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Welcome

Welcome to the world of cosmetology! You are at the threshold of opportunity. With the right training, licensing, and a lot of energy, enthusiasm, and hard work, you can consider all types of career possibilities.

As you prepare to enter Professional's Choice Hair Design Academy, or if you are still undecided, please take a moment to read this catalog and consider your future. This catalog is intended to give you, the prospective student, an overview of Professional's Choice Hair Design Academy, its programs, and its requirements.

About Us

Professional's Choice Hair Design Academy is a modern, well-equipped cosmetology school that specializes in teaching the art and science of hairstyling. We provide over 8,000 square feet of instructional space with the following accommodations:

- Reception area & 35-chair clinic floor
- 4 classrooms – all with audio and visual equipment
- Spa area
- Lunch room with microwaves and a laundry room
- Lockers (one per student)

We offer two curriculums: cosmetology and instructor. Each curriculum is explained in this catalog. Please review it and call us with any questions. We welcome and encourage you to call and plan a visit to Professional's Choice Hair Design Academy.

Our Staff and Faculty

Students at Professional's Choice Hair Design Academy learn the science and art of hairstyling from its directors, permanent faculty, and award-winning visiting faculty.

Founders and owners, Tony Golobitsh and John Thompson, own and operate two salons in the Joliet area. Both teach various courses at the academy allowing students to receive firsthand knowledge of current trends in the hair styling industry from both the fashion and business aspects. Tony and John integrate this information and learning style into the school's curriculum. They have taught advanced classes in hair cutting and perming for numerous distributors. Modern Salon magazine has published their articles and photos of their work.

Our Location

Professional’s Choice Hair Design Academy is served by public transportation and conveniently located on west Jefferson St. – 5 minutes east of Essington Rd, 10 minutes east of Rt 59, within 2 miles of the north I-80/Larkin Rd. exit or east I-55/Rt 52 exit. There is ample parking in our well-lit lot.

Career Opportunities in the Cosmetology Field

Within the cosmetology field, you will find several directions that you may wish to pursue, upon achieving your license through the Illinois Department of Professional Regulations. Consider these career choices:

- Professional Stylist
- Make-up Technician
- Platform Artist
- Salon Owner/Manager
- Image Consultant
- Skin Care Specialist
- Nail Technician
- Product Representative
- State Board Member/Examiner
- Instructor

Compensation

Due to the nature of our industry, the amount of pay one receives is based and affected by several factors:

- Geographic area
- Population and income of clients in your business area
- Type of salon
- Type of pay scale offered by salon
- Most important – YOU!

Your desire to make money must also be accompanied by the desire to put the necessary time in to achieve your goals. As with any profession, it takes time to climb the ladder of success. Throughout your training at Professional's Choice Hair Design Academy, you will learn more about career possibilities and their compensation.

Physical Demands and Considerations

Professional's Choice Hair Design Academy feels that the student who is interested in pursuing a career in cosmetology should consider all of its aspects, including its physical demands. If you want to become a cosmetologist, consider the following:

- Finger dexterity and a sense of form and artistry
- Enjoy dealing with the public
- Ability to follow client directions
- Keep abreast of the latest fashions and beauty techniques - learning does not stop once you get your license.
- Work long hours to build and keep clientele - including standing for long hours; standing with your arms, shoulders, and hands at shoulder level; sitting at a manicure table.
- Exposure to various chemicals and fumes, which may lead to allergic reactions.
- Commitment to practicing safety and sanitation.

Mission Statement and Educational Objectives

The challenge of ever-changing trends is something that we are aware as we plan curriculums and advise students. Each student is taught the importance of becoming a professional in the beauty industry. We intend to provide a course of instruction that will equip and prepare our students to be able to meet the requirements for becoming licensed cosmetologists and cosmetology instructor in today's market and in preparation of future growth. We prepare our students with preliminary training to pass state exams, and to produce and prosper in the salon environment. We also intend to help our students realize their own potential to enjoy successful, rewarding careers.

Our educational objectives are as follows:

- To offer the highest quality in cosmetology education available.
- To provide a course of instruction that prepares our students to meet all the requirements necessary to become licensed cosmetologists and cosmetology instructor and preliminary training to pass the Illinois State Exam.
- To strive daily, using the talents and abilities we have within ourselves as educators, to help our students realize their own potential so they may enjoy successful, profitable rewarding careers.
- To maintain the highest level of customer satisfaction. Our customers give our students the real hands-on experience needed for success.
- To work together as a team. Management with staff, staff with students, and customers and students with all of the above.

Admissions and Enrollment

This section of the catalog provides information that you need in order to enroll in Professional's Choice Hair Design Academy. You can find information about our admission and financial aid requirements, enrollment procedure, transfer students, and re-entry policy.

Enrollment Procedure

We encourage you to call our Director and arrange a visit to Professional's Choice to assist you in making your final decision and getting help with questions or enrollment procedures. During your visit, you can get all the facts you need to help make the right decision.

Each prospective student must interview in person at the school at least once before enrollment.

Nondiscrimination Clause

Professional's Choice Hair Design Academy, in its admission, instruction, and graduation policies, does not practice discrimination on the basis of sex, age, race, color, religion, or ethnic origin, country or area of origin, or financial status.

Calendar

Classes start biweekly

School Days & Hours— Full Time: Tues - Fri: 9:00AM – 5:30PM; Sat: 9:00AM - 3:00PM
Part Time: Tues - Fri: 9:00AM – 2:00PM

Holidays: New Year, Fourth of July, Thanksgiving, Christmas

Institute Days: 1 per year – to be announced

Registration

To register for one of the programs, please call for an appointment. It will take approximately one hour to register. For registration, you will need to bring the following items:

- High School Diploma or equivalent (High School Program students need 8th Grade Certificate of Graduation)
- Social Security Card, birth certificate (English only), and driver's license/passport
- Application fee of $100.00

To make sure that you have a space reserved in the class of your choice, please try to register at least one month before the class starts.

Cosmetology Student Admissions Requirements

To be admitted as a cosmetologist student in the Cosmetology Curriculum, you must meet the following requirements:

- At least 16 years of age
- 8th Grade Certificate of Graduation (high school program students only)

or

- High School Diploma or equivalent
- U.S. Citizen (or provide proof of intent to become a naturalized citizen)

Instructor Student Admissions Requirements

To be admitted as an instructor student in the Instructor Curriculum, you must meet the following requirements:

- At least 18 years of age
- U.S. Citizen (or provide proof of intent to become a naturalized citizen)
- High School Diploma or equivalent*
- Current Certificate as a licensed cosmetologist

*In the case that a student presents a foreign high scool diploma, evidence of verification must be performed by an outside agency that is qualified to translate documents to English and the agency must confirm academic equivalence to a U.S. High School Diploma.

Financial Aid Requirements

Students who request financial aid must meet the following requirements:

- All the requirements stated above, depending on the selected curriculum.
- A certificate of graduation from a school providing secondary education or the recognized equivalent of such a certificate for persons who are beyond the age of compulsory school attendance.
- Note: Professional's Choice Hair Design Academy does not accept Ability-to-Benefit students.
- Financial aid available to those who qualify

Transfer Policy

Professional's Choice Hair Design Academy accepts transfer students into the cosmetology curriculum under the following stipulations:

1. The student is transferring with no more than 100 hours of previous training. Students with more than 100 hours of previous training will not be admitted.
2. The student must meet the regular Professional's Choice Hair Design Academy admissions requirements.
3. The student's hours are in good standing with the Illinois State requirements. The Illinois Department of Professional Regulations requires a student to complete their education in cosmetology in no less than nine (9) months and no more than seven (7) years. Cosmetology hours over seven (7) years old are not accepted and the student must start from the beginning with no hours of credit.
4. In the event that a student would like to transfer cosmetology hours from a school that had to permanently close, 100% of those transfer hours will be accepted provided the student can provide documentation of the schools closure.

If approved for enrollment, the student will be charged at the hourly rate, which is in effect for the courses at the time of enrollment, plus a application fee. Tuition is based on the total hours of instruction needed to complete the cosmetology course. Tuition will be prorated accordingly. Please refer to our contract for all current costs. The student will be charged for books and equipment that is needed to comply with the school's tools and books.

Re-Entry Policy

Former students of Professional's Choice Hair Design Academy who wish to re-enter the training program, must do so in writing or in person with the school's director. The request will be reviewed and a decision made within 30 days of the request being submitted. If accepted for re-entry, the student will be charged at the hourly rate, which is in effect for the courses at the time of re-entry, plus a registration fee.

If a student, who is accepted for re-entry, still has current, compliant books and tools, they can be used to continue and finish the program.

Students who withdraw from enrollment will not be considered for re-entry for six (6) months.

All students must comply with the school's dress code at their own personal expense, as stated in the Rules and Regulations insert document.

Curriculums

Professional's Choice combines traditional required subjects with modern, audio-visual programs to ensure that all students are fully prepared upon graduation for the licensing exam and their chosen careers.

Cosmetology Curriculum

The cosmetologist curriculum consists of 1500 hours of coordinated theory and practical experience broken down into the following subjects as required by the State of Illinois.

Basic Training Classroom instruction and practical on mannequins	150 hrs
Hair Styling and Hair Dressing Hands-on thinning, trimming, shaping, blow dry styling, all methods of curling, all types of hair and hair attachments, and marcelling	475 hrs
Chemical Applications and Hair Treatments Shampooing, scalp and hair conditioning, hair coloring tinting, toning, rinsing, bleaching, permanent waving and relaxing	500 hrs
Sanitation and Shop Management Personal grooming and hygiene, first aid, study of the Sanitary Regulations for the Beauty Culture Act, electrical devices, salesmanship, management, math, bookkeeping, business ethics, labor law, worker's compensation laws	200 hrs
Esthetics Facials, massage, basic make up, arching, & anatomy	85 hrs
Nail Tech Manicures, pedicures, polish application, etc.	55 hrs
Electives Selected from electives available.	35 hrs
Total Hours	**1500 hrs**

Instructor Curriculum

Professional's Choice Hair Design Academy is approved to offer a 1000 hour Instructor program and a 500 hour Instructor program.

The 500 hour program requires the student instructor to be a current licensed cosmetologist in the State of Illinois.This program is designed for stylists that have at least two years of salon experience.

Post Graduate Training Includes all subjects in the basic cosmetology curriculum including theory and practical. Presentation of material must include the concepts that are intended to be taught and the skills to be achieved during the various phases of basic education.	500 hrs	0 hrs
Educational Psychology Topics in educational objectives. Student characteristics and development. Learning process. Evaluation of learning, which relates to teaching	20 hrs	20 hrs
Teaching Methods Topics in individual learning differences. Lesson planning and lesson delivery. Assessment of learning and classroom management. Student motivation and classroom climate.	20 hrs	20 hrs
Application of Teaching Methods Preparation and organization of subject matter. Lecture, demonstration, testing, and assessment.	150 hrs	150 hrs
Business Methods Inventory and record keeping.	50 hrs	50 hrs
Student Teaching Present theory and present practical demonstration.	260 hrs	260 hrs
Total Hours	**1000 hrs**	**500 hrs**

The course format consists of lecture with discussion, practical experience, observation, and written and practical evaluation.

Satisfactory Academic Progress Policy

Professional's Choice Hair Design Academy, LTD. prides itself on being professional. Being professional means maintaining "satisfactory academic progress" during your training in our school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. To determine if satisfactory progress is being maintained, evaluations are held throughout the cosmetology program, specifically as follows:

- Cosmetology Full Time (1500 hour course): 520 actual hours (14 weeks) & 1040 actual Hours (28 weeks)
- Cosmetology Part Time (1500 hour course): 520 actual hours (21 weeks) & 1040 actual Hours (42 weeks)
- Instructor Program (1000 hour course): 500 actual Hours (14 weeks)
- Instructor Program (500 hour course): 250 actual Hours (7 weeks)

Satisfactory progress in attendance(quantitative) and academic (qualitative) work is a requirement for all students enrolled in this school and is applied consistently to all students. Both academic and attendance performance are evaluated on a cumulative basis. Evaluations will determine if the student has met minimum requirements for satisfactory academic progress. The frequency of the evaluations ensure that students have had at least one (1) evaluation by the midpoint of the student's academic year. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. Professional's Choice Hair Design Academy will notify a student of any evaluation that impacts a student's eligibility for financial aid. The academic year for courses are as follows: **Cosmetology** - 1040 hours **Instructor Program** (1000 hour) - 1000 hours **Instructor Program** (500 hour) - 900 hours

ATTENDANCE PROGRESS:

Cosmetology 1500 hours Full-Time (40 weeks)
Maximum Time: The maximum time a student has to complete is 133% of the program length or 54 weeks.
Attendance: All students must maintain at least a 75% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

Cosmetology 1500 hours Part-Time (60 weeks)
Maximum Time: The maximum time a student has to complete is 133% of the program length or 80 weeks.
Attendance: All students must maintain at least a 75% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

Instructor Program 1000 hours (28 weeks)
Maximum Time: The maximum time a student has to complete is 133% of the program length or 36 weeks.
Attendance: All students must maintain at least a 75% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

Instructor Program 500 hours (14 weeks)
Maximum Time: The maximum time a student has to complete is 133% of the program length or 18 weeks.
Attendance: All students must maintain at least a 75% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

*Policy on maximum time frame: Maximum time frames for the program's completion exclude any periods of scheduled breaks or approved leaves of absence, therefore extending the student's contract period and maximum time frame by the same number of days taken during the leave of absence. Students who exceed the maximum time frame shall be terminated from the program and would thereafter be permitted to re-enroll in the program on a cash basis, however over contract fees may apply. Any student who falls below 75% attendance is advised that student may be in jeopardy of not completing within the maximum time frame. Failure to increase the attendance rate may result in additional fees.

ACADEMIC PROGRESS:

The following factors will be measured to determine academic progress:

- Theory work (test grades, etc.) (qualitative)
- Practical work (manikins) qualitative)
- Attendance (quanitative)

Theory and practical work will be graded according to the following scale:

100-93	Excellent
92-85	Very Good
84-75	Satisfactory
74-0	Unsatisfactory

Student Instructors will be graded using the same scale as shown above.

DETERMINATION OF SATISFACTORY PROGRESS

Cosmetology students must achieve the required academic grade of 75% and the required 75% attendance to maintain satisfactory progress. Instructor Students must achieve the required academic grade of 75% and the required 75% attendance to maintain satisfactory progress.

Students meeting minimum requirements at evaluation time will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program or midpoint of the academic year whichever is shorter.

Students remain eligible for financial aid while on financial aid warning provided you are making efforts towards satisfactory progress and do so in the specified time frame.

Students who do not achieve the minimum standards is no longer eligible for Title IV funds, if applicable, unless the student is on warning or has prevailed appeal of the determination that has resulted in the status of probation.

SATISFACTORY ACADEMIC PROGRESS WARNING

Students who fail to meet the requirements for attendance or academic progress will be placed on a warning and will be considered to be making satisfactory progress during the warning period. The student will be advised in writing on the action required by the school 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, the student may be placed on probation and the student may be deemed ineligible to receive and further Title IV funding.

If the student fails to meet minimal requirements and financial aid is revoked, the tuition will become the student's responsibility.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period has expired 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 capability to meet the Satisfactory Academic Progress 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 achieve satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory progress and Title IV funding by meeting minimum requirements of both academic and attendance by the end of the warning or probation period.

APPEAL PROCESS

If a student is deemed to not be making satisfactory academic progress, the student may appeal the decision within ten calendar days of the date the student signs his/her evaluation. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. Please note that simply not making satisfactory progress is not a valid excuse for an appeal. The student must

submit a written appeal to Professional's Choice Hair Design Academy on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed and an Academic Plan will be put together for the student. This information should include what has changed about the student's situation that will allow them to now achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed by staff and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If the student does not win the appeal, the student will have the opportunity to regain eligibility for financial aid at their next evaluation period.

LEAVE OF ABSENCE POLICY & TEMPORARILY INTERRUPTION OF THE PROGRAM

Should a student find it necessary to be out of school for any length of time, 14 days or longer, a leave of absence should be requested and documented in writing prior to the leave unless unforseens circumstances arise. A Leave of Absence request must be done in writing, include the reasons for the leave and the student's request must include a signature. Acceptable reasons for a leave of absence may include but are not limited to work related reasons, medical reasons, family emergency, and mental health reasons. Professional's Choice Hair Design Academy may grant a leave of absence to a student who does not provide their written request prior to the leave if unforeseen circumstances arise. In this instance, the school must document the reasons for the decision, collect the request from the student at a later date and the school must establish the start of the leave of absence as the first date the student was unable to attend school. Thirty (30) days is the maximum amount of time that you will be granted unless medically necessary for additional time. Additional time may be requested in writing. The combined days of any leave of absence cannot exceed 180 days in a twelve (12) month period of time. Leave time will not affect your satisfactory progress. You will maintain the same satisfactory progress status that you had prior to your leave. No extra additional school charges will be incurred due to a leave of absence. Any student enrolled in any of the programs offered that received a leave is not considered to have withdrawn from their program and no refund calculation is required at the time of the leave. The scheduled leave will extend the student's contract end date and the maximum time frame by the same number of calendar days taken and that changes to the contract end date will be indicated on the addendum signed by both the school official and the student. Any student who takes an unapproved leave of absence or who does not return by the expiration of their approved leave will be withdrawn from the program. The student withdrawal date for the purposes of calculating a refund will be the students last day of attendance.

Incompletes, repetitions and non-credit remedial courses have no effect on satisfactory progress. Transferred credit hours are treated as both attempted and earned for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Progress evaluations periods are based on actual contracted hours at the institution in determining satisfactory progress. Professional's Choice only allows a student to use 100 transfer hours from another school. A leave of absence will extend both the contract date and maximum time frame by the number of days that the student uses for the leave of absence.

WITHDRAWALS

Any student who re-enters a program will do so at the same Satisfactory Progress status as when they left the program.

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on financial aid warning for one month when accepted for re-enrollment. Professional's Choice Hair Design Academy will ensure that all steps to gaining probation have been met prior to placing a student on probation.

ACCESS TO EVALUATIONS/DOCUMENTS

Students are allowed to review Satisfactory Academic Progress evaluations at any time. They are kept in the student's file in the office. With permission and a staff member present, a student can access them at any time to be reviewed.

Updated: 11-2021

Graduation Requirements

Note: A passing grade on the final exam is one of the requirements for graduation from all curriculums. If you fail the final exam, you may retake it until you receive a passing grade; however, after 3 failures of the final exam, you must pay a $10.00 charge for each additional exam you take.

Cosmetology Graduation Requirements

Students in the cosmetology curriculum are eligible for the Illinois State Board Licensing Exam after completion of 1500 hours of theory and practical training, in not less than nine (9) months, as required by law.

Instructor Graduation Requirements

Upon completion of the Instructor curriculum, according to the standards set for satisfactory progress in both the attendance and academic areas (75% or higher average), and a passing grade of at least 85% on the final written and practical exam you are ready for graduation and to take the Illinois State Cosmetology Exam for licensing.

Employment Assistance/Placement Counseling

While Professional's Choice Hair Design Academy cannot guarantee employment for graduates, we do provide assistance in finding suitable employment.

- Posting of job openings on our bulletin board for students to review.
- Scheduled "salon day" at the school, at which time salons present their programs to students for job consideration. The dates and times of "salon days" vary throughout the year.

Upon completion of all related courses and work, each student will receive a diploma from Professional's Choice Hair Design Academy.

Licensing Requirements

Upon completion of our program, your final step is to take a state board exam with a passing grade of 75% or higher. Currently, this test consists of approximately 100 multiple-choice questions. You can obtain your license when you pass this test and pay all required test and license fees to the state. All fees (testing, license, and renewal) are your responsibility.

Transcript Policy

Upon your final day of training at Professional's Choice Hair Design Academy, you will receive your official transcripts, diplomas, and state board paperwork. $25.00.
Please allow at least one week's notice to prepare your request.

Right to Access Records and Rights to Privacy Policy and Procedure

It is the policy of Professional's Choice Hair Design Academy that a student or parent, if the student is a minor, has the right to see his/her records at any time during or following enrollment, for a period not to exceed three years from the last date of attendance.

Professional's Choice Hair Design Academy Policy is as follows:

- Before publishing directory information, Professional's Choice Hair Design Academy allows the student or guardian the right to deny authority to publish one or more items.
- Professional's Choice Hair Design Academy provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by NACCAS, or in response to a directive of the Commission.
- Professional's Choice Hair Design Academy requires written consent from the student or guardian for release of records in response to each third party request unless other required by law.

When a student needs access to a file or records, the following procedure will take place:

1. The student, or in the case of a minor, the parent and the student, must make an appointment with the director of Professional's Choice Hair Design Academy.
2. On the day of the scheduled appointment, the student will be given sufficient time to view the file in the office in the presence of the director of Professional's Choice Hair Design Academy.
3. Nothing will be allowed to leave the room or be taken from the student's file. All items in the file are permanent school records.

Rights to Privacy

The following is a copy of the form that must be signed to provide the rights to privacy. The Insert section in the back of this catalog provides a full-page copy of this and the authorization to release information forms.

Professional's Choice Hair Design Academy

Rights to Privacy

Policy Statement Regarding Student's Records

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2- On the day of the scheduled appointment, the student will be given sufficient time to view the file in the office in the presence of the director of Professional's Choice Hair Design Academy.

3- Nothing will be allowed to leave the room or be taken from the student's file. All items in the file are permanent school records.

SAMPLE

Please read this form carefully and sign the item that applies to your situation.

I authorize Professional's Choice Hair Design Academy to release information regarding my grades, attendance, and any other information related to my attendance at this school to:

_____

_____

Student's signature: _____ Date: _____

I do not wish to have any information released from my file.

Student signature: _____ Date: _____

By authorizing Professional's Choice Hair Design Academy to release information on me, I understand that my permission in writing will be requested before any such information is released on my behalf; therefore, giving me the right to change my mind. I also understand that my permission is not needed if information is requested from the state or federal agencies or the school's accrediting agency.

Student's signature: _____ Date: _____

Director's Signature: _____ Date: _____

Professional's Choice Hair Design Academy **Insert • 4**

Refund Policy

Deposits and down payments are considered part of the tuition when a refund is computed.

A. Rejection: An applicant rejected by the school, prior to entering classes, shall be entitled to a refund of all monies paid

B. Cancelation: A student shall give notice of cancellation in writing to the director of the school. The date of cancelation will be determined by the postmark on the written notice of cancelation, or the date the cancelation is delivered to the school administrator in person.
The unexplained absence of a student from the school for more than 15 days shall constitute constructive notice of cancelation to the school. The school will mail to the student written acknowledgement of the student's cancellation or written withdrawal within 15 calendar days of the postmark date the of notification. If the refund has been mailed, this acknowledgement is not necessary.

C. When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.

D. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application fee, not to exceed $100, and the cost of any books or materials that have been provided by the school and retained by the student.

E. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application fee, not to exceed $100, 10% of the tuition, other instructional charges or $300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.

F. When a student has completed 5% or more of the course of instruction, the school may retain the application fee, not to exceed $100, and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or in accordance with this subsection (b) (Section 3B-13(1) of the Act).

G. If a student cancels his/her enrollment (Or is terminated by the school) and classes have begun, an exit fee of $100.00 will be charged.

H. In the case of a leave of absence, termination will occur within 30 days from the documented date of return.

I. If a student cancels his/her enrollment after completing the first day of classes, the following schedule of tuition refund is authorized:

Percentage of elapsed Enrollment Time* at notice of cancellation to Total Time of the Course	Percentage of tuition and other instructional charges (in addition to the application fee) which school shall retain or receive:
.01% to 4.9%	10% (or $300, whichever is less)
5.0% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% or more	100%
*Enrollment time is based on actual hours elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.	

J. Any monies due to the applicant or student shall be refunded within 30 days of cancellation by the student or termination by the school.

K. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

L. If the school cancels a course subsequent to a student's enrollment, the school shall at its options: 1. Provide a full refund of all monies paid OR 2. Provide a completion of the course.

Upon your final day of training, you will receive your official transcript, diploma and state board paperwork. If you need additional copies after graduation, the fee will be $25.00. Please allow at least one week's notice to prepare your request.

Return To Title IV Policy

For any student receiving Title IV aid that is terminating their program of study after entering the institution and before completing at least 60% of the payment period, the law specifies how a school must determine the amount of Title IV Federal Funds that a Student earns. The Policy is called Return to Title IV. Professional's Choice Hair Design Academy will calculate the amount of Title IV aid that was earned based on a payment period using the withdrawn student's scheduled clock hours. Institutional refunds will continue to be calculated by the enrollment period as required by the State Refund Policy. The Student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds.

If a student has not received all of the funds that are earned, a post-withdrawal disbursement may take place. If the post-withdrawal disbursement includes loan funds, a student's permission will be required before disbursement. The School encourages a recipient to decline some or all of the loan funds to avoid incurring additional debt. The School may automatically use all or a portion of the students Post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees. Direct Loan post withdrawal disbursements are limited to a loan's first disbursement. Second and subsequent disbursements must not be disbursed.

To officially withdrawal from Professional's Choice Hair Design Academy, the student must initiate the withdrawal process with the School in writing, attend an exit interview and making arrangements to satisfy tuition and fees owed to the school. The school's Institutional Refund Calculation and R2T4 policy will apply to withdrawn students The last date of attendance will be used to calculate the institutional refund policy and the R2T4 calculation.

Unofficial withdrawals will be made when a student has not attended 14 consecutive days of attendance. The last date of attendance will be used to calculate the Refund and R2T4 Calculations. The school's Institutional Refund Calculation and R2T4 policy will apply to withdrawn students.

Professional's Choice Hair Design Academy has 45 days from the date the School determines the students withdrew to return all unearned funds for which it is responsible. The School will notify the student via a written notice of the amount of funds that must be returned. The School will advise the student and/or parent that they have 14 calendar days from the date the School sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the School will return any earned funds that the School is holding to the Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew. Unearned funds are returned to the Department in the following order: 1- Unsubsidized Federal Direct Loans, 2- Subsidized Federal Direct Loans, 3-Parent Plus Loans, 4- Pell Grant.

Federal law requires that a student earn their federal financial aid awards in conjunction to the number of scheduled hours in the academic year prior to the student's complete withdrawal. The amount of the federal grants and loans to which the student is entitled to receive or has earned is calculated on a percentage basis by comparing the total number of hours in the payment period to the number of scheduled hours the student should have completed before they withdrew. Example: if a student completes 40% of the scheduled hours in the payment period, he/she earns 40% of the approved federal aid that he/she was originally scheduled to receive for the term. This means that 60% of the student's scheduled or disbursed federal aid remains unearned and must be returned to the federal program(s). Once the student completes 60% of the term, he/she has earned 100% of their financial aid. Therefore, no financial aid will be returned.

Code of Ethics

1. This school has as its principle objective the training of qualified cosmetologists to render the best possible service to patrons.
2. This school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in cosmetology.
3. This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books and attending teachers' refresher or advanced courses, workshops, and trade schools.
5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, films, filmstrips, and other audiovisual aids) in order to provide the best possible training for its students.

(continued on next page)

7. This school purchases only high-grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
8. This school maintains honest and fair relationships with its staff, students, patrons, state board, and other schools.
9. This school advertises truthfully and makes honest representations to its students.
10. This school refrains from any criticism, which reflects unfavorably on other schools and the cosmetology profession.
11. This school does not recruit students already attending or admitted to another school offering a similar program.

Complaint Procedure

Should you find that you have a serious problem, which our open door policy cannot fix, the following are the steps to take when filing a complaint with the management of Professional's Choice Hair Design Academy.

1. A student, teacher, or interested party may file a complaint against the school. However, the complaint should be in writing to the school's owner/director and should outline the allegation on the nature of the complaint.
2. A school representative will meet with the complainant (within 10 days of receipt of the written complaint). If, after careful evaluation, the problem cannot be resolved through discussion, the complaint should be referred to the school's complaint committee.
3. The school's complaint committee will meet 21 calendar days of receipt of the complaint and review the allegations.
4. A letter will be sent to the complainant within 15 calendar days, stating steps to correct the problem or information to show allegations were not warranted or based on fact.
5. The complainant has the right to file a complaint with the following organizations if the issue is still not resolved to the complainant's satisfaction.

   National Accrediting Commission of Career Arts & Sciences
   3015 Colvin Street
   Alexandria, VA 22314
   Phone: 703-600-7600

   Department of Professional Regulation
   100 W. Randolph, 9th Floor
   Chicago, IL 60601
   Phone: 312-814-4500

Should this be a complaint from a student under the age of 18, a conference will be set to include the parents or guardian of the student. If you are in one of the high school programs, your guidance counselor and high school program director will also be notified.