



Cloyd's Beauty School #3

School Catalog

2020

Campus Address:

2514 Ferrand St Monroe, LA 71291

Accredited by the Council on Occupational Education
Atlanta, GA

TABLE OF CONTENTS

THE SCHOOL.....	4
CLOYD’S PHILOSOPHY	4
MISSION AND OBJECTIVES	4
FACILITIES AND EQUIPMENT	5
ACCREDITATION.....	5
MEMBERSHIPS.....	5
SCHOOL CALENDAR AND HOLIDAYS.....	6
SCHOOL HOURS AND CLASS SCHEDULE.....	6
GENERAL ADMISSION REQUIREMENTS	6
PROGRAM MISSION STATEMENTS.....	7
OCCUPATIONAL OUTLOOKS	8
PROGRAM LENGTHS	8
COMPLETION, PLACEMENT, LICENSURE RATES	14
HOW REFUNDS ARE CALCULATED WHEN STUDENTS WITHDRAW	15
REFUND FOR FEDERAL TITLE IV FUNDED PROGRAMS	15
INSTITUTIONAL CANCELLATION AND REFUND POLICY	16
WITHDRAWAL POLICY.....	17
SATISFACTORY ACADEMIC POLICY (SAP).....	18
QUANTITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP).....	19
GRADING SYSTEM.....	19
MAXIMUM/MINIMUM TIME FRAMES	20
APPEAL PROCEDURE	20
STUDENT GRIEVANCE PROCEDURE	21
COUNSELING.....	21
PRIVACY ACT.....	21
RIGHT TO STUDENT RECORDS	22
NONDISCRIMINATION POLICY	22
PLACEMENT SERVICES.....	22
STUDENT HOUSING.....	22
TRANSFER STUDENTS WITHIN/OUTSIDE THE INSTITUTION/TRANSFER OF CREDIT.....	23
SATISFACTORY/ACADEMIC PROGRESS REQUIREMENTS FOR TRANSFER STUDENTS.....	23

TRANSCRIPTS	24
PARKING	24
MAKEUP WORK	24
ABSENCES	24
LEAVE OF ABSENCE	24
TARDY POLICY.....	25
CONDUCT POLICY.....	25
STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES	25
FINANCIAL AID OFFICE	26
FEDERAL STUDENT AID APPLICATIONS.....	26
QUESTIONS ABOUT ELECTRONIC DATA EXCHANGE (EDE)	26
TITLE IV ELIGIBILITY.....	26
CLOYD’S BEAUTY SCHOOL #3, INC. ADMINISTRATIVE STAFF	27
CLOYD’S BEAUTY SCHOOL #3, INC. FACULTY	27
PROGRAM COSTS.....	27
SCHOOL RULES.....	28
SANITATION POLICY.....	30
CITIZENSHIP DOCUMENTATION	30
POLICIES AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT	30
OVERTIME POLICY.....	31
VOTER REGISTRATION FORMS	31
STATE ASSISTANCE.....	31
VA STUDENTS ONLY	31
NOTES.....	33
QUESTIONS I WANT TO ASK.....	33

THE SCHOOL

Cloyd's Beauty School was founded by Oscar and Ruby Cloyd in 1955 and has been in continuous operation since its opening. The original school is located at 603 Natchitoches Street, West Monroe, Louisiana. The school outgrew its facilities by 1965, when the Cloyd's constructed a new 3500 square foot, masonry and brick building at the same location.

The school was purchased in 1973 by William R. Mathieu. Mr. Mathieu has been in the private school field in the Monroe, Louisiana area for over 35 years. He has been a licensed Cosmetologist since 1974 and a licensed instructor since 1975. Cloyd's Beauty School #1, accredited by COE, originally located at 407 DeSiard Street in Monroe, Louisiana was opened in 1977. A larger facility was purchased in the fall of 1989 at 1311 Winnsboro Road in Monroe, Louisiana. The school was moved to the new location in the spring of 1990. The 2514 Ferrand Street location in Monroe, Louisiana, known as Cloyd's Beauty School #3, accredited by COE, was built in 1984 and officially opened in June, 1985. The original 603 Natchitoches Street location was renamed Cloyd's Beauty School #1. The Administrative and the Financial Aid offices for all three schools are located by Cloyd's Beauty School #3 Inc. in Monroe, Louisiana.

In January 1995 each of Cloyd's Beauty Schools incorporated therefore changing their names to Cloyd's Beauty School #1, Inc., Cloyd's Beauty School #1, Inc. and Cloyd's Beauty School #3, Inc. William R. Mathieu retired as sole proprietor and his son J. Rhett Mathieu became the primary stock holder and the Director of each individual corporation. In December of 2011 Cloyd's Beauty School #1 Inc. changed its official name to Cloyd's Beauty School #1 Inc.

CLOYD'S PHILOSOPHY

Cloyd's is dedicated to educating quality students with the fundamental knowledge to meet present and future demands of the industry. Each student admitted receives individual instruction in technical skills, professional services, business and job-related information. Each student also participates in closely supervised cosmetology services while apprenticing in the clinic.

MISSION AND OBJECTIVES

The primary mission of Cloyd's Beauty School #1 is to produce for the profession knowledgeable and skilled individuals who can master the art and science of Cosmetology to instill in students the importance of good public relations and to impress upon them the effects of good business techniques and practices. Additional objectives are:

- A. to develop technical abilities to the highest level of each student
- B. to counsel each student in the variety of opportunities within the field
- C. to develop professional qualities within each student

- D. to introduce and teach the techniques involved in the latest products, equipment and styling trends
- E. to fulfill all requirements of the Louisiana State Board of Cosmetology

FACILITIES AND EQUIPMENT

Cloyd's campus is a modern facility designed to afford maximum support of the teaching and learning environment. The school has an executive office and a theory room (consisting of various types of audio visual training aids, charts, tablet arm chairs, and a comprehensive library of books and periodicals that are available for checkout via a faculty member). Cloyd's also has laboratories and clinic areas (consisting of work stations, sterilizers, dispensary for supplies and chemicals, shampoo bowls, manicuring tables, manikins and dryers for practical applications and demonstrations of Cosmetology). The support areas including the student lounge (with its microwave, refrigerator, and various vending machines) and the linen laundry facilities are well equipped and round out the modern facility.

ACCREDITATION

Cloyd's Beauty School #3, Inc. is accredited by the Commission of the Council on Occupational Education located at 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 and phone number (770) 396-3898.

Cloyd's Beauty School #3, Inc. is licensed by the Louisiana State Board of Cosmetology located at 11622 Sunbelt Court, Baton Rouge, LA 70890 and phone (225) 756-3401.

Cloyd's Beauty School #3, Inc. has been approved by the United States Department of Education to participate in the Federal Pell Grant Program. The school also has the approval of the Louisiana State Vocational Rehabilitation Department and The Veterans Administration.

Prospective students may contact the Director at any time during normal business hours to review the accrediting documents and the State license.

MEMBERSHIPS

- Council on Occupational Education
- Monroe Louisiana Chamber of Commerce
- Louisiana Association of Cosmetology Schools

SCHOOL CALENDAR AND HOLIDAYS

Cloyd's offers classes during the entire year. Any eligible person may enroll on any Tuesday or Wednesday (if Tuesday is a holiday). School holidays are: June 30 – July 4, Labor Day, Thanksgiving Day, Christmas Break: Dec 24 – Jan. 2, 2021.

SCHOOL HOURS AND CLASS SCHEDULE

Classes are conducted Tuesday through Saturday.

Tuesday 8:30am to 2:00pm
Wednesday 8:30am to 2:00pm
Thursday 8:30am to 2:00pm
Friday 8:30am to 2:00pm
Saturday 8:30am to 2:00pm

A full-time schedule is 25 clock hours per week.

NOTE: Cloyd's is open to 4:00 pm so that students can make up absent hours or earn extra hours.

Daily Schedules:

8:30 - 9:30Theory
9:30 - 9:45.....Break
9:45 - 11:30.....Practice
11:30 - 12:00First Lunch
12:00 - 12:30.....Second Lunch
12:30 - 1:00.....Practice
1:00 - 2:00.....Theory
2:00 - 2:15Break
2:15 - 3:30.....Practice
3:30 - 4:00.....Sanitation

GENERAL ADMISSION REQUIREMENTS

Cloyd's admit as regular students:

- A. High School Graduates;
- B. Holders of High School Graduation Equivalency Certificates

All applicants must submit the required Louisiana State Board of Cosmetology application form, two copies of their birth certificate, proof of education, two identification photographs, two copies of Social Security Card, and will need a \$10.00 money order made out to Louisiana State Board of Cosmetology. These items MUST BE presented to the Financial Aid Officer upon registration. Applicants for the Teacher Training course must hold a GED or have a high school diploma and must submit the original diploma along with a copy of their CURRENT/ACTIVE Cosmetologist License. The applicants for the Teacher Training course will also need a \$10.00 money order made out to the Louisiana State Board of Cosmetology.

The schools accept for training clients of Louisiana State Rehabilitation Benefits, U. S. Veterans Administration Benefits, TOPS, and the GM Tuition Assistance program. Prospective students wishing to enroll under one of these programs must first contact the particular organization sponsoring the program.

The schools accept for training clients of Louisiana State Rehabilitation Benefits and the (VA) Veterans Administration Benefits. Prospective students wishing to enroll under one of these programs must first contact the particular organization sponsoring the program.

PROGRAM MISSION STATEMENTS

Each program of study offered by the school is designed to provide a broad base to maximize the employability of its graduates. Detailed objectives may be found in program outlines.

COSMETOLOGY

...to develop in each student basic knowledge and techniques in developing skills in hairdressing, hair shaping, permanent waving, hair relaxing, hair coloring and lightening, facial makeup, manicuring and other related cosmetology subjects.

INSTRUCTOR TRAINING

...to develop in each student instructor the skills and techniques related to the teaching of Cosmetology. To provide supervised practical experience for each student instructor in the training of Cosmetology.

ESTHETICS

...to develop in each student theoretical and applicable knowledge and skills in the actual practice of skin care, with and without the use of machines and in the art of makeup necessary for successful entry into and continual employment in the Esthetic profession.

MANICURING

...to develop in each student theoretical and applicable knowledge and skill in the actual practice of manicuring and pedicuring necessary for successful entry and continual employment in the manicuring profession.

OCCUPATIONAL OUTLOOKS

COSMETOLOGISTS

...are licensed to work in a salon or own his/her business. A cosmetologist may give manicures, scalp and facial treatments, cut and style hair, chemically wave and straighten hair and style wigs and hairpieces. In addition, a licensed Cosmetologist could be employed as a Permanent Wave Specialist, a Color Technician, a State Board Inspector, a Theatrical Hair/Makeup Artist or a Beauty Supply Sales Person.

INSTRUCTORS

...are licensed to teach all phases of Cosmetology to students in a Cosmetology School or to own his/her own school. Additionally, a licensed Cosmetology Instructor could be employed as a Styles Director, a State Board Member, a Manufacturer's Representative, a Beauty Products Supervisor or a Platform Artist for a Beauty Supply Manufacturer.

MANICURISTS

...are licensed to work in a salon or to own his/her business. A manicurist can give plain and hot oil manicures, care for the cuticles and give complete beauty advice for the appearance of client's hands and feet. In addition, licensed Manicurist could be employed as a Nail Technician or Nail Artist.

ESTHETICIANS

...are licensed to work in a salon or in his/her business, give plain and machine facials, apply makeup and corrective makeup, do non-surgical face lifts and give overall beauty advice and care for the client's skin. In addition, a licensed Esthetician could be employed as a Merchandising Manager, Salesperson, Cosmetic Buyer, Manufacturer's Representative, Trade Technician, and Beauty Editor of a periodical or as a Beauty Therapist.

PROGRAM LENGTHS

Cosmetology	1500 Clock Hours (60 weeks)
Instructor Training	750 Clock Hours (30 weeks)
Manicuring	600 Clock Hours (24 weeks)
Esthetician	750 Clock Hours (30 weeks)

COSMETOLOGY PROGRAM

This Program is for students who are pursuing the 1500-hour curriculum to obtain a Cosmetologist License issued by the Louisiana State Board of Cosmetology. The program covers basic knowledge and hair shaping, permanent waving, hair relaxing, hair coloring, facial makeup and thermal heat (pressing and curling). The student will receive a basic understanding of science, business management and state law as it relates to Cosmetology. Classroom lectures, demonstrations, mannequin practice, visual and audio aids and simulated salon experiences are included. With basic skills and knowledge of cosmetology, the student will have an opportunity to become familiar with the responsibilities that Cosmetologists must assume in the profession and the various working conditions and environments that he/she will encounter on the job.

Description: This program is designed to provide the potential Cosmetologist with an insight into the artistic and esthetic needs of the Cosmetologist, the art of hair care and design, the art of manicuring and doing facials and the knowledge of how to secure current information to serve the public as a Licensed Cosmetologist.

Text: “Milady’s Standard Textbook of Cosmetology,” Milady Publishing Corporation, Bronx, New York, 13th edition.

Objectives: Upon completion of this program the student will be able to:

- A. to do techniques of hair styling and care using a mannequin,
- B. identify sources of securing current information in the professional field of Cosmetology, and
- B. Demonstrate the knowledge and skill to become a licensed Cosmetologist by written examination and performance test.

Units of Instruction:

- Part 1Orientation
- Part 2Cosmetology Sciences
- Part 3Hair Care
- Part 4Skin Care
- Part 5Nail Care
- Part 6the Business of Cosmetology

Curriculum:

Hair cutting, wiggery, hair designs, waves, curls, comb outs.....	280 Hours
Hair styling	240 Hours
Shampoo and rinse.....	88 Hours
Dyeing, coloring, tinting, bleaching.....	180 Hours
Permanent wave and hair relaxing.....	240 Hours
State Board rules.....	16 Hours
Safety measures, shop management, retailing, people skills, Client consultation.....	80 Hours
Anatomy, physiology, bacteriology	174 Hours
Skin care, hair care, facial massages and treatment.....	154 Hours
Basic manicuring.....	48 Hours
Total	1500 Hours

After classroom instruction, mannequin practice and 200-clock hours of progress, the student will advance to the Junior Department. After classroom instruction, mannequin practice and clinic participation and an additional 800-hours of progress, the student takes the National Theory Exam and advances to the Senior Department.

INSTRUCTOR TRAINING PROGRAM

This program is for students who are pursuing a 750-hour curriculum to obtain a Teaching License issued by the Louisiana State Board of Cosmetology. Following sound training principles, the program provides an opportunity for each student instructor to observe and assist experienced instructors in the performance of their duties, to do skill demonstrations, to supervise practice teaching and to study the principles of teaching. The program permits trainees to apply, in a classroom atmosphere, the practices and theories to which they are exposed as the program unfolds. The Cosmetology profession is in need of well-trained, qualified teachers. This program of study is planned to present a program for the training of the personnel required to supply the need.

Description: The program has classroom training in the science of teaching, teacher assistance and observation, performance of demonstrations and supervised practice teaching.

Text: “Master Educator,” Milady Publishing Corporation, Bronx, New York, 3rd edition.

Objectives: Upon completion of this program the student will be trained to master the subject matter and to be able to impart this knowledge to others by using the latest teaching principles and to become one who sincerely cares for the education of each student.

Units of Instruction:

- Unit 1History of Teaching
- Unit 2the Profile of a Master Educator
- Unit 3Educator Relationships
- Unit 4Developing a Dynamic Program of Study
- Unit 5Developing and Using Educational Aids
- Unit 6Teaching Skills and Presentation Techniques
- Unit 7Results-Oriented Classroom Management
- Unit 8Industry Needs
- Unit 9Creating a Positive Classroom Environment
- Unit 10Conclusion: Reflection and Vision in Teacher Education

NOTE: To maintain an Active Instructor License, the State of Louisiana mandates that instructors attend a Continuing Education Seminar sanctioned by the State, a minimum of once every two years.

Curriculum:

Science of teaching	175 Hours
Teacher assistance and observation	150 Hours
Performance of demonstration.....	25 Hours
Clinic and supervised practice teaching.....	392 Hours
How to seek and obtain employment	8 Hours
TOTAL.....	750 Hours

MANICURING PROGRAM

This program is for the student seeking a 600-hour curriculum to obtain a Manicurist License issued by the Louisiana State Board of Cosmetology. The Program will prepare the student to enter the field of Manicuring, Nail Care and Nail Artistry.

Description: The Program of study will cover such areas as disorders of the nail and safety procedures to prepare the student to service the consumer. In addition, the Program will include information on preparing a resume for seeking and obtaining employment.

Text: “Milady’s Standard Nail Technology,” Milady Publishing Corporation, Bronx, New York, 7th edition.

Objectives: Upon completion of this Program the student will be able to:
Do a manicure in 30 minutes, do hand and arm massage, do a pedicure in 45 minutes, do foot and leg massage, repair damaged nails, apply nail tips

and sculptured nails and do other related services as required by the consumer in reasonable time frames based on his/her individual needs.

Units of Instruction:

Unit 1	Your Professional Image
Unit 2	Bacteria and Other Infectious Agents
Unit 3	Sanitation
Unit 4	Safety in the Salon
Unit 5	Nail Product Chemistry
Unit 6	Anatomy and Physiology
Unit 7	the Nail and Its Disorders
Unit 8	the Skin and Its Disorders
Unit 9	Client Consultation
Unit 10	Manicuring
Unit 11	Pedicuring
Unit 12	Nail Tips
Unit 13	Nail Wraps
Unit 14	Acrylic Nails
Unit 15	Gels
Unit 16	the Creative Touch
Unit 17	Salon Business
Unit 18	Selling Nail Products and Services

Curriculum:

Therapy preparation	20 Hours
Bacteriology	20 Hours
Sterilization and sanitation.....	20 Hours
Hygiene and personality	20 Hours
Procedures for pedicures	20 Hours
Bones of the hand and arm.....	6 Hours
Oil manicuring	48 Hours
Muscles of the hand and arm	6 Hours
First aid	5 Hours
Equipment and supplies	4 Hours
Advertising.....	5 Hours
Professional ethics	5 Hours
Salesmanship.....	5 Hours
How to seek and obtain employment.....	8 Hours
Licensing requirements	8 Hours
Practice of manicuring	400 Hours
TOTAL	600 Hours

ESTHETICIAN PROGRAM

This program is for the student pursuing a 750-hour curriculum for obtaining an Esthetician License from the Louisiana State Board of Cosmetology. Students must take and pass Louisiana State Board testing to achieve a license to work in the field.

Description: The Esthetician program is designed to provide the potential Esthetician student with insight into the artistic and practical skills required of the Esthetician Specialist so that she/he may service the needs of the consumer.

Texts: “Milady Standard Esthetics: Fundamentals,” Milady Publishing Corporation, Bronx, New York, 11th edition

Objectives: Upon completion of this program the student will be able to build a successful career in the area of skin care.

Units of Instruction:

Unit 1	Career Opportunities
Unit 2	Your Professional Image
Unit 3	a History of Skin Care and the Use of Cosmetics
Unit 4	Bacteriology
Unit 5	Sterilization, Disinfection and Safety in the Salon
Unit 6	Cells, Anatomy, and Physiology
Unit 7	Disorders of the Skin
Unit 7	Dermatology and Special Esthetic Procedures
Unit 8	Chemistry for Estheticians
Unit 9	Ingredient and Product Analysis
Unit 10	Nutrition and the Health of the Skin
Unit 11	Client Consultation and Skin Analysis
Unit 12	Client Preparation and Draping
Unit 13	Cleansing the Skin
Unit 14	Techniques for Professional Massage
Unit 15	Mask Therapy in Facial Treatments
Unit 16	Facial Treatments without the Aid of Machines
Unit 17.....	Electricity, Machines
Unit 17	and Apparatus for Professional Skin Care
Unit 18	Facial Treatment with the Aid of Machines
Unit 19	Removing Unwanted Hair
Unit 20	Enemies of the Skin
Unit 20	Aging Factors and Cosmetic Surgery
Unit 21	Male Skin Care and Grooming
Unit 22	Esthetics and Aromatherapy
Unit 23.....	Advanced Topic in Esthetics
Unit 24.....	Estheticians Working with Physicians
Unit 25.....	Color Theory
Unit 26.....	Professional Makeup Techniques

Unit 27.....The Salon Business
Unit 28.....Selling Products and Services

Curriculum:

Professional practices..... 100 Hours
Science 250 Hours
Facial treatments 250 Hours
Hair removal 25 Hours
Makeup 100 Hours
Body treatments 25 Hours

TOTAL 750 Hours

GRADUATION REQUIREMENTS AND DIPLOMA

The student will be eligible for the State of Louisiana Board of Cosmetology licensing examination and receive a Diploma when he/she has:

- A. completed 1500 hours of Cosmetology training for the Cosmetology License, or
- B. completed 750 hours of Instructor Training or Esthetician Training for the Teachers License or Esthetician License, or
- C. completed 600 hours of Manicurist training for the Manicurist License, and
- D. passed the school’s written and practical examinations,
- E. completed all required credits and clinical experiences,
- F. made satisfactory progress in all units,
- G. satisfied his/her financial obligation to the school, and
- H. exhibited satisfactory knowledge and performance skills as set forth in the specific program objectives.

COMPLETION, PLACEMENT, LICENSURE RATES

To help you make a good decision about whether to sign up for training at Cloyd’s, we want you to know that according to the latest information, 68% of the students in this program scheduled to graduate in 2018 went on to graduate. Also, 95% of the students who graduated in 2018 have found jobs in related fields. The graduates of these programs taking the test administered by the Louisiana State Board of Cosmetology had a 100% pass rate on the examination.

HOW REFUNDS ARE CALCULATED WHEN STUDENTS WITHDRAW

- The Return to Title IV (to determine the amounts earned from the Federal program) and
- Institutional Refund Policy (See below)

NOTE: Refunds are made without the request of the Student.

REFUND FOR FEDERAL TITLE IV FUNDED PROGRAMS

The Return of Title IV is NOT an Institutional Refund Policy. Instead, the Federal regulations (beginning with 10/07/2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

The amount of Title IV aid earned is based on the amount of time the student spent in academic attendance and total aid received. It has no relationship to the student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds does not include funds from sources other than the Title IV programs.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the aid is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive or may have received. Therefore, the amount of Federal grant earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. This may result in the student owing the institution money.

Up through the 60% point in each payment period, the required Title IV calculation is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds credited to that payment period.

If a student has earned grant money, the Financial Aid Officer sends a grant overpayment notice to the student within 30 days from the date of the institution's determination that the student withdrew, giving the student 45 days to either:

1. Repay the overpayment in full to the school,
2. Make repayment arrangements satisfactory to the school, or
3. Sign a repayment agreement with the Department of Education.

If the student has not repaid the grant overpayment within the 45 day time frame, the FAO will report the overpayment to NSLDS. The student will not be eligible for further Title IV funds until the overpayment is paid in full. NOTE: If the initial amount of the overpayment owed by the student is \$25.00 or less, the student repayment requirement is forgiven.

INSTITUTIONAL CANCELLATION AND REFUND POLICY

1. If the student is rejected for training by the school, the student will be refunded of all monies paid.
2. If the guarantor(if the student is of minor age) or student cancels the Enrollment Agreement in writing within three (3) business days of signing the Agreement, regardless of whether or not the student has actually started training, the student will be entitled to a 100% refund of all monies paid. If after three (3) business days, but prior to starting class, the student wishes to withdraw, he/she will be entitled to a refund of the tuition paid to the school, less the Registration fee, as specifically stated on the Agreement, not to exceed 15% of the total price of the Program, but in no event may the school retain more than \$100.00.
3. Any sums paid to the school herein shall be subject to the following refund policy:
(Based on scheduled Hours)

Periods of Obligation (Scheduled Hours)	Amount of Total Tuition & Fees Owed to School
0.01 % to 10%	10%
10.01% to 25%	50%
25.01% to 50%	75%
50.01% to 100%	100%

4. If the student is of minor age, notice of termination must be made by parent or guardian.
5. Refunds will be made within thirty (30) days after the school has determined that the student has withdrawn from classes.
6. Enrollment time is defined as the time elapsed between the actual starting date and the student’s last day of physical attendance in school. Cancellation or termination date is determined by the postmark on the written notification or the date notice of cancellation is delivered to the school administration in-person. In cases of leaves of absences, regardless of duration, the termination date is the date the student was scheduled to return to the school and did not. Refunds are due within thirty (30) days of that date. If the student fails to notify the school of withdrawal, the school must terminate on the 30th day and refund to the student within thirty (30) days of the termination.

7. When the student requests a transfer to another school, the school may charge a reasonable fee, not to exceed \$10.00 for transcripts.
8. In the case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
9. In the event the student wishes to withdraw or is terminated after three (3) business days, the student is not entitled to a refund on books, supplies, materials and incidental fees. These items are refundable prior to the three (3) day cutoff.
10. If the school is permanently closed and no longer has offering instruction after the student enrolled, the student shall be entitled to a pro-rata refund of tuition.
11. If a Program is cancelled subsequent to the student's enrollment, the school shall at its option:
 - 1) Provide completion of the program at another location with the student's approval or
 - 2) Provide a full refund of all monies paid.
12. All overtime charges will apply if the student fails to complete the program or fails to complete all clinic, theory, and practical work.

Students enrolled in programs scheduled to last longer than 12 months are released from the obligation to pay tuition for program-work scheduled to occur beyond 12 months if the student withdraws or is terminated during the first 12 months. The calculation of the refund for the unused portion of the first 12 months is based on the calculation above.

If the student withdraws or is terminated during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on the calculation above.

WITHDRAWAL POLICY

The effective date of the termination for refund purposes will be the earliest of the following:

1. The last day of attendance from school's attendance records, or
2. Date student began the withdrawal process, or
3. Date student provided official notification of intent to withdraw in writing, or
4. Date student did not return at the expiration of an **approved** leave of absence.
5. Date of withdrawal as determined by the school:
 - a) Student is expelled,
 - b) Student not making satisfactory progress (attendance or academic)

A full refund will be made to any student who:

1. Is not accepted by the school;
2. Was enrolled by misrepresentation in advertising, promotional materials of the school, or representations by the owner or representative of the school; or
3. Is enrolled in a Program of instruction that is discontinued by the school and prevents the student from completing the Program.

Refunds will be totally consummated within 45 days after the effective date of termination.

Upon a student's withdrawal, two calculations are formed:

1. The Return of Title IV funds (To determine amounts earned from the Federal programs) and
2. Institutional Refund Policy

B: Refund of funds:

- 1) Generate Return to Title IV (R2T4) Calculation: The FAO on campus will generate the first draft of the R2T4 calculation which will then be double checked by the fiscal office. Upon approval the notice of refund will be sent to the Director for electronic refund.
- 2) Notification to FAMEWARE: Email notification will be sent to FAMEWARE to process the refund in COD.
- 3) Ledgering the refund amount in accounting software: The fiscal office will then ledger the amount in both the Federal holding account and operations account using Peachtree accounting software.
- 4) Ledgering student account: The fiscal office will ledger the student account using the student management software from the R2T4 form.

SATISFACTORY ACADEMIC POLICY (SAP)

Cloyd's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. It is a uniform policy for all students within the same program of study and for all students within the same attendance schedule. The Title IV SAP policy is the same as the school's academic policy as indicated above.

The Director of Financial Aid reviews the Title IV SAP policy to ensure that it meets all federal requirements. The Director notifies the financial aid office if the school changes its academic policies.

INCREMENTS

To ensure the student is making sufficient progress both quantitatively and qualitatively, Cloyd's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods, but in any case it cannot be longer than half the program or one academic year, whichever is less. For example in a 900 clock-hour program, an increment must not exceed 450 clock hours. See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations. The student will be evaluated and measured for satisfactory progress quantitatively and qualitatively at the end of each increment. A determination is then made of whether or not the student is making satisfactory progress. There are three instances when a student may be evaluated earlier than the end of each increment. They are as follows:

1. Student attendance falls below the minimum 66.67% of scheduled hours

2. There has been no attendance or contact with Cloyd's from the student in 14 days
3. Student Grade Point Average falls below 70%

QUANTITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Cloyd's satisfactory academic progress policy contains a quantitative measure. The policy specifies a maximum time frame not to exceed federally-required 150 percent of the published length of the program in which a student must complete his/her academic program. The time frame is measured in clock hours completed, divided into increments (noted above) and is based upon the student's enrollment status.

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's clock hours. For example: The maximum timeframe for the Cosmetology full time student is 75 weeks. The total clock hours needed for completion of this program is 1500. By the time the student has been in the program for 37.5 weeks (1/2 of the maximum time frame), he/she must have attended at least 750 clock hours. This time frame is applicable for all students including those who did not receive financial aid.

GRADING SYSTEM

Qualitative Measure of Satisfactory Academic Progress (SAP)

As per sections 668.16(e) (2) (I) and 668.34 of HEA 1965, the school conducts a qualitative measure of a student's progress. The measurement is graduated. The following table illustrates the grading system:

A	90-100
B	80-89
C	70-79
F	69-Below

As stated above, at the end of each payment period or increment, grades are evaluated. Any student whose cumulative average is below a "C" (GPA 70) will not be deemed making satisfactory progress.

In addition, students are making satisfactory progress as long as the program objectives for graduating are completed within 1-1/2 times the stated program length.

MAXIMUM/MINIMUM TIME FRAMES

MAXIMUM

Cosmetology	2250 hours/ 21 months
Instructor Training	1125 hours/ 11 months
Manicuring.....	800 hours/ 7 months
Esthetician.....	1125 hours/ 11 months

MINIMUM

Cosmetology	1500 hours/12 months
Instructor Training	750 hours/ 6 months
Manicuring	600 hours/ 5 months
Esthetician	750 hours/ 6 months

APPEAL PROCEDURE

Appeals and Documentation

A student may appeal a determination that he/she is not making satisfactory academic progress at Cloyd's by submitting a signed, dated "Satisfactory Academic Progress Appeal Form" to the school's business office within 14 days of the determination that s/he is not making satisfactory academic progress. The school's business office will issue a "Satisfactory Academic Progress Appeal Decision" to the student within 14 days of the student's appeal. The decisions of Cloyd's business office concerning SAP appeals are final.

As with any use of professional judgment, adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding a SAP appeal, the following provides some acceptable documentation that may be submitted in support of an appeal. Some examples might include but are not limited to:

- A. Newspaper obituaries or death certificates to substantiate deaths
- B. Physician's statement to substantiate illness or accident
- C. Statement from clergy or family member who knows the student's situation
- D. Statement from instructor

Regaining Eligibility

As per section 668.16(e) (6) of the HEA 1965, a student not making SAP may re-establish eligibility on his or her own, either because an appeal was denied or because he or she did not submit an appeal.

A student can re-establish eligibility if he/she increases his/her cumulative grade point average to 70 before or during the Title IV aid period or begin attending at a rate that is over 67% of scheduled hours. The student will then resume receiving aid for the current aid period after re-establishing eligibility.

A student's aid will be reinstated only if an appeal is won or the student returns to satisfactory progress.

STUDENT GRIEVANCE PROCEDURE

A student who has a grievance concerning any of the school policies, grading system, student conduct, dress code or termination procedures may file a written request for a review with the Director. A written reply will be made within ten (10) days of receipt by the Director or his designated representative. If the matter cannot be resolved in this manner, the student may forward the grievance to the Louisiana State Board of Cosmetology, 11622 Sunbelt Court, Baton Rouge, Louisiana 70809 or to Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350, website www.council.org (800) 917-2081

COUNSELING

As a result of the close daily contact of students and faculty, the students are evaluated on a continuing basis. Students are tested each week, and his/her scores and overall performances are evaluated by the faculty members. These daily and weekly evaluations are compiled on the Progress Reports which are given to the students. Individual and private counseling sessions are held after the Student Progress Reports have been printed. In addition to academic counseling, these sessions may cover such areas as personal and social behavior, financial matters, study habits, grooming and other items. Should the student fail to achieve the minimum passing grades or fail to meet other fundamental standards of the school, he/she shall be counseled at that point in time. A student may request a counseling session at any time during enrollment. A record of each counseling session shall be made, signed by both the faculty member and the student and retained in the student's academic file. If the student is under the legal age of majority, the counseling session shall be held with the student's parent or guardian. Quarterly drug and alcohol awareness and Campus Security lectures are given comply with federal regulations. Hours and percentage of attendance are posted monthly. Student's grades are recorded weekly also. Students may be counseled at any time, if failure to achieve and patterns are noticed.

PRIVACY ACT

Cloyd's guarantees (either actively enrolled or previously in attendance) and his/her parents and/or guardians (if the student is still a minor) the right of access to his/her files. Files are maintained both in the school and the Cloyd's Administrative Office in Monroe, Louisiana. The Administrative Office maintains files relative to the federally funded financial aid program.

A responsible representative of Cloyd's will, upon request, reviews with a student's his/her file to assist in the interpretation of the student's records and answer all questions.

RIGHT TO STUDENT RECORDS

Cloyd's Beauty School protects the invasion of privacy rights of its students and staff by releasing only information that is legally required. Information of a personal nature is released only in written instructions of the student or the parent/guardian if the student is a minor. Cloyd's Beauty School must, however, make its student files available to certified, accrediting, regulatory, and other governing agencies that have the legal right to examine such files for their compliance visits. Agencies requiring information from school records must make a written request which will become a part of the student's permanent file.

Only copies of original documents will be removed from the school. No portion of a file may be removed or reproduced without the permission of an officer of Cloyd's Beauty School. Cumulative educational records are maintained by the school for a minimum of five (5) years.

NONDISCRIMINATION POLICY

Cloyd's Beauty School comply with the Civil Rights Act of 1964, as amended, which prohibits discrimination based on sex, race, religion, age or national origin. The school also complies with the Rehabilitation Act of 1973/1990 which states, "That no qualified person, by reason of disability will be excluded from enrolling in the program of instruction." The school will work with a disabled applicant to ensure that needed or special services are available. Handicapped parking and entrances as well as restroom facilities are available for clients.

PLACEMENT SERVICES

Upon the successful completion of a program, the student may register for any employment assistance with the Administrative Office. The Placement Officer will make the best effort to place students. Alumni are also eligible for placement assistance. The Placement Officer maintains files on all students requesting placement services.

The Placement Officer will assist the student in organizing personal information for his/her resume. The Placement Officer will work with students in preparing them for interviewing techniques. **The student is advised that the law prohibits any college or school from guaranteeing placement as an inducement to enter said school.**

STUDENT HOUSING

Cloyd's does not provide student dormitory facilities, but the Director will help out-of-town students with securing satisfactory housing facilities. It is requested that the student contact the Director at 2514 Ferrand Street, Monroe, LA 71201 at least thirty (30) days prior to enrollment for assistance with housing arrangements.

TRANSFER STUDENTS WITHIN/OUTSIDE THE INSTITUTION/TRANSFER OF CREDIT

Cloyd's accepts transfer students with previous credit from a licensed school providing certain criteria are met.

The school will evaluate the hours earned by the transferring student and will grant credit for the eligible hours the institution will except.

The student must submit to the State Board a written, notarized request for transfer. This request must name the old school and the new school and give the reason for transferring. The student must also have the State Board of the previous school send a certification of hours attained to the Louisiana State Board of Cosmetology and to Cloyd's Beauty School. If the State Board approves the transfer, the student will be enrolled at Cloyd's Beauty School.

Tuition charges to transfer a student will be determined by the hourly rate of the program in which he/she is enrolling. Rates are also for students who need additional training and/or extended training. For example, Cosmetology is \$5.35 per clock hour (\$8,025.00 divided by 1500 clock-hours), and Instructor \$4.97 per clock-hour (\$3,725.00 divided by 750 clock-hours), Equipment and book charges are prorated according to needs, if purchased through the Cloyd's Beauty School Book Store. An enrollment fee of 15% of the cost of tuition or \$150.00, whichever is less, is also required.

SATISFACTORY/ACADEMIC PROGRESS REQUIREMENTS FOR TRANSFER STUDENTS

If a student transfers to Cloyd's Beauty School and is granted credit by the Louisiana State Board for previous training, the following Satisfactory Progress Policy applies:

The transfer student is required to complete the work which represents the proportion of the number of clock hours the student will complete at this school as compared to the clock hour program length he/she is enrolling in. For example, a student transfers to Cloyd's Beauty School as a Beauty student and receives 500 clock hours of credit for previous training from the Louisiana State Board of Cosmetology. The 500 clock hours represent 33% of the 1500 clock hour program. Therefore, the student will be required to complete at least 67% of the total number of examinations or clinic experiences and complete the minimum number of physical hours in the same proportion as a student completing the entire program.

TRANSCRIPTS

A student may obtain a transcript from the Business Office upon request if he/she has fulfilled his/her financial obligation to the school. The cost is \$5.00 per request.

PARKING

Free parking is readily available on campus.

MAKEUP WORK

Students may be granted the privilege of makeup work at the convenience of the school and with the permission of the Director. At the completion of the program determined by the scheduled graduation date on the Enrollment Agreement, students must have all makeup work completed. Any time after the scheduled graduation date, students will be charged the hourly rate listed on his/her Enrollment Agreement for hours needed to complete the program after subtracting allowed absences of 150 clock hours and written excused leaves absences.

ABSENCES

As noted above, the student will be charged at the hourly rate indicated on the Enrollment Agreement after unexcused absences of 150 clock hours have accumulated and the contract expiration date has passed. In addition, students are required to make a written report to the Business Office after each absence. The Business Office must be contacted in the event the student will be absent for any period longer than three (3) school days. The student may call, write a note or contact the Business Office personally. Upon returning to class the student must submit a written statement regarding absence. Daily reports are accurately kept of student's attendance. Students must attend school regularly. If a student does not attend school during his/her scheduled hours and has not been excused for extenuating circumstances, such absence shall be considered an unexcused absence and so recorded on the student's Progress Report. Because contact with the public is very important, tardiness and unexcused absences will be considered cause for possible interruption of training.

A STUDENT WILL BE TERMINATED IF HE/SHE EXCEEDS 30 CONSECUTIVE DAYS OF UNEXCUSED ABSENCES.

LEAVE OF ABSENCE

Under unusual circumstances a student may be granted a leave of absence from school and not be considered to have withdrawn. The student must be currently attending school when the leave is requested. The leave must be requested in writing, using a Change of

Status/Sickness Report Form. The director of the Cloyd's Beauty School must approve the student's request for the leave. Medical leaves of absence will be limited to 180 days if the student presents acceptable medical documentation at the time the leave is granted. All other types of leaves will be limited to 60 days. A student may be granted no more than a total of 180 days Leave of Absence per enrollment.

TARDY POLICY

A student is late if he/she enters class ten (10) minutes after the beginning of the scheduled session. Students arriving more than fifteen (15) minutes late will not be permitted to enter the class during that session. (*Students will not be clocked in until all students are excused from Theory Classes.*) Without prior approval, a student arriving late from lunch will not be permitted to enter class.

CONDUCT POLICY

A student is expected at all times to hold high standards of integrity and behavior which will reflect upon themselves, family and the school. Students are always expected to maintain a satisfactory attitude and appearance. A student will not be permitted in class without a clean, proper uniform or the necessary books and equipment. The students are expected to abide by all rules and regulations of the school as listed in School Rules. Failure to do so may result in suspension or dismissal at the discretion of the Director. In the case of suspension, reinstatement is at the discretion of the Director. Suspension from training may be from one clock hour to any number of weeks. During this period a student will receive no credit or clock hours. All missed class hours must be made up at the convenience of the school before the graduation date. The school reserves the right to expel any student for improper conduct, unsatisfactory progress or unexcused absences.

STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

Education after high school costs you time, money, and effort. It is a big investment, and as a student and a consumer, you should carefully evaluate the education or training you are considering. To help you make a good choice, you should have information on the school's academic programs, facilities, dropout rates, full costs of attendance, refund policy and any other information you think will help to make your decision.

You as a student have the right to ask Cloyd's Beauty School:

- The names of its accrediting and licensing organizations.
- About its programs, facilities and faculty.
- The cost of attending and the refund policy for dropping out.

- What financial aid is available, including all Federal, State, local, private and institutional aid programs and the procedures and deadlines for applying for each program?
- The criteria used to select financial aid recipients.
- How the school determines financial need and how much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package and how and when you will be paid.
- To appeal your financial aid package if you believe a mistake has been made.
- The program completion rate.
- The crime disclosure statistics.
- The school's method of determining satisfactory progress and what happens if a student does not make satisfactory progress.
- About special facilities and services available to the disabled.

FINANCIAL AID OFFICE

The Financial Aid Office is located at 2514 Ferrand Street, Monroe, LA 71201. It is open Monday through Friday from 9:00am until 4:30pm. Students and prospective students may obtain forms, budgets and any other information during regular office hours. Cloyd's Beauty School employs FAMEWARE, (800) 327-5772, as a third party servicer to process Federal Student Financial Aid.

FEDERAL STUDENT AID APPLICATIONS

A student wishing to apply for federal financial aid may pick up a Free Application for Federal Student Aid (FAFSA) from Cloyd's Beauty School to be mailed into (FAFSA). Students may also file online at FAFSA.ed.gov. Students who do not have access to the internet may fill out their FAFSA at the Financial Aid Office using the laptop or IPADs available. Students who need help with the FAFSA application can see the financial aid officer at the Financial Aid Office for assistance.

QUESTIONS ABOUT ELECTRONIC DATA EXCHANGE (EDE)

To speak to the Financial Aid Officer, students may contact the Financial Aid Office at (318) 322-5465 any time during the Financial Aid Office business hours. Students may obtain EDE information from the Director.

TITLE IV ELIGIBILITY

To be eligible for Title IV assistance at Cloyd's Beauty School, an applicant must meet certain general eligibility requirements. The applicant must:

- have a high school diploma or a General Education Development (GED) c
- be enrolled as a regular student in an eligible program,
- be a U. S. citizen or eligible non-citizen,
- have a Social Security number,
- make satisfactory academic progress,
- sign a Statement of Educational Purpose/Certification Statement on refunds and default,
- sign a Statement of Updated Information, and
- register with the Selective Service, if required.

CLOYD’S BEAUTY SCHOOL #3, INC. ADMINISTRATIVE STAFF

J. Rhett Mathieu.....Director (BA, Northeast Louisiana University)
 Tina MathieuFinancial Aid Officer/ HS Diploma/ Full Time
 Ashlyn Sifford.....Admissions/ HS Diploma/Full Time
 Kelsie Haynes.....Admissions/ HS Diploma/Full Time

CLOYD’S BEAUTY SCHOOL #3, INC. FACULTY

Sandy Thornhill....Louisiana State Board of Cosmetology Licensed
 Instructor/HS Diploma/ Full Time

CLOYD’S BEAUTY SCHOOL #3, INC. PART-TIME FACULTY

Vicki Pack.....Louisiana State Board of Cosmetology Licensed
 Instructor /HS Diploma /Part Time
 Vonda Williams... Louisiana State Board of Cosmetology Licensed
 Instructor /HS Diploma /Part Time

PROGRAM COSTS

Cosmetology (1500 Hours)

Tuition	\$ 8,025.00
Registration Fee	150.00
Books/Student Kit/Clinic Supplies	1,325.00

Total \$ 9,500.00

Instructor Program (750 Hours)

Tuition	\$ 3,725.00
Registration Fee	150.00
Books	600.00

Total \$ 4,475.00

Manicuring Program (600 Hours)

Tuition	\$ 2,910.00
Registration Fee	150.00
Books/Manicuring Kit	725.00

Total \$ 3,785.00

Esthetician (750 Hours)

Tuition	\$3,825.00
Registration Fee	150.00
Books/Kit	850.00

Total \$4,825.00

SCHOOL RULES

- All students are expected to be in class, ready to begin classroom duties at the designated time, with all books tools and supplies required for the lessons and clinic work covered.
- A student will be automatically suspended a minimum of three days for refusing to do an assigned clinic service.
- Each student is required to check in and out with an instructor on a timecard. Each student is responsible for his/her timecard. No student is permitted to remove another student's timecard from the card rack.
- Each student is allowed a thirty (30) minute lunch period. The lunch period will be assigned to you by your instructor. You may go out to lunch, provided you clock out, or you may eat in the student lounge. After you begin work in the clinic, your lunch period will be governed by work on patrons.
- The following dress code will be strictly followed:
 - **Female students** shall wear a white or black uniform top and white or black pants/skirt with regular hose and closed-toe shoes. This **MUST** be a uniform and **NOT** an assortment of white or black clothing.
 - **Male students** shall wear a white or black scrubs and closed-toe shoes. This **MUST** be a uniform and **NOT** an assortment of white or black clothing. (No Baggy Pants)
 - Tennis shoes for either female or male students will be permitted.

- Absolutely no smoking will be allowed anywhere in the school building. Eating, drinking, gum chewing, and other non-professional activities ARE NOT AND WILL NOT be tolerated inside the school at any time. Students are responsible for cleaning up after themselves.
- Obscene language or gestures will not be tolerated.
- Gossiping will not be tolerated.
- Your friends and family are welcome for a brief visit. These visits must be brief for your benefit: Remember you are on a time schedule. Students with small children will not be permitted to bring them to school.
- The business phones are off limits to students. There is a student phone at each location for your use. Please advise your callers of that number and ensure they use it. Calls on the student phone will be restricted to three (3) minutes each. A student will NOT be called out of class or from work on a client for a telephone call unless it is an emergency.
- Possession or consumption of illicit drugs or alcohol on any of Cloyd's Beauty School property is illegal. Anyone caught in violation of this policy will be reported to the local law enforcement officials for prosecution.
- Instruction is given entirely by Licensed Beauty Instructor. Refusal to follow the directions or take instruction from an instructor will not be allowed. In addition, instructors have the authority to inspect any student lockers, kits, and stations whenever they desire.
- Cheating, swindling, or stealing from another student or school property and abuse of the latter will result in suspension or expulsion.
- Students will come to school ready for the day. This means dressed, makeup applied (if applicable) and hair styled. Students will not be clocked in unless they are clean, neat, and professional in appearance.
- Students who attend school the previous Saturday will be allowed to have personal beauty services done ONCE each week. The date and time of these services will be at the discretion of both instructors. Services requiring chemicals or other products have a small cost to them and the student receiving them will pay in advance.
- School supplies are available to students enrolled and MUST not be removed from the classrooms or the building. The school will provide each student with a new manikin, which will NOT be removed from the premises.
- Each student will be assigned a locker for his/her personal belongings. The school assumes NO RESPONSIBILITY for lost articles.
- All State Board fees will be paid by the student.
- Parking in other than the assigned Student Parking Area is not permitted.
- Services done on your friends and family **will** be paid for at the current posted prices.
- There is a **zero tolerance** for fighting (physical or verbal) on school campus. Any student who fights or brings a weapon of any sort on to the school campus **will be expelled immediately**. There are certain cases where it can be at the discretion of the Director what constitutes an expulsion
- Cell phones or handheld electronics are not allowed in the school. Use of cell phones is to be used outside of the school building. Any student caught using a

cell phone, have a ringing cell phone, or use of a handheld electronic device in the building will have it confiscated by an Instructor or Staff member. The phone will be returned to the student at the end of the day. If the student leaves before 2:00 pm the student will have to return at 2:00 pm to retrieve his/her phone or handheld device.

SANITATION POLICY

We believe that sanitation and cleanliness are essential to the Beauty industry. All students will one day work in shops that require cleaning and sanitizing. Therefore, we require that all students participate in light cleaning throughout the school. Janitors have been contracted to take care of the majority of the work, but students must participate in the day-to-day cleaning of the school. Refusal to participate will be grounds for suspension or termination.

CITIZENSHIP DOCUMENTATION

Cloyd's Beauty School requires all students to be US citizens or a permanent resident of the United States. There are systems of checks and balances through several internal agencies when a FAFSA is processed including the Department of Homeland Security and the Social Security Administration. A student may be required to provide proof of citizenship before his/her ISIR can be processed and an EFC can be given. In addition, the institution reserves the right to ask for proof of citizenship for student file documentation purposes. In this case, the institution notifies the student to obtain the documents which must be presented to the FAO within seven (7) days of the notification.

If the student does not provide the necessary documentation, the financial aid application process cannot be completed, and the student will not be able to participate in any Title IV HEA programs. Cloyd's Beauty School will not make a determination that the student is not an eligible non-citizen until there has been ample opportunity to submit the documentation in support of the student's claim of eligibility.

If secondary confirmation is required, Cloyd's Beauty School will provide to the student a clear explanation of the documents the student must submit as evidence that the student satisfies the requirements and a clear explanation of the student's responsibilities which affect compliance with CFR 668.33(a) (2) including any deadlines for completing required action and consequences of non-compliance.

POLICIES AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT

Cloyd's prohibits copyright infringement and will take disciplinary action against any student or employee who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of Cloyd's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.

OVERTIME POLICY

Students will accrue overtime charges if they do not attend classes as scheduled. Students will also jeopardize losing their Pell funding if classes are not attended properly and as scheduled. Overtime charges are charged based on if the student is going past his/her scheduled graduation date. All students are expected to attend on Saturday. Please see attendance policy within this catalog so this may be avoided. Students are to attend and maintain testing in theory classes. Students could be charged up to \$25.00 an hour to come back after graduation to make up testing. If the student fails to attend class for test that he/she is lacking, the student will not be allowed to schedule the test without attending this class. Students may make arrangements with the business office if this should occur. Student fees that are not paid in a timely manner will be turned over to collections.

VOTER REGISTRATION FORMS

Voter registration forms are available upon request in the financial aid office. Cloyd's Beauty Schools, Inc. will also distribute in electronic format access instructions to voter registration forms annually. To access the State of Louisiana voter registration form, go to:

<https://onlinevoterregistration.sos.louisiana.gov/>

STATE ASSISTANCE

Programs within Cloyd's Beauty Schools, Inc qualify for TOPS Tech. Go to the link below to see general and qualification information concerning the TOPS Program.

<http://www.osfa.la.gov/MainSitePDFs/TOPSTECHRR.pdf>

VA STUDENTS ONLY

ATTENDANCE

Absences must be accounted for in the administrative office just as they are with an employer. A student who is absent for more than 20% of scheduled classes, whether excused or unexcused shall be terminated. For each class, the student must attend a

minimum of 80% of the scheduled class hours to receive a passing grade. The Veterans Administration will be notified of the last day of attendance.

LEAVE OF ABSENCE

There are no leaves of absence for VA students. A VA student who wishes to take a leave must be terminated. His/her last day of attendance is his/her last day of class. A 22-1999b must be completed.

SATISFACTORY PROGRESS

A cumulative grade point average of 2.0 is required in order to receive a diploma from Cloyd's Beauty School, Inc. To remain in good standing with the School, a VA student must maintain a minimum of 1.5 grade point average (GPA) in his/her academic program up until his/her final class module. During the final class module, the student must bring his/her GPA up to 2.0 in order to be eligible for graduation. If, during a student's tenure at the school, his/her GPA falls below the 1.5 level, he/she will be placed on academic probation for five weeks. Should the student's grades remain unsatisfactory at the end of the probationary period, the student will be terminated.

I hereby certify that this page is a true and correct copy in both content and policy of the page appearing in our current institutional catalog.

Signed: *Joseph Rhett Mathieu*
DIRECTOR, Cloyd's Beauty School #3 Inc.

NOTES

QUESTIONS I WANT TO ASK