

LEON'S
BEAUTY SCHOOL

Leon's Beauty School, Inc. is licensed by the North Carolina State Board of Cosmetic Art Examiners (1207 Front Street, Suite 110, Raleigh, NC 27609, 919-733-4117) and is nationally accredited by The National Accrediting Commission of Career Arts & Sciences, Inc. (3015 Colvin St., Alexandria, VA 22314. Phone: 703-600-7600).

We are members of N.C. Private School Owners Association and the Better Business Bureau of Greensboro.

STATEMENT OF DISCRIMINATION

Leon's Beauty School does not discriminate on the basis of race, age, color, religion, national and ethnic origin or sex in its admission policies administration of educational policies, employment and other school-administered programs. The school offers equal opportunity in its employment and educational activities in compliance with Title IX and other civil rights laws.

WE WELCOME YOUR VISIT

Personal interviews and tours of the facility are required prior to admission. We invite applicants to visit the school during regular school hours to observe the program in session and to talk to the instructors and students.



A NOTE FROM THE DIRECTOR

Welcome to the world of cosmetology. You are making one of the most important decisions in your life and one that will greatly affect your future prosperity and personal happiness.

We are proud of our tradition at Leon's Beauty School. Mr. Leon, our founder, took enormous pleasure in the use of his hands and greatly admired those who could translate abstract visual ideas into reality. He saw the artist in so many people and understood that even with the simplest of tools—the scissors, the comb, the brush, the chemistry of color and waving—we can practice an ageless art form and bring happiness to many people.

Mr. & Mrs. Leon designed a program and an educational environment that is both stimulating and challenging. We believe that the enormous success of our graduates is an excellent testimony to their legacy.

This brochure is designed to provide you with fundamental information about our operations and school policy. The entire staff looks forward to helping you with your new career.

Sincerely,

A handwritten signature in black ink that reads "Parker Washburn". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Parker H. Washburn
Director

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LEON'S BEAUTY SCHOOL

2018–2019 CATALOG

Leon's Beauty School
1305 Coliseum Blvd.
Greensboro, North Carolina 27403
(336) 274-4601
(336) 370-9107 (Fax)
www.leonsbeautyschool.com

ADMINISTRATION:

Parker H. Washburn, *Director, Owner*
Steve Lilley, *Finance Officer, Owner*
Bonnie Clifton, *Director of Education, Co-Director of Admissions, Owner*
Charles Manuel, *Director of Financial Aid*
Megan Nelson, *Co-Director of Admissions*
Vicki Owens Estes, *Admissions Liaison*
Robert Chandler, *Government Liaison, Owner*

FULL-TIME

Steve Lindley, Bonnie Clifton, Blinda Williams,
Mary Forbes, Tracy Smith and Erin Atwood

PART-TIME

Robert Chandler, Vicki Owens Estes, Donnie Kelly
and Erin Sexton

SUBSTITUTE

Angie Cornell, Dallas Hill

*All Instructors are certified and Licensed by the North Carolina State Board of Cosmetology. We maintain a 1/25 teacher/student ratio required by law.

*The Staff and Faculty are experienced professionals with training and background in all phases of Beauty Culture.

HISTORY

Leon's Beauty School was founded in 1963 by the late Leon Oldham. The school was originally opened on Tate Street in Greensboro under the name of Maison de Paris College. In 1974, it moved to expanded quarters on Walker Avenue, adjacent to the campuses of the University of North Carolina at Greensboro and Greensboro College. In 1977, it was renamed Leon's Beauty School in honor of its founder. In 1981 Leon's Beauty School moved to West Lee Street and in 2007 into its current location on Coliseum Boulevard. Mrs. Leon Oldham served as President and Director of the school until her death in August 1994. Leon's Beauty School is presently operated by Mrs. Leon's daughter, Parker Washburn. It is a private co-educational institution which provides course work in cosmetology designed to prepare the graduate for opportunities such as: hairdresser, beauty salon manager, technician, make-up artist or manicurist. In addition to the basic cosmetology course, the school also offers courses in esthetics and manicuring as well as a training course for cosmetology, esthetic and manicuring teachers.

One of the advantages of Leon's Beauty School's longevity in the Triad area is a significant client base. Having a busy clinic allows us to keep tuition costs low while giving students ample opportunities to practice their skills.

MISSION STATEMENT

Leon's Beauty School's mission is to provide post-secondary education to our students in marketable cosmetic arts and sciences skills to enable graduates to pass the state license exam in order to be eligible for entry level employment."

OBJECTIVE

Our objective is to prepare the student for a career in the beauty industry and related fields so they can become well qualified and responsible employees.

This catalogue is in English, all printed material is in English and all programs are taught in English.

EDUCATIONAL PROGRAMS

Leon's Beauty School offers the following courses:

Cosmetology Program (1500 hours)

Objective

A study toward receiving a diploma and preparation to take the State Board Examination to become a licensed cosmetologist in the State of NC as required by the State Board of Cosmetology.

Program Outline

The Cosmetology program is divided into five eight week segments of 300 hours:

- I. Freshman
- II. Sophomore
- III. Junior
- IV. Senior I
- V. Senior II

N.C. State law requires students to complete 300 hours of basic training in the freshman department before serving clients on the clinic floor.

COSMETOLOGY PROGRAM CURRICULUM

UNIT OF STUDY	CLASSROOM/ LECTURE HOURS	CLINIC /LAB HOURS	1500 HOUR COMPLETIONS	
			LIVE MODEL	MANNEQUIN
I. Orientation A. State & Federal Regulation B. School Policies & Procedures 1. Student Checklist	6			
II. Your Professional Image A. Hygiene, Good Grooming & Dress B. Pride in Workmanship C. Personality Development D. Professional Business Ethics E. Professional Communication Skills	6			
III. Sanitation & Bacteriology A. Methods of Sterilization 1. Types of Sanitizers 2. Sanitation Rules B. Bacteriology 1. Types of Bacteriology	7			
IV. Properties of Scalp & Hair A. Characteristics of Hair 1. Structure 2. Analysis B. Disorders of Scalp & Hair C. Scalp Manipulation & Massage	9	30	10	
V. Draping, Shampooing, Rinses A. Draping Procedures B. Shampooing C. Types of Rinses, Uses	10	23		

UNIT OF STUDY	CLASSROOM /LECTURE HOURS	CLINIC /LAB HOURS	LIVE MODEL	MANNEQUIN
VI. Hair Shaping A. Implements & Usage 1. Shears, Thinning Shears, Razors & Clippers B. Sectioning C. Basic Angles	125	170	75	10
VII. Hair Styling A. Implements & Supplies B. Combing & Styling C. Roller Placement 1. Shampoo & Sets 2. Blow Dry/Curling Iron E. Blow Dry Brushes F. Pincurls G. Fingerwaves H. Thermal Pressing & Styling 1. Pressing 2. Thermal Irons 3. Methods of Thermal Styling	150	190	100 5 (OR) 5 (OR)	70 5 5
VIII. Permanent Waving & Chemical Relaxing A. Procedures for Permanent Waving 1. Types of Permanent Waves 2. Chemical/Physical Action 3. Analysis 4. Sectioning/Blocking 5. Perm Wraps a. End Wraps b. Rods B. Procedures for Chemical Relaxing 1. Types of Relaxers 2. Chemical/Physical Action 3. Analysis C. Safety Procedures 1. Records/Release Forms 2. Strand Test	110	140	10	25

UNIT OF STUDY	CLASSROOM/ LECTURE HOURS	CLINIC /LAB HOURS	LIVE MODEL	MANNEQUIN
D. History of Chemical Reformation				
IX. Hair Color	136	150	30	10
A. Law of Color				
1. Basic Rules for Color Selection				
2. Classification of Hair Color				
B. Color Methods				
1. Tinting				
2. Semi Permanent				
3. Temporary			2	
4. Lightening/ Bleaching			15	10
a. Toners				
C. Color Applications				
D. Color Fillers				
E. Safety				
1. Strand Test				
2. Color Records				
X. Artificial Hair	8	10		
A. Wigs				
B. Hair Addition				
XI. Manicuring	10	20		
A. Procedures for Manicuring				
1. Implements/ Equipment				
B. Hand & Arm Massage				
C. Artificial Nails	10	25	5 (OR)	5
D. Nail Disorders & Diseases				
E. Pedicuring	10	10	15>Comb	15>Comb
XII. Facials	8	25	10	
A. Basic Skin Care				
B. Procedures				
C. Theory of Massage				
D. Make-up Procedures				
E. Hair Removal	8	10	3	
F. Lash & Brow Tint	4	10	2	
XIII. Chemistry	11			
A. Elements/ Compound Mixtures				
B. Matter				

UNIT OF STUDY	CLASSROOM/ LECTURE HOURS	CLINIC /LAB HOURS	LIVE MODEL	MANNEQUIN
C. pH Scale D. Chemistry of Ingredients Used in Salons E. Electricity & Light Therapy				
XIV. Anatomy A. Study of Human Systems B. Bones & Muscles of the Face, Hands & Feet	13			
XV. Salesmanship A. Consultation & Communication Skills B. Retail Sales	10			
XVI. Salon Management	10			
TOTAL	687	813		1500

Graduation Requirements

Cosmetology Program

- Satisfactory completion of the five unit courses (1500 hours)
 - Unit I Freshmen 300 hours
 - Unit II Sophomore 300 hours
 - Unit III Juniors 300 hours
 - Unit IV Seniors I 300 hours
 - Unit V Seniors II 300 hours
- Complete service performances as required by the North Carolina State Board of Cosmetic Arts.
- Complete final examinations, both practical and theory, with a minimum score of 80%. Final examinations are given monthly. Upon completion of the course and satisfactory grade requirements on the final exam, students are awarded a Leon's Beauty School diploma.
- Have a cumulative grade point average of 70% or better.
- Complete financial obligations to the school.
- Upon completion of the above listed requirements, an application is submitted for the student to be examined by the North Carolina State Board of Examiners. A fee is required for the examination.
- An NC State Board of Cosmetic Arts (or any other state cosmetology board) application for certification of registration will be completed when all fees and tuition monies are paid in full.

Esthetics Program (600 hours)

Objective

A study toward receiving a diploma and preparation to take the State Board Examination to become a licensed esthetician in the State of North Carolina.

Program Outline

The Esthetics program includes approximately 375 hours in class (including all lectures, theory, examinations, sanitation, etc.) and approximately 245 lab hours where the student receives work experience serving customers in our school.

Clinical work in the Esthetics program is assigned and directly supervised by instructors. Hours can be adjusted in both theory and practical classes to accommodate the individual's needs.

ESTHETICS PROGRAM CURRICULUM

UNIT OF STUDY	CLASSROOM/ LECTURE HOURS	CLINIC /LAB HOURS	LIVE MODEL	MANNEQUIN
Orientation A. School Policies B. State & Federal Regulations 1. OSHA 2. The Pure Food & Drug Law	10			
Anatomy & Physiology A. Cell, Tissues, Organs B. Study of Human Systems	10			
Physiology & History of Skin A. Functions of the Skin B. Bodily Health	10			
Disorders of the Skin A. Skin Conditions B. Special Esthetics Procedures C. Basic Dermatology	20			
Sanitation A. Methods of Sterilization 1. Types of Sterilization 2. Sanitation Rules	20			
Bacteriology A. Communicable Diseases	20			
Chemistry A. Branches of Chemistry Ingredients & Laws Governing Each	25			
Client Consultation A. Client Consultation & Preparation of Skin Analysis	20			
Facial/Body Treatments A. Applications & Techniques of Cleansing, Massage & Masks	50	75	40	
Hair Removal A. Safety & Procedure for Removing Unwanted Hair	30	60	30	

UNIT OF STUDY	CLASSROOM/LECTURE HOURS	CLINIC/LAB HOURS	LIVE MODEL	MANNEQUIN
Machines, Electricity & Apparatus A. Safety Including the Use of Machines, Electricity & Apparatus	30	50	30	
Aromatherapy A. Therapeutic & Historical Values of Aromatherapy	10			
Nutrition A. Nutritional Benefits for the Skin	10			
Business Management A. Salesmanship B. Basic Salon Management C. First Aid/Safety D. How to Seek & Obtain Employment 1. Resume 2. Interviewing 3. Employment Application E. Financial Information 1. IRS & State Revenue 2. FICA 3. Commission/Salary/ Independent Contracting	25			
Make-up/ Color Theory A. Application of Cosmetics & the Psychology of Color Combinations	30	50	30	
Professional Ethics A. Presentation of the Professional Esthetician & How to Promote Salon Services	25			
Eyelash Extensions	5	5	10	
Brow & Lash Color	5	5	10	
TOTAL	375	245		600

Graduation Requirements

Esthetics Program

1. Complete 600 hours of training.
2. Complete the service performances required by the North Carolina State Board of Cosmetic Arts.
3. Complete final examinations, both practical and theory, with a minimum score of 80%. Final examinations are given bi-monthly. Upon completion of the program and satisfactory grade requirements on the final exam, students are awarded a Leon's Beauty School diploma.
4. Have a cumulative grade point average of 70% or better.
5. Complete financial obligations to the school.
6. Upon completion of the above listed requirements, an application is submitted for the student to be examined by the North Carolina State Board of Examiners. A fee is required for the examination.
7. An NC State Board of Cosmetic Arts (or any other state cosmetology board) application for certification of registration will be completed when all fees and tuition monies are paid in full.

Manicuring Program (300 hours)

Objective

A study toward receiving a diploma and preparation to take the State Board Examination to become a licensed manicurist in the State of North Carolina.

Program Outline

The Manicuring program includes approximately 234 hours in class (including all lectures, theory, examinations, sanitation, etc.) and approximately 66 lab hours where the student receives work experience serving customers in our school.

Clinical work in both the Cosmetology and Manicuring program is assigned and directly supervised by instructors. Hours can be adjusted in both theory and practical classes to accommodate the individual's needs.

MANICURING PROGRAM CURRICULUM				
UNIT OF STUDY	CLASSROOM / LECTURE HOURS	CLINIC /LAB HOURS	300 HOURS	
			LIVE MODEL	MANNEQUIN
I. Orientation A. School Politics B. State & Federal Regulations 1. OSHA 2. The Pure Food & Drug Law	8			
II. Sanitation A. Methods of Sterilization 1. Types of Sterilization 2. Sanitation Rules	26			
III. Manicuring A. Procedures for Manicuring 1. Implements/ Equipment 2. Hand & Arm Massage 3. Trimming, Filing, Shaping & Decorating Nails 4. Diseases & Disorders	30	18	15	
IV. Pedicuring A. Foot Massage	10	18	10	
V. Artificial Nails A. Types of Procedures for Artificial Nails B. Safety Procedures	140	30	20 SETS OR 100	
VI. Salon Management A. Salesmanship B. Basic Salon Management C. First Aid/Safety	20			

UNIT OF STUDY	CLASSROOM / LECTURE HOURS	CLINIC /LAB HOURS	LIVE MODEL	MANNEQUIN
D. How to Seek & Obtain Employment 1. Resume 2. Interviewing 3. Employment Application E. Financial Information 1. IRS & State Revenue 2. FICA 3. Commission/ Salary/Independent Contracting				
TOTAL	234	66		300

Graduation Requirements

Manicuring Program

1. Complete 300 hours of training.
2. Complete the service performances required by the North Carolina State Board of Cosmetic Arts.
3. Complete final examinations, both practical and theory, with a minimum score of 80%. Final examinations are given bi-monthly. Upon completion of the program and satisfactory grade requirements on the final exam, students are awarded a Leon's Beauty School diploma.
4. Have a cumulative grade point average of 70% or better.
5. Complete financial obligations to the school.
6. Upon completion of the above listed requirements, an application is submitted for the student to be examined by the North Carolina State Board of Examiners. A fee is required for the examination.
7. A NC State Board of Cosmetic Arts (or any other state cosmetology board) application for certification of registration will be completed when all fees when all fees and tuition monies are paid in full.

Teacher Training Programs (800 hours Cosmetology, 320 hours Manicuring, 650 hours Esthetics)

Applicants are eligible who:

- a. have a High School Diploma or GED Certificate
- b. have completed the State Board required hours for Cosmetology/ Manicuring/ Esthetics program in a licensed school for the appropriate Teacher Training course
- c. hold a current NC Cosmetology/Manicuring/Esthetics license
- d. may be required to perform a practical skills exam to determine eligibility
- e. have completed a personal interview with the Admissions Director and the Director of Education

Cosmetology Teacher Training Program (800 hours)

Objective

A study toward receiving a diploma and preparation to take the State Board Examination to become a licensed cosmetology instructor in the State of North Carolina.

Program Outline

The Cosmetology Teacher Training program includes approximately 150 hours of theory and 650 hours of application of the study of the fundamental principles of cosmetology training.

Note

Training of student teachers is under the supervision of a licensed instructor in methods of teaching both practical and theory subjects. Schedules for Teacher Training are established on an individual basis depending on the trainee's work schedule.

COSMETOLOGY TEACHER TRAINING PROGRAM CURRICULUM				
UNIT OF STUDY	CLASSROOM / LECTURE HOURS	CLINIC /LAB HOURS	800 HOURS	
				TOTAL
Orientation Unit Planning Daily Lesson Planning Clinic Management (Under Direct Supervision of Licensed Instructor)	150			
Trainee Conducts: Theory Classes Practical Demonstrations Clinic Management (Under Direct Supervision of Licensed Instructor)		650		800

Esthetics Teacher Training Program (650 hours)

Objective

A study toward receiving a diploma and preparation to take the State Board Examination to become a licensed Esthetics teacher in the State of North Carolina.

Program Outline

The Esthetics Teacher Training program includes approximately 150 hours of theory and 500 hours of application of the study of the fundamental principles of esthetics training.

Note

Training of student teachers is under the supervision of a licensed teacher in methods of teaching both practical and theory subjects. Schedules for Teacher Training are established on an individual basis depending on the trainee’s work schedule.

ESTHETICS TEACHER TRAINING PROGRAM CURRICULUM				
			650 HOURS	
UNIT OF STUDY	CLASSROOM/ LECTURE HOURS	CLINIC /LAB HOURS		TOTAL
Orientation Unit Planning Daily Lesson Planning Clinic Management (Under Direct Supervision of Licensed Instructor)	150			
Trainee Conducts: Theory Classes Practical Demonstrations Clinic Management (Under Direct Supervision of Licensed Instructor)		500		650

Manicuring Teacher Training Program (320 hours)

Objective

A study toward receiving a diploma and preparation to take the State Board Examination to become a licensed manicuring instructor in the State of North Carolina.

Program Outline

The Manicuring Teacher Training program includes approximately 150 hours of theory and 170 hours of application of the study of the fundamental principles of manicuring training.

Note

Training of student teachers is under the supervision of a licensed teacher in methods of teaching both practical and theory subjects. Schedules for Teacher Training are established on an individual basis depending on the trainee’s work schedule.

MANICURING TEACHER TRAINING PROGRAM CURRICULUM				
UNIT OF STUDY	CLASSROOM/ LECTURE HOURS	CLINIC /LAB HOURS	320 HOURS	
				TOTAL
Orientation Unit Planning Daily Lesson Planning Clinic Management (Under Direct Supervision of Licensed Instructor)	150			
Trainee Conducts: Theory Classes Practical Demonstrations Clinic Management (Under Direct Supervision of Licensed Instructor)		170		320

Graduation Requirements

Teacher Training Programs (Cosmetology, Manicuring, Esthetics)

1. Complete the hours required by the North Carolina State Board (800 for cosmetology; 650 esthetics; 320 for manicuring).
2. Complete practical teaching assignments and chapter tests with a cumulative grade point average of 70% or better.
3. Upon completion of the above listed requirements, an application is submitted for the teacher trainee to be examined by the North Carolina State Board of Examiners. A fee is required by the state for the examination.
4. A NC State Board of Cosmetic Arts application for certification of registration will be completed when all fees and tuition monies are paid in full.
5. Upon completion of the course and satisfactory grade requirements, students are awarded a Leon's Beauty School Diploma.

ADMISSIONS

Procedure for Admission

A Prospective students should complete the following requirements and make an appointment for a personal interview and tour of the facilities by contacting the Director of Admissions. An application must be completed and returned to:

Leon's Beauty School

1305 Coliseum Blvd. • Greensboro, N.C. 27403 • (336) 274-4601

Requirements for Admission

Cosmetology Program (1500 hours), Esthetics Program (600 hours), and Manicuring Program (300 hours)

Applicants are eligible who:

- a. have a High School Diploma, or a General Education Development (GED) Certification
and
- b. have successfully completed an entrance evaluation to determine reading level skill, hand/eye coordination, and personal work preferences.
and
- c. have completed a personal interview with the Admissions Director and School Director.
- d. receive a GED from an alternative school must provide a transcript and evidence to show the program is accredited by the state or provide a certificate demonstrating that the student has passed a state authorized examination that the state recognizes as the equivalent of a high school diploma. Students who are homeschooled must provide a transcript and state certification of home school completion before being considered for admissions.
- e. Any document containing foreign language submitted to the school shall be accompanied by a notarized full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.
- f. are receiving benefits from any Veteran Administration education program must also submit a transcript from their high school and any other post-secondary school attended.
- g. Leon's Beauty School does not accept Ability to Benefit students.

Teacher Training Programs (800 hours cosmetology; 650 hours esthetics; 320 hours manicuring)

- a. have a High School Diploma or GED Certificate
- b. have completed the State Board required hours for Cosmetology/Manicuring/Esthetics programs in a licensed school for the appropriate Teacher Training course
- c. hold a current NC Cosmetology/Manicuring/Esthetics license
- d. may be required to perform a practical skills exam to determine eligibility before being considered for admissions

- e. have completed a personal interview with the Admissions Director and the Director of Education

Leon's Beauty School has to limit the number of students accepted each session due to space availability. Admission to all programs of study is based on an entrance exam to determine basic skills and a personal interview to determine suitability for training and potential employability.

Persons convicted of a felony involving weapons, bodily harm or the intent of bodily harm will not be admitted into Leon's Beauty School. Other felons will be considered on a case-by-case basis with the staff making a final decision. Students who fail to notify the School of any felony conviction will be automatically expelled from the program.

At no time should any staff member of the school try to recruit students who are attending or admitted to another school.

Enrollment Times

Cosmetology Classes

Every 8 weeks beginning in January on the first Tuesday of the months of January, March, May, July, September, and November.

Esthetics Classes

Third Tuesday of the months of January, May, and September.

Manicuring Classes

Third Tuesday of the months of January, May and September.

Transfer Students

Students who wish to transfer into Leon's Beauty School must first meet all admission requirements previously stated in the catalogue. The student must submit a transcript from the previous school or have the school send a copy of their transcript to the Leon's Beauty School admissions office. Out of state transfer hours require additional approval from the North Carolina State Board of Cosmetic Arts. Transfer students must complete at least 1/3 of the minimum required hours for the program they are applying for. A practical examination will be administered to determine appropriate placement and the number of hours accepted by Leon's Beauty School. Transfer hours accepted by Leon's Beauty School are considered to be attempted and applied hours. Each student will be enrolled for instruction at the level commensurate with his/her ability and previous educational experience. Tuition will be charged on a pro-rata basis. Costs will also include a one-time, non-refundable \$100.00 application fee and any equipment cost necessary to complete the training.

Re-enrollment and Re-instatement of Students

A student who has withdrawn may seek re-admission to Leon's Beauty School by:

1. Formally requesting in writing or in person to be re-enrolled
2. Making an appointment with school administration (and if requested, with a parent, guardian or counselor) and
3. Indicating a desire to achieve satisfactory academic progress and good standing.

When the school decides that the student may be re-instated, the student will have to re-enroll. The student will return under the same Satisfactory Academic Progress status as when they withdrew. Re-entering students will be charged the current tuition rate for the actual number of hours needed for the completion of the program plus a pro-rata portion of the balance due from the previous enrollment.

Transcript Fee

The cost of a transcript including grades, hours and service performance records is \$25.00. Transcripts will be provided if all of the student's financial obligations are satisfied.

Financial Aid

Government grants are available for qualified applicants. Leon's Beauty School is approved for the following:

- Pell Grant
- Veterans Training
- Vocational Rehabilitation

Leon's Beauty School has a comprehensive financial aid program. No student should hesitate to apply due to limited financial resources

Consumer Information is available to students needing additional data concerning financial aid.

Refund

The Refund Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Except in cases of expulsion, the cancellation date will be determined by the 1) postmark on written notification, or 2) the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training. Official cancellation or withdrawal shall occur on the earlier of either date. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days.

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid, except the one-time, non-refundable Application Fee.
2. If a student (or, in the case of a student under legal age ,his/her parent or guardian) cancels enrollment and requests a refund in writing within three business days of signing an enrollment agreement, all monies paid shall be refunded.
3. If a student cancels enrollment after three days have passed from signing the enrollment agreement, regardless of whether they started training or not, he/she shall be entitled to a refund of all monies paid, less the application fee of \$100.00. This policy applies regardless of whether or not the student has actually started training.
4. For students who enroll in and begin classes but fail to complete the program for any reason, including but not limited to student notifies the institution of withdrawal, expulsion or termination by the school, student on approved Leave of Absence notifies the school that he or she will not be returning, any sums paid or owed to the school under their enrollment agreement will be subject to the following refund schedule:

<u>Percentage of Enrollment Time to Total Time of Course</u>	<u>Amount of Total Tuition School Will Retain:</u>
0.01 - 4.9%	20% plus the non-refundable, one-time Application Fee of \$100.00
5% - 9.9%	30% plus the non-refundable, one-time Application Fee of \$100.00
10% - 14.9%	40% plus the non-refundable, one-time Application Fee of \$100.00
15% - 24.9%	45% plus the non-refundable, one-time Application Fee of \$100.00
25% - 49.9%	70% plus the non-refundable, one-time Application Fee of \$100.00
50% and over	100%

Enrollment time is defined as the time elapsed, in scheduled clock hours, between the actual starting date and the date of the student’s last day of physical attendance in the school. The refund amount is calculated based on the student’s last day of attendance. Any monies due the applicant or student shall be refunded within 30 days of formal/informal cancellation by the student as defined above, or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date

the student notifies the school that the student will not be returning. Upon a student's termination, required equipment paid for remains the property of the student.

5. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement which is reasonable and fair.
6. If the school is permanently closed and no longer offering instruction after a student has enrolled, the school will make arrangements for the students. The school shall at its option: 1. Provide a pro-rata refund; or 2. Participate in a Teach-Out Agreement.
7. If a program is canceled subsequent to a student's enrollment and before instruction in the program has begun, the school shall at its option: 1. Provide a full refund of all monies paid; or 2. Provide completion of the program.
8. If a program is cancelled or ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
 1. Provide a full refund of all monies paid; or 2. Provide completion of the course; or
 3. Participate in a Teach-Out Agreement; or
 4. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.
9. Leon's Beauty School's Refund Policy including the policy on the return of Title IV funding and VA funding can be found on pages 26-28 of the Catalog. The Satisfactory Academic Progress (SAP) Policy may be found on pages 29-32.
10. Students who are two months delinquent on tuition payments may be required to take a leave of absence from training until payments are made. The student acknowledges that he understands that reasonable attorney's fees and costs shall be awarded in any action taken on this contract or any part of it.

VA Refund Policy

The following refund policy will be applicable to persons enrolled under provisions of Title 38, U.S. Code, as amended:

The institution has and maintains the following policy for the refund of the unused portion of tuition, fees and other charges in the event the person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.

The amount charged to the person for tuition, fees and other charges for a portion of the course will not exceed the approximate pro rata portion of the tuition, fees and other charges that the length of the completed portion of the course bears to its total length.

TITLE IV REFUND POLICY

For **official withdrawals** a student's withdrawal date is the date the school received notice from the student that he or she is withdrawing.

For **unofficial withdrawals** a student's withdrawal date is his or her last day of physical attendance (for schools required to take attendance by an outside agency, i.e., state or accrediting agency).

The school's determination that a student is no longer in school for **unofficial withdrawals** is determined after 14 days of non attendance (for clock hour schools required to take attendance)

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a payment period or period of enrollment. If a student leaves the institution prior to completing 60% of a payment period or period of enrollment, the financial aid office recalculates eligibility for Title IV funds.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period. This percentage is also the percentage of earned aid.

A student withdrawing from a clock-hour program earns 100% of his or her aid if the student's withdrawal date occurs after the point that he or she was scheduled to complete more than 60% of the scheduled hours in the payment period or period of enrollment.

After the Return calculation is performed. The institutional refund policy is applied. Then a Title IV credit balance or refund may be determined.

Any Title IV credit balance owed to the student or the Federal grant program will be refunded within 14 days after refund calculation has been performed. Any Title IV refund owed to the Federal grant program will be paid within 45 days of the student withdrawal date.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a debt to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Satisfactory Academic Progress Policy (SAP)

Standards of Satisfactory Academic Progress

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog and online to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Students are required to maintain a cumulative grade point average of 70% or better on theory and practical grades and a minimum of 68% attendance.

Students will meet with staff to review their SAP which is placed in their permanent folders. The institution will notify students of any evaluations that impact the student's eligibility for financial aid, if applicable.

Evaluation Periods

Students are evaluated for SAP as follows:

Cosmetology: 450, 900, 1200 clocked (actual) hours

Esthetics: 300 clocked (actual) hours

Manicuring: 150 clocked (actual) hours

Cosmetology Teacher Training: 400 clocked (actual) hours

Esthetics Teacher Training: 325 clocked (actual) hours

Manicuring Teacher Training: 160 clocked (actual) hours

Evaluations will be to determine if the student has met the minimal requirements for satisfactory academic progress and the frequency ensures that students in programs with less than 900 hours have one evaluation at the midpoint in the course.

A transfer students hours which are accepted are counted as both attempted and completed. Transfer students will receive evaluations at either the mid-point of their actual contracted hours or at the scheduled evaluation period for the program in which they are enrolled, whichever comes first.

Academic and Practical Progress Evaluations

The quantitative and qualitative elements used to determine academic progress is a reasonable system of grades as determined by assigned academic, practical and laboratory learning. Academic learning is evaluated according to text procedures and guided learning by instructors. Each laboratory or practical (manikin) assignment criteria is graded on a satisfactory or unsatisfactory basis (Yes or No).

On the Satisfactory Academic Progress Report, each student receives a theory (academic) average, a practical average and a cumulative grade point average.

The student must maintain a cumulative grade point average of 70% and pass a final written and practical exam with a minimum score of 80% (except for Teacher Training) prior to graduation. Students may make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90-100%	A	Excellent
80-89%	B	Good
70-79%	C	Average

Attendance Progress Evaluations

Students are required to attend a minimum of 68% of the hours based the attendance schedule and the maximum time frame allowed for their program. Attendance percentage is determined by dividing the total hours accrued by the number of hours scheduled .If the student at the end of the evaluation period has maintained a minimum of 68% since the beginning of the course, if continued at the same attendance rate, will graduate within the maximum time frame allowed.

Students who have not completed the program requirements within the maximum time frame may continue as a student at the institution on an hourly cash pay basis. Payment formula is tuition for the program divided by the program hours equals hourly charge. Hourly charge multiplied by the remaining needed hours equals amount of tuition due. Students will receive a catalog addendum for extra instructional charges, including exact hourly rate, upon enrollment.

Maximum Time Frame

The maximum time frame (147% of the course length) allowed for student to complete each program at satisfactory academic progress is stated below.

Course	Schedule	Maximum Time Allowed	
		Weeks	Scheduled Hours
Cosmetology (1500 Hours)	Full Time 40 Hours/Week	55	2205
	Part Time 32 Hours/Week	69	2205
Esthetics (600 Hours)	Full Time 40 Hours/Week	22	882
	Part Time 34 Hours/Week	26	882
Manicuring (300 Hours)	Full Time 40 Hours/Week	11	441
	Part Time 32 Hours/Week	14	441
Cosmetology Teacher Training (800 Hours)	Full Time 40 Hours/Week	29	1176
	Part Time 32 Hours/Week	37	1176
	Part Time 24 Hours/Week	49	1176
Esthetics Teacher Training (650 Hours)	Full Time 40 Hours/Week	24	955
	Part Time 32 Hours/Week	30	955
	Part Time 24 Hours/Week	40	955
Manicuring Teacher Training (320 Hours)	Full Time 40 Hours/Week	12	470
	Part Time 32 Hours/Week	15	470
	Part Time 24 Hours/Week	20	470

The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 68% of the scheduled contracted hours. A transfer student will be evaluated at one half of their contracted time or 450, 900 or 1200 hours for cosmetology program or one half of the program hours for esthetics, manicuring or the specific teacher training program, whichever comes first.

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 evaluation. Students not making satisfactory academic progress may be placed on academic/attendance warning until the next evaluation period. If at the end of the warning period the student still has not met both academic and attendance requirements they may be placed on probation and may be deemed ineligible to receive Title IV aid.

Warning

Students who fail to meet minimum requirements for attendance and academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student may 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 placed on probation, and if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. 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. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both 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, if applicable, students will be deemed not eligible to receive Title IV funds.

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Appeal Procedure

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination in writing within 10 calendar days. If there

were special mitigating circumstances such as the illness or injury of the student or their immediate family, death in the students immediate family or other trauma, documentation may be necessary. Students can only be placed on probation and receive aid for one evaluation period upon winning an appeal. Also, only students who have the ability to meet satisfactory academic progress standards by the end of the probationary period may be placed on probation. The students will be advised in writing of the actions required to obtain Satisfactory Academic Progress by the end of the probation period. If the student is not making satisfactory academic progress by the end of the probationary period they may be terminated from school and no more financial aid may be paid to the student.

Reinstatement

A student's financial aid may be reinstated only if they meet the standard above or win an appeal.

Interruptions and Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return in the same progress status as before the leave of absence. Hours elapsed during a leave of absence will extend the students 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.

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. Satisfactory Academic Progress evaluation periods are based on the actual contracted hours with Leon's Beauty School.

Non-Credit, Remedial Courses, Repetitions

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

Tuition, Fees, and Supplies

I. Cosmetology Program (1500 hours)

Application Fee (non-refundable).....	\$100.00
Tuition	\$7700.00
Kit	\$800.00
Total	\$8600.00

A. Cosmetology Kits

The following equipment is required for Cosmetology training at Leon’s Beauty School. A kit will be provided by the school. A detailed list of items is provided below. Once a kit is issued, kit monies are non-refundable. Students receiving Financial Aid will be required to sign an addendum to the Enrollment Agreement for the value of the kit. This kits exceeds the minimums required by North Carolina State Board of Cosmetic Arts.

1. Black Cart (Required)	\$115.00	17. Blow Dryer	\$45.00
2. Rollers.....	\$11.25	18. Marcel Curling Iron	\$34.00
3. Clips (Double Prong)	\$2.50	19. Color Bottle	\$2.50
4. Clips (Single Prong).....	\$2.50	20. Color Brush.....	\$3.00
5. Brushes.....	\$3.25	21. Heat Resistant Comb.....	\$3.50
6. Round Brushes	\$14.00	22. Flat Iron 1”	\$47.00
7. Vent Brushes	\$13.00	23. 2 Mannequin Heads.....	\$120.00
8. Shears	\$60.00	24. Mannequin Holder	\$10.00
9. Thinning Shears.....	\$26.00	25. Clippers.....	\$30.00
10. Razor	\$8.66	26. Spray Bottle	\$1.00
11. Shampoo Cape.....	\$6.00	27. Sculptured Nail Equipment	\$7.00
12. Textbook	\$127.50		
13. Manicure Equipment.....	\$6.75		
(includes Tweezers)			\$749.42
14. Hair Cutting Clips.....	\$2.50	NC State Tax	\$50.58
15. Comb Set.....	\$4.50		
16. Perm Rods.....	\$14.00	Total Cost of Kit	\$800.00

B. Method of Payment for Cosmetology:

Down Payment and Application Fee **\$1600.00**
(Due at Enrollment)

Made Payable to Leon’s Beauty School

Payment may be made to Leon’s Beauty School by check, money order, credit card, debit card or cash. Federal Pell Grants funds may apply for students that qualify, are awarded, and maintain the requirements of the Satisfactory Academic Progress Policy.

The remaining tuition of \$7,000.00 is due by monthly payments of \$700.00 for 10 months. Payments are due the first of each month. Students who are more than two months delinquent on tuition payments may be asked to take a leave of absence until payments are made in full.

II. Esthetics Program (600 hours)

Application Fee (non-refundable).....	\$100.00
Tuition	\$4500.00
Total	\$4600.00

The following equipment is required for Esthetics training at Leon's Beauty School. The enrollee may choose to purchase the kit from Leon's Beauty School supplier (A.A.A. Beauty Supply) or may choose to purchase from another source. **Students must have the required equipment before they begin the class.** If you wish to purchase your kit from A.A.A. Beauty Supply, your payment of \$500.00 must be made at the time of enrollment.

1. Esthetics Textbook & Workbook	\$220.00
2. Make-up Kit.....	\$100.00
3. Make-up Disposable Wedges.....	\$12.00
4. Disposable Mascara Wandss	\$10.00
5. Disposable Lip Liner Brushes	\$12.00
6. Tweezers (Slanted).....	\$22.00
7. Facial Cape.....	\$5.00
8. Plastic Facial Spatulas.....	\$7.00
9. Extractor	\$5.00
10. Hand Sanitizer	\$2.00
11. Gloves.....	\$9.38
12. Mannequin	\$59.00
13. Disposable Eye Shadow Applicators	\$5.00
	\$468.38
NC State Tax	\$31.62
Total	\$500.00

METHOD OF PAYMENT

Down Payment and Application Fee (Due at Enrollment)

Purchasing kit from an outside source

Tuition \$1800.00

Made Payable to Leon's Beauty School

Downpayment and Application Fee (Payment due at Enrollment)

Tuition (payable to Leon's Beauty School)..... \$1800.00

Kit (payable to A.A.A. Beauty Supply)..... \$500.00

Total Down Payment **\$2300.00**

Payment may be made to Leon's Beauty School and/or A.A.A. Beauty Supply by check, money order, credit card, debit card or cash. Federal Pell Grants funds may apply for students that qualify, are awarded, and maintain the requirements of the Satisfactory Academic Progress Policy.

The remaining tuition of \$2,800.00 is due in monthly payments of \$700.00 for four months. Payments are due the first of each month. Students who are more than two months delinquent on tuition payments may be asked to take a leave of absence until payments are made in full.

III. Manicuring Program (300 hours)*

Application Fee (non-refundable).....	\$100.00
Tuition	<u>\$1800.00</u>
Total	<u>\$1900.00</u>

The following equipment is required for Manicuring training at Leon's Beauty School. The enrollee may choose to purchase the kit from Leon's Beauty School supplier (A.A.A. Beauty Supply) or may choose to purchase from another source. **Students must have the required equipment before they begin the class.** If you wish to purchase your kit from A.A.A. Beauty Supply, your payment of \$300.00 must be made at the time of enrollment

1. Leon's Carrying Case	\$25.00	12. Nail Buffer	\$3.50
2. Sculptured Nail Equipment	\$75.00	13. Base Coat	\$2.59
3. Nail Wrap Kit.....	\$40.00	14. Top Coat	\$2.59
4. Clippers.....	\$2.62	15. Sterilizing Jar	\$5.25
5. Toe Nail Clippers.....	\$3.00	16. Manicure Brush.....	\$1.50
6. Manicuring Textbook & Workbook ..	\$80.00	17. Polish (Three Colors).....	\$7.50
7. Cuticle Nippers	\$12.00	18. French Manicure Colors	\$6.00
8. Orangewood Sticks.....	\$1.50	19. Nail Polish Remover	\$2.62
9. Emery Boards	\$1.50	20. Cuticle Cream	\$1.75
10. Manicure Bowl	\$1.50		<u>\$278.42</u>
11. Practice Finger.....	\$3.00	NC State Tax	<u>\$21.58</u>
		Total	<u>\$300.00</u>
		Payable to AAA Beauty Supply	

METHOD OF PAYMENT

Down Payment and Application Fee (Due at Enrollment)

Purchasing kit from an outside source

Tuition (payable to Leon's Beauty School).....	\$1000.00
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Downpayment and Application Fee (Payment due at Enrollment)

Tuition (payable to Leon's Beauty School).....	\$1000.00
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Kit (payable to A.A.A. Beauty Supply).....	<u>\$300.00</u>
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Total Down Payment.....	<u>\$1300.00</u>
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Payment may be made to Leon’s Beauty School and/or A.A.A. Beauty Supply by check, money order, credit card, debit card or cash.

The remaining tuition of \$900.00 is due in monthly payments of \$450.00 for four months. Payments are due the first of each month. Students who are more than two months delinquent on tuition payments may be asked to take a leave of absence until payments are made in full.

*The manicuring program is not approved for Federal Pell Grant or Veterans Benefit

IV. Cosmetology Teacher Training Program (800 hours)

Application Fee (non-refundable).....	\$100.00
Tuition	\$4900.00
Total	\$5000.00
Down Payment and Application Fee	\$2,000.00

(Due at Enrollment)

Made payable to Leon’s Beauty School

The remaining tuition of \$3,000.00 is due by 5 monthly payments of \$600.00 per month payable on the first of each month. A Teacher Training manual is required for the teacher training program and can be purchased through AAA Beauty Supply for a total cost of \$150.00 (+ tax).

Payment may be made to Leon’s Beauty School and/or A.A.A Beauty Supply by Check, money order, credit card, debit card or cash.

V. Esthetics Teacher Training Program (650 hours)

Application Fee (non-refundable).....	\$100.00
Tuition	\$4900.00
Total	\$5000.00
Down Payment and Application Fee	\$2,000.00

(Due at Enrollment)

Made payable to Leon’s Beauty School

The remaining tuition of \$3000.00 is due in 5 monthly payments of \$600.00 payable on the first of each month. A Teacher Training manual is required for the teacher training program and can be purchased ... through AAA Beauty Supply for a total cost of \$150.00 (+ tax).

Payment may be made to Leon’s Beauty School and/or A.A.A Beauty Supply by Check, money order, credit card, debit card or cash.

VI. Manicuring Teacher Training Program (320 hours)

Application Fee (non-refundable).....	\$100.00
Tuition	\$2400.00
Total	\$2500.00
Down Payment of Tuition & Application Fee	\$500.00
(Due at Enrollment)	

Made payable to Leon's Beauty School

The registration fee of \$100.00 and a downpayment is \$400.00 is required to begin training. The remaining tuition of \$300.00 per month is payable at the first of each month.

A Teacher Training manual is required for the teacher training program. Both can be purchased through AAA Beauty Supply for a total cost of \$150.00 (+ tax).

Payment may be made to Leon's Beauty School and/or A.A.A Beauty Supply by Check, money order, credit card, debit card or cash.

***Students who become delinquent on tuition payments may be asked to take a leave of absence until payments are made in full. Additional expenses may be incurred in clinical work (such as hairspray, setting lotions, etc.) or for students' personal beauty services. These monies are to be paid at the time of purchase or service.

Leave of Absence

A Leave of Absence (LOA) is an authorized temporary interruption in the student's program of study. LOA refers to the specific time period during a program when a student is not in attendance.

A student must apply in advance, in writing, including the reason for the request of LOA, sign and date the request form. A student may sign and date at a later time if unforeseen circumstances require a LOA, for example, a car accident. The date the student could not attend because of the accident begins the Leave of Absence.

The LOA can be granted one time within a 12 month period of training for a minimum of 30 days and a maximum of 180 days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in a 12 month period. The student is expected to return to school at the agreed time in the LOA agreement. The student will return under the same Satisfactory Academic Progress status as when the leave began.

No additional monies will be charged as a result of the Leave of Absence.

The student must meet the criteria for the LOA. This is not considered a withdrawal and no refund calculation is required at this time.

The student's contracted date of completion will be extended the same number of days taken for the Leave of Absence. Changes on the enrollment agreement will be initialed by the student and the school official or an addendum must be signed by both parties.

If the student does not return at the expiration of the approved LOA (or takes an unapproved LOA) the student will be withdrawn from school. The withdrawal date will be the last date of attendance at which point a refund calculation will be submitted.

GENERAL INFORMATION

Hours of Instruction

School is in session Tuesday through Saturday. The hours are as follows for:

FULL TIME STUDENTS

Tuesday	8:30 AM to 5:00 PM
Wednesday	8:30 AM to 5:00 PM
Thursday	8:30 AM to 5:00 PM or 11:30 AM to 8:00 PM
Friday	8:30 AM to 5:00 PM
Saturday	8:00 AM to 4:30 PM
TOTAL	40 HOURS PER WEEK

Part Time schedules of 32 and 24 hours per week are available for Cosmetology, Manicuring and Esthetician students. All students must attend school on Saturdays and Thursday evenings as assigned by the Director of Education. Schedules for Teacher Trainers are determined on an individual basis.

Grading System

The grading system for theory and practical work is as follows:

90 -100%	Excellent.....A
80 - 89%	Good.....B
70 - 79%	AverageC
69% and below	Failing F

Marks below 70% are considered failures. Students are given special tutoring or additional time for study to prepare for a re-examination, if necessary. A failed test can be taken over for a higher grade with permission from the instructor administering the test.

Students must make appointments to discuss and review test results or other grades with instructors.

Attendance

One of the most important requirements for success in your training will be maintaining satisfactory attendance. The staff and instructors strongly feel that the most important commitment you will make as a student is to be in school, on time, each and every day of the program.

Maximum Time Frame

Course	Schedule	Maximum Time Allowed	
		Weeks	Scheduled Hours
Cosmetology (1500 Hours)	Full Time 40 Hours/Week	55	2205
	Part Time 32 Hours/Week	69	2205
Esthetics (600 Hours)	Full Time 40 Hours/Week	22	882
	Part Time 34 Hours/Week	26	882
Manicuring (300 Hours)	Full Time 40 Hours/Week	11	441
	Part Time 32 Hours/Week	14	441
Cosmetology Teacher Training (800 Hours)	Full Time 40 Hours/Week	29	1176
	Part Time 32 Hours/Week	37	1176
	Part Time 24 Hours/Week	49	1176
Esthetics Teacher Training (650 Hours)	Full Time 40 Hours/Week	24	955
	Part Time 32 Hours/Week	30	955
	Part Time 24 Hours/Week	40	955
Manicuring Teacher Training (320 Hours)	Full Time 40 Hours/Week	12	470
	Part Time 32 Hours/Week	15	470
	Part Time 24 Hours/Week	20	470

Leon's Beauty School has a no "excused absence" policy (except for Armed Services commitments). Being present for class daily and on time will ensure maximum training benefits and establish good work habits such as punctuality and dependability. Since the complete course is covered in a few short months, absences or other lost time can prevent successful completion of the course within the allotted time frame, as well as loss of education training benefits if being paid by federal aid or other agencies.

A student may not change contracted scheduled hours until the end of a grading period.

The primary responsibility of a student returning to school after an absence is to report to the school Director or the Director of Education. The student is responsible for any make-up work involved. If a student anticipates being absent or tardy, he/she should call the school to notify the Registrar or instructors before 8:30 a.m.

If a student fails to attend school for 14 consecutive days without an approved absence, the student may be terminated at the discretion of the Director.

Students may not receive credit for more than 8 hours per day.

Leon's Beauty School will not tolerate abuse of absences or tardiness. Students who cannot get to school regularly and on time may be suspended or terminated from the program until such time that a satisfactory schedule can be realistically obtained.

Tardiness

Students are expected to attend classes promptly. Habitual lateness may be cause for suspension.

A student arriving late to school or after 8:30 a.m. cannot enter the classroom or clock in. They will be clocked in at 12:30 p.m. Until 12:30 p.m., they may sit quietly in the lounge or outside the building, but cannot participate in classroom or client activities.

School Facilities

All school facilities are housed in one building which incorporates class and lecture rooms, practical and clinical training areas (similar to standard salon designs), dispensary and supply rooms, offices and a student lounge. Audio/visual aids, including videos, cds, and overhead projectors are utilized in classroom instruction.

Leon's Beauty School installed 165 solar panels and two thermal panels in 2009 to become energy efficient and to help in eliminating carbon from our environment.

Privacy Act

Student files are confidential. Information will be released only with written permission of the student or parent/guardian if student is a dependent minor. If a student wishes access to his/her file, a meeting with a staff person can be scheduled to examine the file. A written request must be submitted and the school will make requested information available within 3 working business days. If requested, information may be released to the State Approving Agency (VA benefits), the North Carolina State Board of Cosmetic Art Examiners, The National Accrediting Commission of Career Arts and Sciences and the National Department of Education.

School Holidays

The following legal holidays are observed:

New Year's Day Independence Day Thanksgiving Day Christmas Day

Uniforms

Leon's Beauty School does not supply uniforms. Estimated costs for two sets of scrubs are approximately \$100.00. Cosmetology and Manicuring student's uniforms are black scrub tops, black scrub pants and all black shoes (no exposed color).

Esthetic student's uniform is white scrub tops, black scrub pants and all black shoes (no exposed color).

Teacher Trainee's uniform is professional attire with a black smock or jacket.

All enrolled students are required to wear a name tag, identifying name and status in school. Name tags are supplied by the school. There will be a charge for name tag replacements.

Any student out of uniform will not be allowed to clock in with loss of hours.

Professional Conduct

Students are expected to observe Leon's Beauty School Rules and Regulations. At the discretion of the Director, these rules may be changed and, if so, will be posted on the bulletin board.

Disciplinary Policy

A student may be suspended or expelled from the school for any of the following reasons:

1. Failure to maintain satisfactory academic progress.
2. Failure to comply with the rules and regulations of the school.
3. Unprofessional behavior or conduct that inhibits or is disruptive to the educational process and training (ex., verbal or physical assaults, stealing, lying, lack of cooperation or other poor conduct.)
4. Students who are two months delinquent on tuition payments or who fail to submit the required information for Title IV funding may be required to take a leave of absence from training until payments are updated or information is submitted.
5. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
6. Bringing weapons of any type on school premises.

If a student should be expelled for any of the above reasons, he/she is still required to uphold the terms of his or her contract.

Student Services

Leon's Beauty School provides a student counseling service on an individual basis to help students with financial, personal, academic or other areas of concern. Counseling is obtained by faculty referral or by request of the student. All counseling reports along with progress reports are on permanent file and are available for inspection with the permission of the Director or appropriate staff member. Information about students is released only with permission of the student, or parent or guardian if the student is a dependent minor.

Job Placement

Leon's Beauty School assists in job placement upon graduation or at any later date, although it does not guarantee employment. Student placement assistance is provided through interviews with the Director or counselor and prospective employers. Students also receive instructions on effective interviewing and resume writing to help prepare for employment.

Supplemental Information/Outcome Assessments:

Leon's Beauty School will provide applicants with the following information:

STUDENT RIGHT TO KNOW: a statistical analysis of Leon's yearly percentages of State Board Examination pass/fail rate, student drop-out rate, licensure rate and job placement rate. Information available at www.leonsbeautyschool.com. A copy of the outcome assessment will be provided to student before contract is signed.

School Closure Statement

In the event of Leon's Beauty School's closure or termination of a program, students currently enrolled and contracted will have the opportunity to finish their training at the school facility under a teach-out agreement.

North Carolina State Board of Cosmetic Arts Licensure Requirements

1. Successful completion of at least 1500 hours for Cosmetology, 600 hours for Esthetic, 300 hours for Manicuring, 800 hours for Cosmetology Teacher Training, 650 hours for Esthetic Teacher Training and 320 hours for Manicuring Teacher Training.
2. Passing scores on both a practical and theory exam administered by the Board.
3. Payments of all fees required by the Board.
4. Upon graduation, there are additional costs for supplies required by the NC State Board of Cosmetic Arts to take the state exam. A list is provided to students.

Physical Demands of the Profession

Cosmetologists, manicurists and estheticians expose their bodies to potential damage every day. By having to sit, stand, or maintain unnatural body positions for a long period of time, they are prone to hand, wrist, shoulder, neck, back, foot and leg problems. Good work habits, proper posture, and ergonomics may alleviate some of these problems.

Safety Requirements

Students will be exposed to a variety of chemicals while in training. The school maintains Safety Data Sheets as required by OSHA in case of any adverse reaction to a product. Students use sharp implements and thermal tools during training and learn safety precautions with equipment. Hair and water left on the floor are both a danger to students and clients. Students learn sanitation as related to safety. For safety reasons, persons not receiving a service are not allowed on the clinic floor.

**Leon's Beauty School
1305 Coliseum Boulevard
Greensboro, North Carolina 27403 (336) 274-4601
www.leonsbeautyschool.com**