Skills, Professional Image and Communicating for Success, Manicuring and Pedicuring. Introductions to Pre-clinic, students will be introduced to practical skills in hairstyling, haircutting, scalp care, shampooing and conditioning, manicuring and pedicuring, clinic floor preparation and procedures for proper safety and sanitation.

**Sophomore: 451-900 hours** – A continuation of practical skills. Theory classes on Infection Control: Principles and Practices, Scalp Care, Shampooing and Conditioning, Hairstyling, Principles of Hair Design, along with advance theory in Chemical Texture Services, Haircoloring and Haircutting. The student professional Image and communication with clients along with proper safety and sanitation will begin during this phase.

**Junior: 900-1200 hours** – Continuation of regularly scheduled theory classes which include Basic Chemistry, Basic Electricity, Properties of Hair and Scalp, General Anatomy, Skin Disorders and Diseases, Nail Structure and Growth, Nail Disorders and Diseases, Braiding and Braid Extensions, Wigs and Hair Additions, Hair Removal Facials, Facial Makeup, Nail Tips and Wraps, MLPP Nail Enhancements, UV Gels and continued professional image, communication with clients, proper safety and sanitation.

**Senior: 1200-1500 hours** – Includes theory classes in Seeking Employment, On the Job, Salon Business, Arkansas State Law for Cosmetology, Practical Exam preparation and Comprehensive Testing.

**Prior to graduation a student must complete the following:**

Module 1 – 150 hours

Module 2 – 450 hours

Module 3 – 900 hours

Module 4 – 1200 hours

Module 5 – 1400 hours

## **Program Completion Requirements**

In order to graduate from the cosmetology program and receive a Certificate of Completion, a student must successfully complete the required 1500 hours, pass all theory examinations with 70% and practical examinations with a 75% average and the comprehensive test with 80%. All fees owed to the school must be paid in full prior to graduation.

# Cosmetology Program

## *Tuition and Fees*

### *Cost of Program (1500 hours)*

REGISTRATION FEE	\$ 100.00
BOOKS/KIT/SUPPLIES	\$1225.00
TUITION	<u>\$16575.00</u>
TOTAL COST	\$17900.00

### ***Other fees***

#### **STATE BOARD FEE**

All students of cosmetology training school shall be registered with the Arkansas Department of Health before accredited hours can be obtained. The enrollment application shall be accompanied by a copy of the student's contract; a copy of the student's driver's license or other form of identification verifying the student's age; proof of education; and a check or money order for the \$20.00 registration fee.

#### **OVERTIME CHARGES/OVER CONTRACT CHARGES FEES**

If the course is not completed within the contract time period, the student will be charged \$66.30 a day for day students and \$41.43 a day for night students. Title IV funds are not to be used to pay

overtime charges for a student who fails to complete his or her academic program within the normal time frame.

# **Financial Aid Opportunities and Requirements**

Financial Aid

Federal School Code 042701

Financial Aid programs available to students are Pell Grant and Direct Student Loan. The Pell Grant money awarded is gift aid that does not have to be repaid. Students who choose to borrow money through the Direct Student Loan Program are required and obligated to repay these loans when they become due. These programs require students to complete an application which is available in the office. Information is collected from the student and sometime parents to determine aid eligibility. Aid received from financial aid programs must be used for educational purposes only. Before receiving any funds, each student must sign a statement certifying that he/she will use the funds for educational purposes only and agree to repay any money not used for educational purposes.

Delta Designs Cosmetology School offers payment plans for students who do not qualify for Federal Aid and private loans. The cost of the program is the same for all plans. The first installment is due and payable on the first day of class and all subsequent installments are due and payable on the same day of each month until paid in full. The school may, at its option without notice, prevent students from attending class until the unpaid balance is satisfied.

## **Occupations/Placement in Employment/Physical Demands**

Graduates of cosmetology have a wide variety of fields to establish a career, such as hairstylist/designers, salon owners, platform artist, manicurist, makeup artists, and product or manufacturer representatives, just to name a few.

Delta Design Cosmetology School has not and will not make any guarantee of employment or salary upon graduation. The school does, however, assist students with employment opportunities and advising on appropriate means of job searches, interview techniques, and available salons who are looking for cosmetologist, by posting job openings on our student bulletin board located in the student lounge.

The United States Department of Labor Statistics – 2016 State Occupational Employment wage estimate for Arkansas determined for cosmetologist salary is \$29,590/yr. However, inexperienced cosmetologist commonly earned a lower entry-level average salary of \$17,930/yr. By contrast, more experienced cosmetologist often earn a higher advanced-level average salary closer to \$49,050/yr.

Compensation usually paid by a salon is on a commission basis, usually 50% for services and 10% for retail sales. Some salons pay a small salary, plus commission for fees and services. A career such as a platform artist may be paid for each show or at an hourly agreed upon rate. A manufacturer representative usually starts at around 29,900 per year and would possibly involve some travel time.

When working in a salon there are many physical demands on a cosmetologist as constant use of hands, feet and legs would be necessary, along with product fumes and odors. Also, working in and with the public, cosmetologist could come in contact with contagious diseases such as colds and viruses.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

Parents or eligible students has the right to inspect and review the student's education records maintained by the school within 45 days of the receipt of written request. The school is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The request should be submitted to the Director or the School's Manager, with respect to the record(s) the student wish to inspect. The school may charge a fee for copies

Student records are kept in the office of the school's manager. A representative of the school must be present during the review of files to answer any questions or concerns they may have. The school official will make arrangements for access of records and give the student the time as to when the records may be inspected.

School files are the property of Delta Designs Cosmetology School and kept for safekeeping in a fireproof file cabinet.

Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading information in his or her education records. If the school decides not to amend the record, the school will inform the parent or eligible student

in writing their rights to a formal hearing regarding the matter. If, as a result of the hearing, the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

A student has the right to provide written consent to disclose personally identifiable information from a student's education records. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: school officials with legitimate educational interests, 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 judicial order or lawfully issued subpoena, appropriate officials in cases of health and safety emergencies and state and local authorities, within a juvenile justice system, pursuant to specific state law.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for during the enrollment at Delta Designs Cosmetology School. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions of the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The satisfactory academic progress (SAP) policy applies to all students enrolled in the Cosmetology program whether receiving Federal Title IV, HEA funds or not. It is printed in the school catalog to ensure that all students receive it prior to the first day of class. The policy complies with the guidelines established by The Council on Occupational Education (COE) and the federal regulations established by the United States Department of Education.

The **Cosmetology program** (1500 clock hours and 50 weeks-fulltime), (1500 clock hours and 100 weeks-parttime), is the only course that is currently eligible for Title IV, HEA Funds.



Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV funding.

To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

Satisfactory progress in academic performance and attendance is required to continue as a student in good standing. A certificate of completion will be awarded upon completion of requirements of the program.

## **ATTENDANCE PROGRESS**

Students must attend a minimum of 70% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed time frame. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock.

Late arrivals may enter school until 15 minutes after class/scheduled shift begins, students who are more than 15 minutes late must meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled “beginning” phase. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/Manager may be terminated on the 11<sup>th</sup> consecutive school day as an unofficial withdrawal.

Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; Re-enrollment is at the discretion of the school.

### **Quantitative Requirements**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	Scheduled Hours	Weeks-
Cosmetology Program (Full Time) 1500 clock hours	2250	75
Cosmetology Program (Part Time) 1500 clock hours	2250	150

### **Title IV, funding and SAP Evaluation points**

SAP evaluation periods are based on actual contracted hours at the school. Students will be notified of all SAP evaluation results at the end of each payment period. The student must meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. If the student is not meeting

the SAP requirements, they will place their Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.

**Cosmetology program(full-time) which is 1500 clock hours and 50 weeks of instruction, the funding will be disbursed at:**

Payment Period	Clock hours	Weeks
2	0-450	15
3	451-900	30
4	901-1200	40

**Cosmetology program(part-time) which is 1500 clock hours and 100 weeks of instruction, the funding will be disbursed at:**

Payment Period	Clock hours	Weeks
2	0-450	30
3	451-900	60
4	901-1200	80

### **Title IV, HEA Transfer Hours**

The maximum time for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled hours.

### **ACADEMIC PROGRESS**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and performance standards and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a grade average of 70% and pass a FINAL written and

practical exam prior to graduation. *Students must makeup failed or missed test and incomplete assignments.* Numerical grades are considered according to the following grading scale:

### **Grading System**

<b>Grade</b>	<b>Interpretation</b>	<b>Average</b>
<b>A</b>	<b>Excellent</b>	<b>90 – 100</b>
<b>B</b>	<b>Good</b>	<b>80 – 89</b>
<b>C</b>	<b>Average</b>	<b>70 – 79</b>
<b>D</b>	<b>Unsatisfactory</b>	<b>60 – 69</b>
<b>F</b>	<b>Failing</b>	<b>Below 60</b>

### **Academic Year Definition:**

DELTA DESIGNS COSMETOLOGY SCHOOL academic year is defined as, 900 clock hours and 30 weeks for Title IV, HEA purposes.

For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory academic Progress before they can receive further Title IV, HEA payments.

### **DETERMINATION OF PROGRESS**

Students are given frequent evaluations and advising report to help determine if they are on track to meet the minimum requirements for satisfactory academic progress by the next payment period. The evaluations and advising report ensures that the students have ample opportunity to meet both the attendance and academic progress requirements, and if not, allow them time to receive guidance in time to correct their attendance or academic progress.

Students meeting the minimum requirements for academics and attendance at the end of each evaluation period (end of payment

period) are considered to be making SAP until the next scheduled evaluation. Students will receive a hard-copy of their SAP determination at the end of each evaluation.

#### **Title IV, HEA Financial Aid Warning**

Students who fail to meet the minimum requirements (70% cumulative attendance and a C or 70% GPA) for attendance and academic progress at the end of a payment period will be placed on a Title IV, HEA **Financial Aid Warning the first time.** Any student on Title IV, HEA **Financial Aid Warning** may continue to receive assistance under the Title IV, HEA programs for one payment period.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Title IV, HEA Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; **with the right to appeal.** The student will be placed on an **Academic development status,** with a **loss** of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash basis with an approved payment plan. Arrangements for payments must be approved within 10 school days of notification of development status.

## Appeal Procedures

A student who loses their Title IV, HEA financial eligibility due to not making SAP at the end of a Title IV, HEA financial aid warning has the right to file an appeal regarding their SAP evaluation.

A student, who wished to appeal Academic development Status and loss of Title IV, HEA eligibility, must submit a written request to the School Director within (5) business days of being notified that they are in a non-satisfactory progress status.

The student must submit to the School's Director supporting documentation describing unusual circumstances that the student believes warrants special consideration such as; death of a relative, an injury, or illness of the student or close family members or circumstances out of the control of the student. The supporting documentation should include what has changes that will allow the student to make SAP by the next evaluation period.

Once the appeal is received by the School's Director, they will evaluate the appeal and notify the student in writing within (5) business days of their decision. The School Director will notify the student in writing of the decisions and all decisions are final.

If the student wins the appeal they will then be placed on Title IV, HEA Financial Aid Probation, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

### Title IV, HEA Financial Aid Probation

Any student that prevails upon the appeal process shall be placed on Title IV, HEA **Financial Aid Probation** and will be eligible to receive Title IV, HEA during this period. A student placed on Title IV, HEA

**Financial Aid Probation** may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA financial Aid Probation, the student must meet the institutions SAP standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid Probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

### **Requirements for the Academic Improvement Plan:**

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
- Maintain a 75% grade point average. The higher grade point average is required to raise the standard to help the student make up for areas that may have been lacking previously.
- Attend class regularly (student must attend 3 days out of the 4 day week required for class each week).
- Complete all required test and assigned projects (test and projects must be complete and turned in when requested).
- The academic improvement plan will be monitored by the School Director and/or School Manager.
- The student will be notified monthly on their academic improvement status during their monthly progress/advising session. The students status will be written on the progress report form for the student to sign,

- Students choosing to remain in the school while requesting an appeal will be responsible for accrued charges whether the appeal is granted or not.

## **REESTABLISHMENT OF STATUS**

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) making up missed tests and assignments and increasing grade average to 70% or better and/or, 2) Increasing cumulative attendance to 80 % by the end of a Title IV, HEA Warning or Probation period.

## **REINSTATEMENT OF TITLE IV, HEA FINANCIAL AID**

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily by the School Director and School manager along with a SAP report to determine when they reestablish SAP.

## **COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses have no effect on the institution's SAP.

## **REENTRY STUDENTS/INTERRUPTIONS**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.



Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a 125.00 application reenrollment fee and will be charged for contracted hours at the current tuition rate.

All students re-enrolling may be required to purchase the current school kit. All school kits must be kept in a school locker until completion of the course. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a Leave of Absence (LOA). That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after the exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

## **Student Information Services**

Delta Designs Cosmetology School does not have housing facilities. However, there are numerous apartment facilities nearby.

Delta Designs Cosmetology School provide lockers for the students for personal items and school supplies. Students will be assigned a locker. Students must provide their own lock and key. Student lockers should be locked at all times. Delta Designs Cosmetology School reserves the right to inspect lockers at any given time.

Delta Designs Cosmetology School encourages the students to use the library, which has a large selection of books, videos, DVD's and trade

publications. The library schedule is posted at the bottom of each syllabus.

Delta Designs Cosmetology School advises each student on a regular basis. Through evaluations on theory and practical grades and attendance, we provide direction and encouragement throughout the program. We have an open door policy with our students and staff so that we maintain a positive rapport with each other. However, for the questions that we cannot immediately answer the school has the necessary tools to direct them accordingly.

Delta Designs Cosmetology School requires all students to wear a school uniform. The school furnishes a school smock and two (2) T-shirts for a fee (see enrollment contract under uniform). If the student wishes to purchase additional uniforms the T-shirts are \$10.00 each and the smocks are \$40.00. **UNIFORMS ARE MANDATORY.**

## **Inclimate Weather Policy**

### Closing the School as the Result of Severe Weather

Only the Director or Manager has the authority to close the school. When this action is taken, the Director or Manager will notify the student and faculty. It will also be posted on the school's website and the local television stations.

## **Grievance Policy and Procedure**

### **Informal procedure**

In an attempt to encourage prompt resolutions of potential grievances, any or all parties involved may request an interview of administration to resolve the matter informally. In the following order:

- a) *Instructor*
- b) *School Manager*
- c) *Director*

- I. The administration office will attempt to resolve the matter informally with the administrators closest to and best able to discuss the situation. Attempting to resolve any issues informally will not have any precedential value nor will any statements or efforts made to resolve the matter informally have a prejudicial effect on any formal grievances.
- II. The administration office may initiate a review in the absence of a request by the allegedly aggrieved party but only on the basis of significant evidence.
- III. Informal attempts at settlement will not extend beyond 30 calendar days without the written agreement of all parties. If the complainant requests an attempt at informal settlement, then he or she will not be free to make a formal complaint with the administration office until an informal settlement is proposed or the 30 days have elapsed, whichever comes first.

### **Formal Internal Complaint**

The individual or group of individuals may initiate a formal complaint by detailing the facts related to the allegations in a written and signed statement.

- I. These allegations are filed with the administration office. The office will acknowledge receipt of each complaint within 5 business days from the time the complaint is received. The complainant(s) will be called in for an interview within 15 business days.
- II. At the interview the complainant(s) will be informed of the steps to be taken to resolve the specific complaint; the complainant(s) will then review the charge for accuracy and sign the initiation of complaint form.
- III. The charge is served on the respondent in which this allegation is said to have occurred within 20 business days from the initial receipt of the complaint.

- IV. Evidence from the parties, and rebuttal statements from the respondent are to be submitted to the administrative office within 20 business days from the date the charge is served.

### **Resolution of Complaint**

- I. The investigation process will proceed reviewing and comparing data and documents received by all parties. This may take up to 45 business days from the time of receipt of the position statement from the respondent. Written finding(s) of fact is made by the administration office
- II. And is sent within 15 business days of the conclusion to all parties involved. The parties have 10 business days to submit rebuttal to the finding(s) of fact.
- III. Once finding(s) are settled the administration office will have a written report with pertinent information related to the specific complaint. Appropriate recommendations will be made based on finding(s) in a written report to all parties within 10 business days.
- IV. In the event, that the appropriate recommendations made were not resolved, the formal complaint can be filed with the Council on Occupation Education, 7840 Roswell Road, Bldg. 300, Ste. 325 Atlanta, Georgia 30350. Phone number 770-396-3898. Website: [www.council.org](http://www.council.org).

# Institutional Refund Policy

## Minimum Cancellation and Refund Policy

1. An applicant not accepted by the school shall be entitled to a refund of all fees paid.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demand his/her money back in writing, within three (3) business days of the signing of the enrollment agreement or contract, all fees collected by the school shall be refunded. The postmark on written notification will determine the cancellation date or the date said information is delivered to the school administration/owner in person. The policy applies regardless of whether or not the student has actually started training.
3. If a student cancels enrollment three (3) business days after the signing of the contract but prior to entering classes, the student shall be entitled to a refund of all fees paid to the school less a \$100.00 registration fee.
  - a. Any money due to the applicant or student shall be refunded within 45 days after cancellation or termination.
4. For students who enroll in and begin classes, the following schedule of tuition adjustments is authorized:

Percentage Enrollment Time To Total Time of Course	Amount of Total Tuition Owed to the School
.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

5. Student who withdraw or terminate prior to course completion are charged a \$100.00 registration fee.
6. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any money due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined in item 2, or formal termination by the school which shall occur no more than 45 days form the last day of physical attendance, or in the case of an expulsion, the date of the expulsion. In the case of a student who does not return from an approved leave of absence the date of

the withdrawal shall be the earlier of the date expiration of the leave of absence or the date the student notifies the institution that he/she will not be returning.

7. **In addition to earned tuition, the institution shall retain 100% of fees collected for books, kits, and registration fees.**
8. If the school is permanently closed and no longer offering instruction, after a student has enrolled, the student shall be entitled to a pro-rated refund of tuition.
9. If a course is canceled subsequent to a student's enrollment, the school shall no one of the following options:
  - a. Provide a full refund of all fees paid; or
  - b. Provide completion of the course.
10. The school monitoring attendance at least every 30 days determines unofficial withdrawals for clock hours.
11. The required date of the refund date is determined by the student's late day of attendance. The refund is calculated on scheduled hours from starting date to last day of attendance.

## **Leave of Absence Policy**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required is a student is not in attendance only for an institutionally scheduled week. However, a scheduled break may occur during an LOA.

A LOA must meet certain conditions to be counted as temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. For a student at DELTA DESIGNS COSMETOLOGY SCHOOL to be approved for a Leave of Absence (LOA) whether for medical or personal reason, the following conditions must be met:

- All requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
- Due to unforeseen circumstances, the institution may grant the request and will document the reason for its decision and collect the request form from the student at a later date.
- The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution.
- The leave of absence does not exceed 180 days within any additional leaves within a twelve-month period.
- A student is granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- The student contract will be extended by the same number of days taken in the LOA. The contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties.
- The student's contract period will be extended the same day taken in the LOA. Changes on the enrollment agreement will be initiated by all parties and/or an addendum will be signed and dated by all parties. Fees will not be assessed by the student for any additional charges as a result of the LOA.
- At an institution, required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
- The institution requires that students are expected to return after their LOA ready for teaching and learning.

When the student returns from LOA, the student's education will continue from the actual hours earned. The start and ending date will be adjusted accordingly.

Please note that any student who fails to return to the school at the end of an approved leave of absence is considered to have withdrawn from the school.

Students who do not follow the procedure for obtaining an *approved leave of absence* will be subject to the school's stated policy on attendance for any and all absences recorded, regardless of circumstances.

## Re-entry/Interruptions Policy

Students who have been terminated from school may re-enroll (if determined eligible), within 180 days and will not occur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$125.00 application re-enrollment fee and will be charged for contracted hours at the current tuition rate. All students re-enrolling may be required to purchase the current school kit. All school kits must be kept in a school locker until completion of the course. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a Leave of Absence (LOA). That determination of status will apply to students at the time they return to school. The **student may appeal a negative Satisfactory Progress determination** according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school's administration.



## **Transfer of Clock Hours Policy**

DELTA DESIGNS COSMETOLOGY SCHOOL transfer of clock hour policy states that a student who has attended another Cosmetology School and have a certification of hours form, that has been officially notarized will be considered a transfer student. Applicants must submit certification from all schools attended prior to admission to Delta Designs Cosmetology School. A transfer student may be admitted to the program upon verification of previous hours and the state board transfer requirements.

Delta Designs Cosmetology School will accept up to 750 hours. If accepted, transfer students will be required to purchase books and supplies to meet Delta Designs Cosmetology School requirements. Transfer hours are recorded on the student's permanent record. Decisions concerning the acceptance of transfer hours are at the discretion of the administrator. Registration fee and State Permit fees apply.

In addition, the student will be charged based on the current tuition rate and how many hours are needed for completion. All hours attempted counts toward the Title IV, HEA 150% quantitative requirements, even if you did not receive Title IV, HEA funding.

## Code of Conduct

Conduct is expected to be such that classroom and clinic floor progress is not interrupted. Misconduct of any nature, which interrupt the learning atmosphere, will not be tolerated. In such incident, the student may be suspended for up to 10 calendar days or terminated from the program.

Below you will find the forms of misconduct considered to be in conflict with the educational goals of the school and that may lead to the student's immediate suspension and/or termination from the program. During the investigation of the alleged misconduct, the student will be suspended from school. The student will be notified by phone as to the determination of the investigation. At such time, the student may be required to meet with the Director, Manger and other staff members to determine eligibility to return to the program.

- Using offensive language or making discriminatory statements while on school premises or in writing via social media, text or email, etc.
- Any type of vandalism or destruction to the property of the school, fellow students or staff member.
- Theft, or purposeful damage or destruction of school property, that a fellow student, staff member, or client.
- Posting inappropriate pictures or other media, which is determined to be in conflict with the school's policies and educational goals.
- Intentional disruptions or obstruction of teaching, administration or other school activities.
- Any form of cheating or dishonesty. This includes students who violate time clock policies, cheating on tests, etc.
- Posting signs, stickers, bills, publications, notices and solicitations (other than pre-approved activities) in or around school grounds and property.
- Making false allegations against a student or staff member.
- Fraternizing with DELTA DESIGNS COSMETOLOGY SCHOOL staff at any time while still enrolled in school.
- Refusal to meet student's financial obligations.

# Rules and Regulations

*All business connected with the school shall be conducted in the school's administration office.*

## ***Dress code***

It is mandatory that all students maintain a professional look and can be easily identified as a Delta Designs Cosmetology School Student. Students are required to be in dress code prior to clocking in. **A student not in dress code will not be allowed to clock in. No exceptions!**

Uniform for students are furnished by the school (uniforms are paid per your enrollment contract), which include two solid black shirts and smock with Delta Designs Cosmetology School logo. Students are required to wear solid black bottoms; pants (no leggings, no yoga, no jogging pants) shorts are to be worn no shorter than mid-calf and skirts no shorter than below knee length. Shoes; solid black. Solid black boots are acceptable. Shoes must be enclosed. Caps, hats or scarfs are not permitted for males or females. **Personal Hygiene is a must. No exceptions!**

**NO TEARS, NO STAINS, NO FADED OR MESSY UNIFORMS.**

## ***Time Clock***

The Arkansas state Board requires all students to clock in and out daily. Your hours will be accumulated daily by clocking in and out. You are required to clock in and out for lunch (30 minutes). If you fail to clock in and out you must report to the school manager's office for correction of time on the day the error was made. Hours will be reported to the State Board on a monthly basis by the tenth day of the month.

## ***Class schedule***

Day students should be in class no later than 8:15 a.m. Students cannot enter theory class after 8:15 a.m. Day students not in school by 9:15 a.m., who does not have prior approval by the administration, may not come to school on that day.

Night students should be in class no later than 5:45 p.m. Students cannot enter theory class after 5:45 p.m. Night students not in school by 6:30 p.m., who does not have prior approval by the administration, may not come to school on that night.

**Students must bring books daily upon entering class.**

## ***Absences***

Students must maintain 70% attendance of scheduled hours at all times.

## ***Cell Phones***

Out of the respect for your instructor, fellow classmates, and clinic floor clients the use of cell phones are not allowed in the classroom or clinic floor. Students may use cell phones in the breakroom when necessary.

## ***Cosmetology Kit***

The student shall not be permitted to remove the kit from school until such time the students has completed his/her training or withdrawals from school provided the student has purchased the kit from the school. The school is not responsible for replacing any lost or stolen items of the student.

## ***Clinic floor Services***

Students are to give clients their undivided attention and not visit with other students when performing services on them. Any discussion about a client will not be tolerated on the clinic floor.

If a student refuses to do a service on a client they will be clocked out for the day, unless the reasoning for the refusal is justifiable to the administration.

All services on clients will be checked by an instructor. No student is permitted to instruct another student. Students may be assigned to assist another student by the instructor.

There will be no personal radios or headphones allowed.

Personal services are allowed for day students on Wednesday after 2: p.m. and night students on Wednesday after 7:00 p.m. All personal services are assigned by instructors. Personal services are considered a privilege and may be revoked at any time. To receive a personal service students must be good standing in attendance and academics.

## ***Inappropriate Behaviors***

Students are expected to behave in a professional manner. Insubordination, gossip, profanity and stealing will not be allowed. No weapons of any kind are allowed on the premises.

## ***Visitors***

Friends and family members are welcome. However, you must visit with them in the waiting area of the school only. Students must not bring their children to school unless a service is being perform on them. At the time of service, a third party must be in attendance to supervise the child.

## ***Parking***

Parking is prohibited in any of the parking spaces located in front of the school. This area is reserved for the school clients. Parking is provided on the far right and far left of the building.

## ***Clean up Duties***

Students are assigned clean up duties either on a daily or weekly basis. Please cooperate. Keeping the school and the area you are working clean is a part of your training. Stations, shampoo bowls, styling chairs, all equipment and tools must be properly sanitized, disinfected and organized before and after serving clients and the end of the day. This is a requirement of the Arkansas State Board of Cosmetology.

## **Disciplinary Action**

- ❖ **1<sup>st</sup> infraction** of the rules and regulations will result in probation.
- ❖ **2<sup>nd</sup> infraction** of the rules and regulations will result in suspension: not more three days.
- ❖ **3<sup>rd</sup> infraction** of the rules and regulations, the student is subject to termination.

At the discretion of the administration after counseling with the student and determining that the student's behavior pattern cannot conform to the school's rules and regulations a student can be expelled after the first infraction of the rules and regulation.

# **State Requirements for Eligibility for Licensure**

## **Subchapter 3 — Licensing**

### **17-26-302. Application for examination and license.**

- (a)** Each application for admission to examination and each application for a license as a cosmetologist or any branch of cosmetology shall be in writing on blanks prepared and furnished by the Department of Health.
- (b)** Each application shall be accompanied by the required fee and shall contain proof of the qualifications of the applicant for examination for registration and license.
- (c)** The application shall be verified by the oath of the applicant.

### **17-26-303. Examinations generally.**

- (a)** The examination of applicants for a license in any of the branches or practices of cosmetology shall include both a practical demonstration and written test and shall embrace the subjects concerning the particular branch or branches, practice, or practices for which a license is applied.
- (b)** The examination shall not be confined to any special system or method.
- (c)** The examination shall be consistent in both practical and technical requirements and of sufficient thoroughness to satisfy the Cosmetology Technical Advisory Committee as to the applicant's skill in and knowledge of the practice of the occupation or occupations for which a license is sought.

### **17-26-304. Prerequisites to examination for a cosmetologist, manicurist, or aesthetician.**

The Department of Health shall admit to examination for a license as a cosmetologist, manicurist, or aesthetician a person who has made application to the department in proper form, has paid the fee required, and who:

- (1) Is not less than sixteen (16) years of age;
- (2) Has completed two (2) years of high school in the public schools of this state or its equivalent; and
- (3) Has completed one (1) of the following:
  - (A) For a cosmetologist, training of at least one thousand five hundred (1,500) hours;

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Arkansas State Board of Health  
Cosmetology Law Book  
Issued by Arkansas State Board of

## **Arkansas State Board Exam Information**

After successful completion of the cosmetology program, you will be able to take the Arkansas State Board Examination. The State Board exam consists of two parts. You must take and pass both the theory and practical examination in order to obtain your Arkansas Cosmetology License.

On the last day of school, you will schedule with the school to take your practical examination. The school will administer the Arkansas Department of Health Practical Examination. The Cosmetology Section has created an examination that shall be used by all cosmetology schools. The cost for the practical examination is \$65.00.



Once you have passed the practical portion of the exam the school will complete a written examination application and a certificate of training and submit to the Cosmetology Section.

Cosmetology Section will submit candidate information to PSI. The student will receive verification email from Cosmetology Section to contact PSI for scheduling and payment. The cost of the written examination is \$60.00.

Upon receiving confirmation from SMT that the student has passed the written examination with a 70% score the Cosmetology Section will issue a license.

**671 Addison Drive  
Wynne, AR. 72396**

**870-208-8787**

**103 S. Avalon  
West Memphis, AR. 72301**

**Fax 870-208-8786**

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