

# Consumer Information Handbook

for

Love Beauty School, Inc.

1161 Murfreesboro Hwy

Manchester, TN 37355

Phone: 931-723-8188

Financial Aid Dept: 931-954-5008

Fax: 931-723-8187

Email: [love\\_beauty\\_school@yahoo.com](mailto:love_beauty_school@yahoo.com)

Web: [www.lovebeautyschool.net](http://www.lovebeautyschool.net)

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## • INSTITUTIONAL INFORMATION

### Contact Information

Love Beauty School, Inc is located at 1161 Murfreesboro Hwy in Manchester Tennessee 37388. Phone:931-723-8188 Fax:931-723-8187 Email:love\_beauty\_school@yahoo.com and the internet address is [www.lovebeautyschool.net](http://www.lovebeautyschool.net) The phone number for the financial aid department is 931-954-5008.

### Licensing Information

Love Beauty is fully licensed as a beauty school by the Tennessee State Board of Cosmetology. Their contact information is 500 James Robertson Parkway in Nashville, TN 37243 phone:615-741-2125 fax:615-741-1310.

### Accrediting Body Information

Love Beauty School, Inc is fully accredited by the Council on Occupational Education. Their Contact information is 1-800-917-2081 and their address is 7840 Roswell Rd, Building 300, Suite 325 Atlanta, GA 30350

Love Beauty School, Inc is also authorized by the TN Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

| Program     | 19/20 | Completion / Grad Rate | Placement Rate | Licensure Exam Pass Rate |
|-------------|-------|------------------------|----------------|--------------------------|
| Cosmetology |       | 83%                    | 100%           | 100%                     |
| Nail Tech.  |       | 88%                    | 100%           | 100%                     |
| Esthetician |       | 100%                   | 100%           | 100%                     |
| Instructor  |       | 100%                   | 100%           | 100%                     |

## Admissions Policy (taken from school handbook)

*Each program has specific admission requirements and procedures. These requirements and procedures are listed below under the profession they refer to.*

### Cosmetology

*At least 16 years of age-*

*High school diploma or GED*

### Nail Technician

*At least 16 years of age*

*High school diploma or GED*

### Instructors

*At least 18 years of age*

*High school diploma or GED,*

*Valid cosmetology, nail, or aesthetician license*

### Esthetician

*At least 16 years of age*

*High school diploma or GED*

Procedures: *Once a student has provided the proper documentation and Identification (D.L., S.S. Card) they will be accepted into our school. Once they enter our school, they will be given an entrance exam, this exam is to help us determine the education level the students are on. Please be advised you may enroll with 2 years of high school transcripts however you must have a high school diploma or GED to qualify for financial aid.*



### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress in attendance and academic work is a requirement for all students and is consistently applied to all students enrolled in this school to determine whether an otherwise eligible student is making SAP in their educational program and may receive assistance under the Title IV, HEA programs 34 C.F.R 668.16(E). NOTE Students receiving funds under any Federal Title IV financial aid program must maintain Satisfactory Progress in order to continue eligibility for such funds. If a student's eligibility for financial aid has been negatively impacted by SAP, the student will be notified.

Students are evaluated for satisfactory progress at 450 Actual hours, 900 Actual hours and 1200 Actual hours in our Cosmetology program. Students in Manicuring courses will be evaluated for satisfactory progress at 300 Actual hours. Students in Aesthetics courses will be evaluated for satisfactory progress at 375 hours.

Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluation will determine if the student has met the minimum requirements for satisfactory academic and attendance progress. The frequency of evaluation ensures that students have ample opportunity to meet both academic and attendance progress requirements.

#### **ATTENDANCE PROGRESS (Quantitative Measure)**

Students are required to attend a minimum of 70% of the hours possible based on the attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at 450 Actual hours, 900 Actual hours, and 1200 Actual hours for a 1500-hour course, and 300 Actual hours for a 600-hour course and 375 hours for a 750-hour course. The attendance percentage is determined by dividing the total hours accrued by the total hours scheduled. At each evaluation period, the school will determine if the student has maintained at least a 70% cumulative attendance since the beginning of the course.

The Maximum Timeframe a student has to complete the course is 143% of the program length. The 1500 clock hour program is 2145 Clock Hours and 67 weeks. The 600 clock hours program is 858 clock hours and 27 weeks. The 750 clock hours program is 1072.5 clock hours and 35 weeks.

All students must maintain at least a 70% cumulative attendance average in order to be considered making Satisfactory Progress and to complete the program within the maximum time frame.

#### **ACADEMIC PROGRESS AND GRADING SYSTEM (Qualitative Measure)**

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to text procedures and set in practical skill evaluation criteria used by the school.

The following factors will be measured to determine Academic Progress:

1. Theory work (test grades, homework, etc.)
2. Practical work (Clinic work sheets, practical tests)
3. Laboratory work

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

90-100 Excellent  
80-89 Above Average  
70-79 Satisfactory  
Below 70 Unsatisfactory

The following grading scale is applicable to all courses of study. Students must maintain an average minimum of 70% in theory and practical clinic work in order to be considered making Satisfactory Progress. Records of progress are kept and any student with a grade below 70% will be CONSIDERED not making Satisfactory Progress.

**DETERMINATION OF PROGRESS:**

Evaluation of progress will be conducted by the Financial Aid Director at the following hours. Cosmetology Program a 1500-hour course will be evaluated at 450 Actual hours, 900 Actual hours and 1200 Actual hours. Manicuring Program a 600 -hour course will be evaluated at 300 Actual hours. Aesthetics a 750-hour course will be evaluated at 375 actual hours.

Satisfactory: Students with a minimum of 70% GPA and 70% attendance.

NOTE: Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance report for the evaluation period will be taken from Emasters to determine whether the student will complete the course within the maximum time frame established in this policy.

Students meeting minimum requirements for attendance and academic at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a copy of their satisfactory progress determination at the time of each 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.

**WARNING:**

Students who fail to meet minimum requirement for attendance or academic progress at the end of an evaluation period are placed on Warning and considered to be making satisfactory progress during the Warning period. The student will be advised in writing on the actions required to attain satisfactory progress in attendance or academic progress by the next evaluation period. If at the end of the warning period, the student has still not met both attendance and academic requirements the student will be deemed ineligible to receive Title IV funds.

**FINANCIAL AID SUSPENSION:**

Failure to meet either the qualitative or quantitative standards for satisfactory academic progress will result in the student being placed on unsatisfactory status that suspends financial aid eligibility until the next evaluation period. Notification is provided when placed on this status and the student is not be allowed to continue to receive financial aid. Students may continue to take coursework without the use of financial assistance until eligibility is reinstated by achieving the required SAP standards.

**PROBATION:**

Students who have been initially placed on financial aid suspension status but have an approved appeal are placed on probation and have their Title IV aid eligibility reinstated. Students on approved academic



plans will be reviewed after each evaluation period to ensure progress and achievement of the agreed terms and conditions of their academic plan.

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-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

#### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school 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. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within ten 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.

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

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal if the student returns within 180 days. Incompletes, repetitions and non-credit courses have no effect upon the satisfactory progress policy.

#### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

#### **TRANSFER HOURS**

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

#### **STUDENTS WHO DO NOT COMPLETE WITHIN MAXIMUM TIMEFRAME**

Students who do not complete within the Maximum of the required timeframe will be permitted to continue to graduation. However, any student not completing the course within their contracted time



#### Verification Policy:

In the event your FAFSA is selected for the review process called "Verification" you are required to adhere to the following:

1. Any documents or corrections requested from the financial aid office must be submitted within 5 business days.
2. Failure to submit documents or make requested corrections within 5 business days will result in being placed on a temporary suspension until the documents or corrections have been made, or you can show cause as to why you are unable to do so within the requested time frame, such as waiting for the IRS to mail transcripts.
3. You have a 3-day trial period before your student profile is created into our student database. Upon formal enrollment into Love Beauty School, we will create your student profile. Typically, within 7 days any verification information needed or any corrections needed will be requested. Your file is noted the day the information is requested. It is your responsibility to make such corrections, to complete any required documents, and attach any supporting documents within 5 business days. As mentioned above failure to do so will result in being placed on a temporary suspension. Should you have any questions, or need any assistance completing the verification / correction process, please sign the clipboard on the back of the financial aid office door.
4. In the event there are changes to your Estimated Family Contribution (EFC) which determines the Financial Aid you are eligible to receive. You will be notified verbally that there were changes and you will be provided with a revised award notification.
5. Information will be relayed to you in the forms of phone calls, emails, messages, along with written notices.
6. Students making corrections to the fafsa must log into the website to complete. In the event they wish for us to make the correction they are required to sign a fafsa signature page, along with their parent if dependent. If we make the corrections, they will be completed in our internal database.
7. Students who have an FSA ID—regardless of how they originally applied—may correct any of their own data by using FAFSA on the Web at <https://fafsa.ed.gov>. Parent(s) of dependent students need to change the parental data, a parent must either sign electronically with their own FSA ID or print out and sign a signature page.
8. We also can submit corrections and updates electronically through FAA Access to CPS Online or EDE even if the original application was not submitted with that method. If your school isn't listed on the transaction you want to correct, the student will have to give you the DRN printed on the SAR or SAR Acknowledgement so that you can add your school in the next available institution field and then get electronic access to the resulting corrected transaction. If all the fields are filled, the student will have to tell you which school to replace with yours. If we send a correction or update for a student, we will first have signed documentation from the student and parent. This can be signatures on Part 2 of the SAR, a signed copy of the correction or update, or a signed verification document. Unlike those for the original application, these do not have to be wet signatures. The CPS will process the change, send an ISIR to the school, and send the student a one-page SAR acknowledgement or, if the CPS has her email address, an email with a link to her SAR information on the Web.



9. Typically, we only do corrections through our internal database, however, our Third-Party Servicer may also make corrections on behalf of the school / student with necessary documentation for permission in place.
10. Individuals who have purposely misreported information or altered documentation to fraudulently obtain financial aid funds will be reported to the U.S. Department of Education Office of Inspector General.

By signing you agree that you have read, understand, and will adhere to these policies

**Conflicting Data Policy:**

Please be advised that if conflicting data is found during a verification process until this conflicting data has been resolved there will be no financial aid disbursed. If the data is not able to be resolved and no financial aid can be awarded then at this point you will be required to set up a payment plan in order to cover the cost of tuition, supplies, as well as any fees involved.

**Scholarship Policy:**

Love Beauty School, Inc. does give institutional scholarships, in order to apply for a scholarship please contact Ms. Tonya at 931-954-5008 in the financial aid dept. at the school. You will fill out a form along with written statements as to why you feel you should be selected for a scholarship award. The criteria for each scholarship award can be different, for example, financial hardships, low to no pell awards, etc. Please be advised Love Beauty School, Inc. reserves the right to select any student for a scholarship, and also set the amount for that scholarship as well. You will also be required to sign a scholarship acceptance letter. This letter will explain the requirements in order to keep any scholarships awarded.

**ATB-As** of Jan. 2012 Love Beauty School, Inc. will no longer offer ATB exams, this decision was based on the fact that as of July, students with an ATB exam in place of a high school diploma or GED will no longer be eligible for financial aid. You must have a high school diploma or GED to be eligible to receive financial aid.

**Copyright infringement policy:** Any unauthorized distribution of copy right material including peer to peer file sharing may be subject to civil and criminal liabilities. Also please be advised that the unauthorized distribution of copyright materials could result in termination from Love Beauty School, Inc. at the full cost of your tuition out of your pocket.

**Student Body Diversity:** For information on student body diversity such as ethnicities ratios, as well as percentage of male and female students please go to: [www.nces.ed.gov/collegenavigator.com](http://www.nces.ed.gov/collegenavigator.com)

**Net Price Calculator:** Please refer to the Love Beauty School web site for this calculator.

**Vaccinations policy:** At this time Love Beauty School, Inc. does not require that students provide proof of vaccinations.

**Voter Registration Forms-Mailing:** Please be advised that on the Love Beauty School website we provide information in relation to voter registration, we do not mail out these forms and are not required to because these forms can be gotten from the Dept. of Human Services, or the DMV, if you wish to do this online you may visit: <http://www.tn.gov/sos/election/registration.htm>.

**FERPA:** At any time, students may ask to receive a copy of FERPA information, however this is something that can also be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. FERPA is the Family Education Rights Privacy Act, in essence this is a federal law that sets limits on the disclosure of personally identifiable information from school records and defines the rights of the student to review the records as well as request a change to these records. Ferpa generally gives postsecondary students the right to review

their education records, to seek to amend any inaccurate information in their records, as well as to provide consent to the disclosure of their records. Please be advised that in order for your information to be released to any individual they must be listed in your confidentiality agreement, those listed on this agreement will be the only people who any information, at any time, for any reason will be given. This agreement may be changed at any time, should you need to make any changes please see Ms. Tonya in the financial aid office. If at any time you need documents such as transcripts, or progress reports you must give prior written consent before these records will be released to you. In this written consent you must list your name, social security number, date of birth, to whom it is to be sent, and what it is going to be used for, it also must be signed and dated. For further information you may visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>, or request a copy of the FERPA info from your financial aid dept. using your verification form, even if you do not wish to receive a copy now, and you would like one in the future please request this in writing and submit it to the financial aid dept.

**For Institutional cost** related to kits, tuition, etc. please see student handbook or [www.lovebeautyschool.net](http://www.lovebeautyschool.net)

**For Financial Aid information** please see financial aid information section of this handbook.

**For information on the return of FSA Funds** please see your contract.

**Disabled Students:** Love Beauty School, Inc. has wheelchair access into and out of each campus as well as handicap restrooms also, we will do everything we possibly can to assist you in any way. If you have need or have a suggestion, please submit it in writing to your financial aid dept. For students with Special ed diplomas please see handbook for more information.

**For program information** please see [www.lovebeautyschool.net](http://www.lovebeautyschool.net) or your student handbook.

**For GED Information** please see [www.lovebeautyschool.net](http://www.lovebeautyschool.net)

**For information on the facility, staff, transfer of hours**, please see your student handbook.

**Code of Conduct:** Love Beauty school, Inc. bans revenue sharing with any lender, steering borrowers to particular lenders or delaying loan certifications and offer of funds for private loans in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specified loan volume, or a preferred lender arrangement, This applies to all faculty and staff members of Love Beauty School, Inc. Love Beauty School, Inc also prohibits any financial aid staff from accepting compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans and service on an advisory board, commission, or group established by the lender or guarantors, except for the reimbursement of reasonable expenses.

## Campus Crime Statistics and Security Policies

\*Please see annual safety and security report located under student right to know at  
[www.lovebeautyschool.net](http://www.lovebeautyschool.net)\*



## Financial Assistance

Love Beauty School, Inc. at this time does offer federal financial aid. Currently we offer Pell grants as well as student loans. This is referred to title IV funding. See title IV refund policy in the enrollment agreement (contract). In order to apply for financial aid, we recommend that you come in and allow the financial aid director to answer questions for you to assist you in filling out your application. This is called a FAFSA and will be done over the web, you may also do this on your own at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). We then will inform you of how much we estimate that you qualify for under the Pell grant and then give you the option of applying for student loans. Please be advised, the FAFSA is an application for ALL forms of federal financial aid including student loans. There are two types of loans unsubsidized and subsidized. You may contact the financial aid office at 931-954-5008 at anytime to inquire about financial aid. You may request information in writing, send these requests to Love Beauty School c/o Financial Aid Department at 1161 Murfreesboro Hwy in Manchester, Tennessee 37355. Once you have contacted the financial aid director regarding financial aid, he or she will also provide you with further information regarding the terms and conditions of loans (entrance counseling) as well as the Pell grant. Please be advised that loans qualifications are not based on credit, but rather whether or not you are in good standing with the dept. of education in terms of loans, meaning that you have not previously defaulted on a student loan. For other terms and conditions please review entrance counseling or visit [www.studentaid.gov](http://www.studentaid.gov). The amount of financial aid you qualify for is based on your efc, which is simply a number used to calculate the financial strength of your family's income, and this is based on your need's analysis. You will be required to use information from the 2 previous year's tax information and answer questions about yourself, spouse, children, household, financials, etc...this is what the department uses to determine your need. Pell grants are not required to be paid back but loans are required to be paid back. Generally, your 1<sup>st</sup> loan payment will not be until 6 months after you graduate or the date you are dropped or withdrawal from enrollment. If you are not able to make this payment, please make sure to contact your lender in order to apply for deferment, deferments can be granted for no to low income, medical, also if you are in school, however for full information you will need to contact the lender. You will receive an award letter informing you of what you qualify for. These funds are not disbursed immediately in full. They are made to the institution in drops based on your attendance, grades, etc. If you withdraw or are dropped then a certain percentage of the funds must be returned, the institution is required to do this. However, if there is a remaining balance due on your account you are required to pay this to the institution. If you have a credit balance on your account it will be disbursed to you via check, unless otherwise requested by you. Checks are typically written on staff day each month. For further questions regarding financial aid feel free to contact the financial aid director at 931-954-5008 at Love Beauty School, Inc. As a student receiving financial aid you have certain rights as well as

responsibilities, you must remain in satisfactory academic progress to continue to receive financial aid and for further information on your rights please view [https://www.dlssonline.com/borrower/DownloadPDF?PDF=lcf\\_BorrRights\\_auto.pdf](https://www.dlssonline.com/borrower/DownloadPDF?PDF=lcf_BorrRights_auto.pdf) . Upon completion of the program, just as you were required to complete entrance counseling in the beginning, you will also need to complete exit counseling. This can be done at [www.studentaid.gov](http://www.studentaid.gov) if you are unable to access this site for either counseling, we do have paper versions available in the office. Per the department we are required to advise you of following concerning Pell grants: 2010 Federal Pell Grant Crossover Payment Period Policy: For the 2010 crossover payment period that occurs in the 2009-2010 and 2010-2011 award years, our institution elects to award the Federal Pell Grant from the 2009-2010 award year without applying 34CFR 690.64 as amended by the final regulations published on October 29, 2009, and effective on July 1, 2010 (74 FR 55904, 55951). Scholarships from the institution are available, please see policies regarding this for more info on how to apply, qualifications, etc. To remain eligible for federal financial aid you must meet Satisfactory Academic Progress, see this policy for more information. Love beauty school, Inc. does not offer work based financial assistance for programs that are eligible for financial aid. Please be advised we also offer institutional scholarships, see this policy for more information as well as accepting VA Students, you may learn more about VA in the student catalog.



## Campus Security

\*Please also see the Annual safety and security report located under the student right to know tab at [www.lovebeautyschool.net](http://www.lovebeautyschool.net)\*

As discussed earlier in this handbook if at any time there is a criminal threat to a client or student the staff is required to be notified immediately. Also Love Beauty School, Inc has in place procedures for fire drills, and tornado drills as well as the criminal threat. Love Beauty School, Inc ensures the safety of our students and clients at all times and is of the utmost importance to our facility. Below is a copy of our health and safety plan.

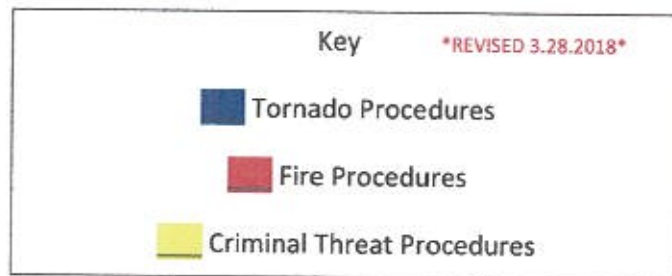
### Health and Safety Plan

In order to promote health and safety inside our institution we have decided to put into place a health and safety plan. The first issue deals with products and chemicals used inside a salon environment the first precautionary step that we take is ensuring that there are MSDS for the chemicals used inside the school. We ensure that the students are wearing gloves when necessary. The students are also required to use the proper precautions when servicing clients as well. When using strong chemicals, they apply cotton around the face as well as using protective cream and scalp base. We have a first aid kit located inside the stockroom this kit contains band aids, antiseptic, gloves, alcohol, eye wash, nick relief, liquid band aids, peroxide and many other necessities. Secondly, we have plans in place in the case of fire, tornado, or other unforeseen emergencies. In case of a fire the students, staff, and personnel have been made aware that it is their sole responsibility to exit the building. A document of these exits is posted at the main office. We do have fire extinguishers for small fires however we do not want anyone getting hurt trying to save the facility. In the case of tornadoes, the students, staff, personnel are instructed to go into the breakroom or facial room. Inside these rooms they are to kneel or sit closet to the ground. They are also informed to bring a text book of some sort to place over their heads for protection. Inside the breakroom they are to sit under the tables. When mopping an area, we place wet floor signs throughout the school. If there is an accident, then an accident report is filed. Immediately an ambulance is called when necessary as well as the insurance agency. We require a report either way. Also, if there is ever any criminal threat to students, staff, or personal the police are immediately called, or panic buttons pushed, and that person is escorted off the premises, whenever possible. We began training in 2018 for



active shooters, and emergency response. Students are taught the ADD method. Avoid, Deny, Defend. For other information on campus crimes, or campus security see Consumer Information Handbook, etc.

In the event of emergency healthcare needs, an ambulance is called immediately, staff and or students who have received training in cpr may administer it whenever possible / needed. In the event of sickness, students are unable to attend school if it is communicable. Such as the flu, etc. Drs. Notes are required, and students will be unable to return until Drs. Notes state they are able to return to normal activities. This plan will be evaluated annually, and be revised as necessary.



## Drug and Alcohol Abuse, Prevention and Intervention Resources

\*Please see the Annual safety and security report located  
under the student right to know tab at  
[www.lovebeautyschool.net](http://www.lovebeautyschool.net)\*

## Policies related to Alcohol/Drug Abuse

\*Please also see the Annual safety and security report located under the student right to know tab at [www.lovebeautyschool.net](http://www.lovebeautyschool.net)\*

Love Beauty School, Inc clearly states in the student handbook there is a zero tolerance policy regarding drug and alcohol abuse. We do post numbers for students to contact for help with counseling if they need it. However this is not allowed inside the institution or on the premises. If at any time a student brings drugs or weapons or comes into the institution under the influence of drugs they are then dismissed from the school at the full cost of their tuition and the authorities will be contacted. Please also be advised that in the event the authorities are called this could result in fees, probation, fines, as well as jail time.



## Confidentiality of student Records

Student's records and personal information are maintained inside a locked fireproof filing cabinet or locked storage container. We also keep information on discs, and these are locked inside a fireproof safe.

Love Beauty School, Inc does not release any personal information regarding any student to another individual. This decision is based on the requirements and standards set forth by FERPA (Family educational Rights and Privacy Act) Students are required to grant permission to the school if they want any of their personal information to be made available to any individual. The student signs a release form naming any individuals to who of which information may be released. However, students are able to review any information that the school has on file at any time. Should any information maintained on the student be incorrect students have the right to have it amended. Only the C.E.O. and financial aid director have access to these files. Educators have access to clinical sheets, loa forms, and other academic documents. Inform the financial aid office if you need to see your files and someone will help you schedule a time to view these files. Also, should you ever need transcripts or documents provided to another facility you must make this request in writing, including your name, social security number, date of birth, to whom it is going to as well as its intended purpose along with your signature and a date. Please be advised there is a transcript request form located under the student right to know tab at [www.lovebeautyschool.net](http://www.lovebeautyschool.net). Please also see polices regarding transcript request in the student catalog.

## Student Appeal Form

### General Information

Student:

Date:

Submitted to:

Class:

### Decision Being Appealed:

☐

Advisement

☐

Probation

☐

Suspension / Termination

### Reason for Appeal:

☐

Medical

☐

Covid 19

☐

Family Emergency

☐

Legal

☐

Work Related

☐

Financial Reasons

☐

Other: \_\_\_\_\_

### Details

Student Comments:

Staff Comments:

Plan for Improvement:

Consequences if  
continues:

Date of Appeal Hearing \_\_\_\_\_ Attendees: \_\_\_\_\_ Appeal Granted / Denied

Notes:

### Acknowledgement of Receipt of Appeal

*By signing this form, you confirm that you have provided accurate and verifiable information in this appeal. You also confirm that you have read and understood the requirements of the SAP located in the consumer information handbook and are aware this appeal must have been submitted within 5 days of notice of your probation. The instructor or staff member has discussed the form, its decision, and a plan for improvement if necessary. Signing this form does not necessarily indicate that you agree with this decision. You DO agree that you understand this decision, any consequences, and the SAP Policy and will adhere to it going forward if eligible to continue enrollment.*

Student Signature

Date

Employee Signature

Date