

Love Beauty School, Inc.

Student Catalog

2023-2024

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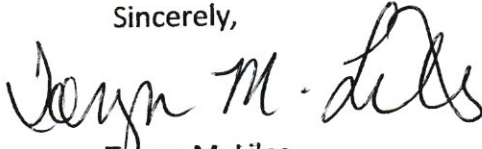
A Letter From the owner.....

It is an honor that you have chosen Love Beauty School, Inc. to pursue your goal in becoming part of the beauty industry. It is our desire to provide you with the latest and best education possible to ensure you are fully successful in completing your program of choice, finding employment, and achieving a lifetime of success.

I fell in love with Cosmetology and education as a young child. There was no greater feeling than helping others to feel good about themselves. I always had a passion for hair, and teaching others. Upon completion of my Cosmetology License, I completed my Jr. Instructors program in Oct of 2008 and began teaching the phase 1 Cosmetology class. I obtained my Instructors License and continued to teach for several years while also working behind the chair in the salon. I was given the opportunity to assist the institution with obtaining accreditation and financial aid approvals so that future students could get financial assistance to help them achieve their dreams in becoming licensed professionals in the beauty industry. As the school began to grow, I was presented with a decision. I could continue to teach full time, or I could continue to work in financial aid and admissions full time, I could not do both. I took this decision seriously. I knew I loved helping others more than anything else. I could still do this in the financial aid department, and even more so as I would have more one on one opportunity to witness to others and help them along their journeys. I still continued to teach as needed and still do today.

I was blessed to have worked with the former owner Mrs. Cristie for almost 14 years. I am thankful for her guidance and wisdom in preparing me for the future God had laid out before me. She was a mentor and a friend. She strived for excellence in everything she did and encouraged our team to do the same. In July of 2022 I purchased the school from Mrs. Cristie as she had made the difficult decision to retire. We wish her the best, and plan to continue her legacy by ensuring all students receive the best education, and guidance in furthering their goals of becoming beauty industry professionals.

Sincerely,



Tonya M. Liles

Contents

- *Mission Statement / Authorizations* —pg 3
- *Admission Requirements and Procedures* —pg 4
- *Courses Offered* —pg 5
- *Course Completion Requirements* —pg 6
- *Introducing the Faculty* —pg 7
- *Description Of Institutional Facilities* —pg 8
- *Rules and Regulations* —pg 9
- *Program Cost* —pg 10
- *Financial Aid Information* —pg 11
- *Policies and Procedures* —page 12-17
- *Licensure Information* —page 18
- *Career Advancement / Placement Assistance* —pg 19
- *Grading System* —pg 20
- *Academic Calendar* —pg 21
- *Campus Information* —pg 22
- *Grievance Procedures* —pg 23

Mission Statement

*Training the best beauty and wellness professionals
for today's growing industry and a lifetime of
successful accomplishments.*

Authorizations

Love Beauty School, Inc. is authorized by the Tennessee 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.

In addition we are also licensed by the TN Board of Cosmetology. Accredited by the Council On Occupational Education, and approved by the TN State Approving Agency for the training of veterans and eligible persons, by both the V.A., as well as the U.S. Department of Education.

Admission Requirements and Procedures

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 to enroll

Transcripts for a High school diploma or GED

Nail Technician

At least 16 years of age to enroll

Transcripts for a High school diploma or GED

Instructors

At least 18 years of age

Transcripts for a High school diploma or GED,

Valid cosmetology license, or valid license in discipline you elect to receive your instructors in.

Aesthetics

At least 16 years of age

Transcripts for a 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 at least two years of high school transcripts, however in order to receive financial aid you must have a Transcript for a high school diploma or G.E.D. As of 2016 we offer a "trial enrollment" period. Meaning once enrolled you may attend up to 3 days from your scheduled start date and decide not to stay enrolled. This will result at no charge to you other than any supplies you may be given or use while you are here. Please be advised should you decide not to stay enrolled after that third day, you will not be given credit for any hours received, because you are not charged for them. Love Beauty School, Inc. will continue to reserve the right to bill / charge, if you fail to make contact with the financial aid department to notify them of your decision to not stay enrolled.*

Love Beauty School, Inc. does not discriminate in admissions, employment, or in any of its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex, or gender. Retaliation is also prohibited.

Description of Courses Offered

Love Beauty School, Inc. offers several different courses here you will find an overview of each.

Cosmetology- In this course we train the student in the art of hair, nail design and basic skin care. The students are trained how to cut, color, style, and chemically alter the texture of the hair. They are taught manicures and pedicures as well as specialty nail services such as acrylic nails, gel nails, as well as learning how to use a wide variety of product. We also train the students in basic skin care. They are instructed on how to perform basic facials and are able to confidently recognize skin conditions. This program is 1500 clock hrs and at completion student is awarded a diploma. They must pass a state board theory and practical exam before becoming a licensed cosmetologist.

Nail Technicians-In this course the student is trained in the art of the nail. Students are taught the basics of nail and skin care. They are trained to perform manicures and pedicures as well as also be able to confidently recognize skin conditions. They also learn specialty nail services such as acrylics, gel nails and are also taught how to use a wide variety of products. This program is 600 clock hours and at completion student is awarded a diploma. They must also pass a state board exam as well before becoming a licensed nail technician.

Instructors-In this course the student is taught how to instruct or teach a class. They are trained in lesson planning and motivation as well as how to give hands on demonstrations. This program is 300 clock hrs long and at completion students are awarded a diploma and must pass a state board exam in order to become a licensed instructor of cosmetology.

Aesthetics - In this course the student is taught the art of skin care. The course is 750 hours long and the student is trained in basic as well as advanced skin care such as spa facials and back treatments as well as waxing and makeup. Once the student has completed the 750 hour program they will be awarded a diploma, then they must pass a state board exam in order to become licensed in the field of Esthetics.

- With all courses the student is required to pass state board exams before they are allowed to practice their profession for pay.

Course Completion Requirements

Each program offered at Love Beauty School, Inc. has specific requirements that must be met in order to successfully complete the course.

Cosmetology-Must complete 1500 clock hrs., maintain a passing average on all test, and daily grades, ensure that all fees are completely paid as well as ensuring to follow all rules and regulations. At the time of completion student will receive a diploma and must pass state board exams in order to become licensed.

Nail Technician-Must Complete 600 clock hrs., maintain a passing average on all test, and daily grades, and ensure that all fees are completely paid as well as ensuring to follow all rules and regulations. At the time of completion student will receive a diploma and must pass state board exams in order to become licensed.

Instructor-Must complete 300 clock hrs., maintain a passing average on all test, and daily grades, ensure that all fees are completely paid as well as ensuring to follow all rules and regulations. At the time of completion student will receive a diploma and must pass state board exams in order to become licensed.

Aesthetics -Must complete 750 clock hrs, maintain a passage average on all test, and daily grades, ensure that all fees are completely paid as well as ensuring to follow all rules and regulations. At the time of completion student will receive a diploma and must pass state board exams in order to become licensed.

Please be advised in order to receive financial aid and complete any course successfully you must adhere to the satisfactory academic progress policy for more information please see Consumer Information Handbook.

Introducing the Faculty

Love Beauty School, Inc. takes pride in ensuring that we offer the best education possible. We are aware that this all starts with the faculty. Here we'd like to take the time to introduce to you the faculty of Love Beauty School, Inc.

Tonya Liles- Owner, Operator, Chief Administration Officer, and Cosmetology Instructor. Mrs. Liles holds a valid cosmetology license and an instructor of cosmetology license in the state of TN.

Kasie Baker- Cosmetology Instructor. Ms. Baker holds a valid Cosmetology License in the State of TN and an Instructor License in the state of TN.

Casey Betancourt- Financial aid Director, Liaison Officer. Casey is our financial aid director and our administrative assistant. She oversees the check in and out of all clients, as well as managing the financial aid department and other areas of the school.

Danielle Lowe- Jr. Cosmetology Instructor. Mrs. Lowe holds a valid Cosmetology License in the State of TN and has completed her jr instructors' program.

Haley Mullican-Jr. Aesthetics Instructor. Ms. Haley holds a valid Aesthetician License in the state of TN and has completed her Jr Instructors program.

Jennifer Stephens- Advertisement / Jr. Cosmetology Instructor for Nail Dept. Mrs. Stephens holds a Valid Cosmetology license in the State of TN and has completed her Jr Instructors program.

Description of Institutional Facilities

Love Beauty School, Inc. is located at 1161 Murfreesboro Hwy in Manchester Tennessee. We are located in a well-known area just down from the historic square of Manchester Tennessee. The main campus operates out of a 3,400 sq. ft. facility fully equipped with a working salon or clinic floor, the freshman / phase 1 cosmetology classroom, hooded dryers, and shampoo basins as well as a break room. We also have two working restrooms one is also handicap accessible. The Aesthetics classroom/clinic area, which is fully equipped with facial beds, modalities, makeup as well as waxing equipment along with air brush gun and the necessary equipment / tools to perform all services. The nail department has an exclusive nail technology instructor as well as the Aesthetics department. In our nail department we are fully equipped with nail stations, pedicure chairs and necessary equipment / tools to perform all services. As well as a nail classroom for theory instruction. We are fully equipped with product as well as equipment that are readily available for use. We are dedicated to ensuring that our students have everything they need at all times to be trained in this industry as professionals.

Rules and Regulations

Each student is required to abide by all rules set forth here but are not limited to. Amendments may be made at staff discretion.

- 1) Students are required to maintain professionalism at all times.*
- 2) No visitors are allowed in the classroom. Any visitors will need to stop at the front desk.*
- 3) Students must use the break room to store personal items. No food allowed in the classroom or on the clinic floor. Preferably personal items be stored in your car, however if you don't drive you may ask to use a locker.*
- 4) Students performing services on clients must maintain a clean work area and sweep up cut hair immediately after the haircut.*
- 5) Each student is assigned a daily clean up and is required to complete this before they leave for the day.*
- 6) No profanity, gossip or verbal abuse will be tolerated. This will result in immediate suspension.*
- 7) Absolutely no firearms, alcohol, knives or controlled substances are allowed anywhere on the school property. Violation of this will result in immediate suspension and prosecution.*
- 8) All Students work area must be maintained at all times.*
- 9) Students are not allowed to refuse to perform services on an assigned client at any time in the clinic.*
- 10) No cell phones, radios, pagers are permitted in the building or in the classroom.*
- 11) Students are not to instruct other students unless asked to do so by their assigned instructor.*
- 12) All students are expected to follow instructions given by their instructor or any member of the staff.*
- 13) Each student could be assigned front desk duties, dispensary duties, and other salon/business assignments and are expected to do so. Currently the dispensary is open, and we have a receptionist, but occasionally students get the opportunity to cover the desk.*

Zero Tolerance Policy- This is a drug free school no illegal drugs or alcohol is permitted on the premises and also any student under the influence of such is not allowed on the premises either. Absolutely no manufacturing, consumption, or sale of any drug will be allowed on the premises.

Absolutely no carrying or concealing of any weapons of any kind. Absolutely no sexual harassment or any type of harassment involving race, religion or gender will be tolerated. Any student or staff member in violation of this agreement will be terminated immediately this is the only warning given and this will be strictly enforced.

By signing the internet notification disclaimer you are agreeing to follow all rules and regulations of this facility from here on out until the completion of your program.

Program Cost

Cosmetology: \$17,450.00 This includes \$2200.00 for the kit, 1500 hrs. and a registration fee of \$250.

Nail Technology: \$9450.00 This includes \$2200.00 for the kit, 600 hrs. and a registration fee of \$250.

Instructor: \$3700.00 This includes \$250.00 for the cost of books, 300 hrs. and a registration fee of \$250.

Aesthetics: \$10,450.00 This includes \$2200.00 for the kit, 750 hours. and a registration fee of \$250.

prices subject to change

Financial Aid Information

Love Beauty School, Inc. is currently offering federal financial aid. We have Pell grants as well as student loans one of the loans is considered sub and unsub, meaning one has interest while you are in school and the other one does not. Your entrance and exit counseling will inform you more on loan origination fees, interest rates, payment plans, loan requirements, etc. Loans are issued from the government. In order to receive financial aid, you must apply for it via the FAFSA. You can do this online at www.fafsa.ed.gov or you may come into the financial aid office where Mrs. Casey can answer questions to assist you in applying for financial aid. Once you have applied for financial aid our third-party servicer (Boston Ed. Network) will then award you based on your need as well as dependency status. Once you have been awarded, we will then call you into the financial aid office and inform you verbally as well as formally of this award. At this time, we will discuss your tuition balance and how much you would like to borrow. Once you have completed all steps, we then will begin receiving financial aid on you, however, please be advised that all federal funds are not disbursed at one time. They are disbursed in drops. Meaning the government monitors your hours and grades and disburses aid as your eligible. Financial aid is given based on need. If for some reason you must leave the school, we cannot hold all your aid to cover your tuition, per federal law. We then do a refund to the government and return what is required, meaning you didn't earn it. This could leave you with a balance to pay out of your own pocket. Financial Aid is to pay your tuition and educational expenses. Your tuition must be paid first, before any funds are released to you the student. Depending on federal requirements this may be in full, or in part such as payment period. Please be advised that the financial aid office has the right to reduce or refuse your loan request per federal law 34CFR685301(a) if you discuss using federal funds for expenses that are not considered educational. Should you need any further information or have any questions please contact Mrs. Casey at 931-954-5008. In order to qualify for financial aid, you must have a high school diploma or G.E.D. if you do not have your high school diploma or G.E.D. Information on how to obtain this can be found on the school website. Love Beauty School, Inc. also distributes entrance and exiting brochures upon request with information regarding Student Loans as well as Pell grants in the event you are unable to access them via the appropriate website at this time is . Per the department of Education we are required to inform you with the following change referring to 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). In addition to federal Pell grants and student loans we also are Approved by the TN State Approving Agency for the training of veterans and eligible persons. Beginning June 2019, the following disclosures are required to be made. A covered individual is any individual who is entitled to educational assistance under chapter 31, vocational rehabilitation and employment, or chapter 33, Post 9/11 GI Bill® Benefits. Love Beauty School, Inc, Permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides their certificate of eligibility for entitlement under educational assistance under chapter 31 or 33. A certificate of eligibility can also include a statement of benefits obtained from the dept of veterans affairs (VA) website-ebenfits, or VAF 28-1905 form for ch 31 authorization purposes) and ending on the earlier of the following dates. 1. The date from which payment from the VA is made to the institution. 2. 90 days after the date the institution certified tuition and pays following the receipt of the certificate of eligibility. We will not impose any penalty including the assessment of late fees, the denial of access to classes, libraries, or other institutional facility's, or the requirement that a covered individual borrow in additional funds , on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. Love Beauty School, Inc. would ask that the students submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education / Start Date . We would also ask for a written request to use such entitlement. We would also ask the student to provide any additional information necessary to the proper certification of enrollment by the school, and that The student be willing to cover the difference between the amount of their financial obligation to the institution for Tuition, Kit, registration as well as any suspension and overtimes fees the student incurs and the amount of the VA education benefits disbursement. For example: If the cost of the students program is 17,000 and they also incur \$200 in fees due to poor attendance or the purchase of additional supplies, the amount due would be \$15,200 should the VA only cover \$15,000 then the student would be required to cover the \$200 in order to have his or her hours released at their graduation and or completion of the program. Information on financial aid also in consumer information handbook.

Policies and Procedures

These policies are also to be used with the rules and regulations...

Enrollment Periods: Love Beauty School, Inc. is open enrollment. Students can enroll Monday through Friday from 8:30 until 5p.m. because of this there is no late enrolling procedure.

Beginning and Ending of terms: Being a clock hour school, our classes (Terms) for Cosmetology, Nails, as well as Instructor training begin every 4-5 weeks depending on the holidays. Aesthetic classes begin each quarter or every 8 weeks depending on class size.

ATB-As of January 2012 love beauty school, Inc. will no longer accept ATB exams, this decision was based on the fact that as of July students with an ATB exam are no longer eligible for financial aid. Therefore, in order to be eligible for financial aid you must, have at least a High school diploma or GED.

Special Education Diplomas: As of Aug 2012 we have decided that in order to enroll in love beauty school, Inc. with a special education diploma you must take a hands on exam as well as the entrance exam along with signing documentation releasing love beauty school. Although we are here to provide the best education possible it is not within our capabilities to guarantee every student is able to successfully complete the program. This is due in large part because each students' abilities are different which is something that love beauty school, Inc. has no control over. For more information please see Mrs. Tonya. Additionally, I.E.P's from Elementary, middle, home or Highschool will not be accepted. Meaning they do not carry over. You must be able to complete the necessary requirements to pass your course of choice. You must be able to take and pass all exams independently without the help of an instructor. You must be able to complete all required clinicals. We do reserve the right to assist where and when time allows with clinicals and testing.

Schedule of tuition, fees, and other charges: Tuition cost per program. Cosmetology: \$15,000. Nails 7000.00. Aesthetics 8000.00. Instructors 3,200.00 Kit Cost Per Program. Cosmetology 2,200.00 Nails and Aesthetics 2,200.00 Instructor 250.00 (book fee only) each program registration fees are the same, 250.00. Any additional fees such as suspensions, overtime, etc. are in the enrollment contract, and listed at the top of this document under attendance policy. All fees are charged up front. No Late fees.

Cash Discounts / Not Applicable. We do not offer Cash discounts at this time however the owner reserves the right to offer a discount if she deems it necessary, for example if a student is taking multiple programs and paying cash, this could qualify you for a cash discount, or you may apply for a scholarship.

Class Schedule Monday-Friday (8:30 to 5:00) Depending on season and students schedule. A student may not receive more than 48 hours per week no exceptions. This is a state law. In addition if at any time you stay past your scheduled hours, you must sign the chart at the front desk and list the reason why, wither it be due to a client, finishing up an exam, etc.

Attendance policy: If you miss a day without calling in, (no call, no show) you will be automatically suspended for that day. You will also be required to pay a \$20 suspension fee for each day you are suspended; this also applies if you are expected to return from a leave of absence and do not contact your educator if absent on the day you are expected to return, or if you stop attending but fail to formally withdraw, this is in addition to the \$4.50 per hour charge for each hour you miss, per your enrollment agreement. You must come in and physically sign your suspension form and pay your or it will be automatically charged to your account. Please be advised any notes for missed days must be brought in within 5 days or prior to the upcoming staff development day. Any student who is absent for 14 consecutive school days with no contact will be terminated from the program.

Beginning September 14th, 2020 Attendance Policy If your overall attendance rate drops to an **90%** you will be placed on an attendance warning. You are encouraged to stay past your scheduled hours and come on staff days in order to make up missed time. If your rate drops to **80%** you will be placed on probation for a period of no less than 30 days. 1 absence during probation will equal 1 suspension fee, the second absence during probation will equal a 2nd suspension fee, the third absence during probation will equal a 3rd suspension fee, upon the 4th absence you will be released from the program. 1 medical note will be accepted per month, note must state the reason you are out, the date of the visit and the date can return and must be submitted the Friday prior to Staff Development Monday for the month in which it occurs. In the event your overall attendance rate drops to **70%** you will be placed on a 0-tolerance probation meaning any lates, left earlies, or absences will cause you to be terminated from the program. In addition, any student who remains on a probation status after 6 months will be terminated from their program and given an opportunity to re-enroll. Typically, students would need to wait 90 days before applying for re enrollment, however the institution reserves the right to waive that requirement. 3 lates, or 3 left earlys will equal one absence during a probation. In addition, every 3 lates or left earlies will be counted as a suspension fee, regardless of whether or not you

are on a probation. If you are late 6 times in one month you will be placed on probation status regardless of your rate, if the following month you are late 6 times you will be terminated. Attendance is extremely important. As mentioned earlier you MUST CALL in no text, will be accepted, unless otherwise stated by your instructor. You must speak with your instructor or leave a message on the answering machine. If you are unable to reach your instructor you may contact the front desk at 931-723-8188 and ask to speak with your instructor, if they are unavailable you may leave a message. However, remember front desk does not begin answering phone calls until 9:30 usually, make sure you leave the time you called on the answering machine if you must leave a message. When calling in, you may call in the day before you miss by 5:00 p.m. or you may call the day of by 9:30 a.m. any calls after 9:30 even if it is 9:31 will not be accepted, and this will be considered a no call no show, a suspension will be given and all applicable fees will apply. In addition, you must also provide a reason for being absent or late if past 9:30, failure to do so may result in a suspension fee. *Please also see Satisfactory Academic Policy as well located in the consumer information handbook*

Gift policy: Students with Perfect Attendance or students who have received student of the month may /will receive a certificate as well as a gift / love bucks from love beauty school also the senior student of the month may be placed on a plaque. Students who have obtained honor roll will receive a certificate.

Time Clock-You are required to clock in and out for the day, Failure to clock in will result in loss of hours. You cannot receive credit for hours you are not clocked in for. Staff are not allowed to "fix your time" and or clock you in or out, unless it is at their discretion. Taking unscheduled breaks or leaving the building and or premises without permission will result in you being clocked out, for the duration until you return to class.

Daily Sheets In addition to clocking in and out each day you are also required to enter your grades and clinicals into the computer / sheet and educator will enter into emasters, failure to enter clinicals will result in loss of credit for these clinicals.

Progress is tracked on your clinical sheet, as well as in the computer, Monthly the educators make an attempt to meet with each student individually to discuss progress. However, attendance, grades, transfer hours, missed hours, are always listed at the bottom of each clinical sheet for the students to review and access at any time. The financial aid department also sends out notices typically on a monthly basis, which cover student financial aid account information as well current overtime charges if hours are not made up before graduation. This is in addition to students signing award letters, as well as loan disbursement authorizations and credit balance authorizations with the financial aid office. ***Progress Notification Policy:** Please be advised that as of Feb. 2012 students will now be entering their clinicals onto the clinical sheet as they complete them. Due to this access students will also be able to pull their attendance rate from the report posted in the stock room. Instructors also write gpas, attendance rates, and more on the bottom of your monthly clinical sheets this allows students to know exactly where they are as far as academics and attendance is concerned.

Leave of Absence-Requires students to provide a written, signed, and dated request, that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date. Students may apply for a leave of absence but cannot exceed 6 months during a one-year period. Any leave of absence request must be submitted by the Friday prior to staff development Tuesday for the month in which it occurs, this also applies to any varication required for a leave of absence. Leave of absences can be taken for no more than 30 days at a time, if for any reason you should have to extend your leave past thirty days you must do so in writing by mail or physically come in and extend the leave in person. Your leave must be approved. If for any reason your leave is not approved and you have already stopped attending regular classes please be advised you will have to make up these hours, or pay \$4.50 for every hour missed per your enrollment agreement. Any absences will be subject to regular attendance policies as well. **Response-** You will receive an approval or denial within 7 days from the day Mrs. Casey Receives it, also once the leave has been approved or denied it will be resubmitted to your educator, which will notify you of the response. Should you have any questions on your leave of absence please direct those to Mrs. Casey. **Leaves of Absence** -will only be approved for the following reasons: Bereavement, medical emergency, Vacations if notified prior to enrolling, having a baby or maternity leave, getting married, legal emergencies. Please be advised any other topic will not be approved, however we will review other topics based on your attendance rate, if your attendance rate is in good standings (85 or above) special exceptions may be made based on an individual circumstance, such as no sitter, or no money for gas.

Schedule Changes-Will be approved for the following reasons: medical, legal, etc. In order to have a schedule change approved for any other reason verification must be supplied. Your schedule change can also be approved without verification if your attendance rate is an 85% or higher, however this is done at the school's discretion.

Service Days No students are allowed to have a service day unless it is scheduled by your instructor or the Phase 3 instructor.

If you miss three days in one month you lose your service day for that month or the next month if the service day has already passed, and if in addition your attendance falls below an 85% for the month, you will lose your service day for the following month as well. There is a student pricelist at the front desk and all services must be paid for before receiving them. Your GPA must also be at least an 85% to receive a service day as well. In the event you are allowed a service day with 85% or less in attendance you will pay client prices.

Suggestions-If anyone has any suggestions on which to improve the institute you are urged to submit these to the administration/owners or the suggestion box.

Kit needs to be ready every day. If student fails to bring kit, they will be sent home and receive a zero for the day and will be considered an unexcused absence. Please be advised that if you leave the institution for any reason and your tuition is paid for in full, then you will be required to pick up your kit within thirty days from the date of your termination or withdrawal. Should you fail to pick up this kit within thirty days it will be disbursed out without any refund to you.

Vehicle / Parking Lot Please be advised that Love Beauty School, Inc. is not responsible for anyone's vehicle on Love Beauty School, Inc. property at any time, it is your responsibility as a student to make sure that you are driving safely while on Love Beauty School, Inc. property, if for some reason a student hits your vehicle or you hit another student or clients vehicle it is your responsibility to make sure that a police report is filed and the proper notification is given to your insurance agencies as well as the other parties insurance agency, again Love Beauty School, Inc. is not liable for any lost, stolen, or damage to any vehicle or personal property at any time. You must have a parking tag to park in the parking lot. If you do not have a parking tag, see the front desk.

Clean Up / Sanitation Each student is required to complete a cleanup for a daily grade this is part of your sanitation grade for state board, if for some reason you are unable to do this cleanup you need to notify your instructor immediately as well as in writing in order to have it changed, also please make sure that you have been shown how to do your clean up properly, if for some reason you are hurt due to your negligence because you are not doing your clean up properly then Love Beauty School will not be held responsible for this. If you are injured on the property of Love Beauty School, Inc. at any time, you must notify your instructor immediately, you must fill out an accident report regardless wither you feel like you need one or not, if you do not do this immediately or within 24 hours Love Beauty School, Inc. will not be held liable, also by not filling out an accident report immediately or within 24 hours please be advised you are releasing Love Beauty School, Inc. from any obligations.

Dress Code-Every student is issued an apron and must wear this everyday this is your uniform. You are also required to wear a nametag at all times. All clothing must be black. However, any undershirts, or accessories may be worn in any color. Shorts and any dresses and capris must reach the knee or lower when standing. Pants may be worn but no holes are allowed. Professional dress pants only. No blue denim at any time, unless it is a scheduled dress up day. All shirts must cover the chest and mid drift. Make sure your mid drift is completely covered. No T-Shirts allowed unless having school logo. Hair and makeup should be neatly done. Clothing must be free from bleach, color, or other stains. No HOLES in clothing. Personal Hygiene is a must. No writing of any kind on shirts. No athletic slides or house slippers. Professional Attire at all times. If at any time you are in violation of the dress code, you will be sent home or purchase a school shirt from the front desk.

Assignments / Homework Any assignments that are not turned in the day they are due the student will lose 10 points for every day the assignment is late.

Test are required to be taken on the day they are due, and the review questions or workbook for that chapter is due the day of the exam, (Or due date set by teacher). Also, it is a student's responsibility to make up all tests. If you have already tested on that chapter it is your responsibility to test on another chapter, with instructor's permission. All test must be completed with at least a 70% in order to graduate. Students will be given the opportunity to stay over on a Monday afternoon that they select to make up exams, failure to do so will result in the school selecting the Monday you will be required to stay over and make up the exam or assignment. Should you not do so you could face a suspension or dismissal and all applicable fees will apply.

Transferring hours-a student may transfer hours however this is only at the instructor's discretion. The student may still be required to remain in the courses laid out for them before being moved up to a higher level regardless of the number of hours you may have. This is to ensure that you are educationally ready for the next level. In the event that hours are accepted from another institution a maximum of 600 hrs. for the cosmetology and all other programs 150. When transferring hours with programs inside the institution state board guidelines are followed.

Love Beauty School, inc will:

Transfers from other institutions- Must provide notarized state board hour sheet from prior school, along with grades for exams and workbooks. Failure to obtain these will require you take ALL exams and Workbooks regardless of the number of hours you bring in. Should this require additional hours past what you are contracted for the satisfy the State Boards requirement to graduate you will have to pay for those additional hrs.

-Must pay enrollment fee and purchase necessary supplies-Must be able demonstrate skill set required for the amount of hrs.
-A maximum of 600 hrs. is accepted from other institutions for the Cosmetology Program and 150 for all other programs.

-Must test out of the freshman/ Phase 1 and or 2 classrooms. (Please be advised that the owner may make amendments to this policy for any reason she deems necessary, meaning she is not required to accept all your hours or she may be willing to accept more than the maximum in a necessary situation.)

Transfer of programs within the institution

-Must pay enrollment fees and purchase necessary supplies-Must be able to demonstrate skill set required for the amount of hrs.

-Must test out of the freshman / Phase 1 and or 2 classroom-Transferability within programs is regulated by the State Board.

Transfer of hours to other institutions: Love Beauty School, Inc. is a special purpose institution. That purpose is to train the best beauty and wellness professionals for today's growing industry and a lifetime of successful accomplishments. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Wither or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent if any credit hours can be transferred. Please be advised ALL fees must be paid before ANY hours will be released to transfer to another institution.

Stealing Should you steal from the students, school, on a school related function such as a field trip, or violate any rules that could cause the school to prosecute you then you are at full responsibility to pay the entire tuition as well as legal fees.

***There are also cameras (audio and visual) in this school and on the premises except for the restrooms and you need to be aware of this.**

If a student withdraws or is terminated this will be placed on their record. Also, a refund calculation will be done in order to see how much they owe in hours based on their contract, their kit as well as any missed days. There will also be a refund done to the government of any aid the student did not earn this could leave the student with a balance which will need to be paid in full or have a payment arrangement made on the account within thirty days from the date of exit otherwise a \$100.00 fee per month will be added until the account is in satisfactory progress. Also, failure to pay the account will result in legal matters in which you the student will be required to pay court cost as well as attorney fees along with your account balance and any late fees imposed. Please be advised if you owe money and have exited the program, within 30 days payment arrangements must be made otherwise your account will be sent to collections.

Refunds: When due are made without the request from the student. Refunds shall be made within 45 days of the last date of attendance if written notification of withdrawal has been provided to the institution or from the date the institution terminates the student or determines withdrawal by the student. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.00 if fees and tuition are collected in advance of the start date of a program and the institution cancels the class 100% of the tuition and fees collected will be refunded within 45 days of the start date. If fees and tuition is collected in advance of the start date of a class and the student does not begin the class or withdraw on the first day of class no more than \$100 will be retained by the institution and the refund will be made within 45 days of the start date. Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of equipment. The refund policy for a student attending this institution are as follows: If you go 1-10% you pay 10% if you go 11-25% you pay 50% if you go 26-50% you pay 75% if you go 51-100% you pay 100% of the tuition, fees. You will be responsible for your kit and registration in full along with your tuition.

Refund or cancellation policy: listed in the enrollment agreement/contract as required by our accrediting body. *Refund policy: Refunds when due must be made without requiring a request from student. Refund, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Retention of tuition and fees collected in advanced for a student who does not commence class shall not exceed \$100.If tuition and fees are collected in advanced of the start date of a program and the institution cancels the class,100% of tuition and fees collected must be refunded. The refund shall be made 45 days of the start date. **Refunds for Students Who Withdraw On or Before the First Day of**

Class: It tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraw on the first day of class, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refund for a student who does not begin classes shall be made within 45 days of the class start date. Refunds for Students Enrolled Prior to Visiting the Institution. Student who have not visited the facility prior to enrollment will gave the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of equipment.***Refund policy for tuition due to non-completion of the program:** The refund policy for a student attending this institution are as follows. If you go 1% to10% then you pay 10%. If you go 11% to 25% then you

pay 50%. If you go 26% to 50% then you pay 75%. If you go 51% to 100% then you pay 100%. You will be responsible for your kit and registration in full in addition to the tuition.

Readmission Policy-Students may be re admitted into the school providing owner approval. Additionally students who were previously dismissed may reapply, however it will be at the schools discretion as to wither or not to accept such students at that time, or have them wait a minimum of 90 days prior to being allowed to re-enroll and or start classes. This will be based on their prior behavior, attendance, participation, and performance. With respect to financial aid these students must maintain at least a c average. Any student reentering will be subject to current rates as far as tuition and kit cost, also please be advised that you must return in the status in which you left for further information see your consumer information handbook.

Graduates In order to graduate and have your hours released all fees and tuition must be paid in full. Should any student be dismissed they are then required to pay for their kit items received or ordered. Prior to graduation you must ensure your test, clinicals, and any other required assignments have been completed with a passing score or satisfactory to their specific requirements. Failure to complete clinicals, test, assignments on time will result in hours not being released. You will be charged for any additional hours you need to complete these requirements and must attend every day until hrs., clinicals, test, or assignments are completed in order to successfully graduate. All attendance policies still apply even if you have completed your hrs. Your diploma will not be released or announced until all requirements are met. If you were a loan recipient, you must also complete your exit counseling at www.studentaid.gov.

SLANDER: Please be advised that slander of the institution or any individual affiliated with the institution will not be tolerated. Please be advised that if anytime you have grievances you may file a formal complaint however should you ever slander this institution or anyone affiliated with this institution you are subject to a lawsuit, in which instance you will be required to pay court cost as well as any accrued attorney fees and any other fees that could come from a legal situation.

Cameras: There are cameras inside the school, and on the premises however these are used for business purposes only. We will not review them for student's personal use so please remember to keep all your personal belongings protected at all times. A general rule is to keep them locked in your car. Although we typically do not have major issues with theft, we encourage you to remember that you are responsible for your belongings.

Cell Phones: Cell phones are not allowed out in class at any time, if you are caught with your cell phone during class it will be taken up, also it is your responsibility to pick your cell phone up from the instructor that took your cell phone up. Cell phones are disruptions to your classmates as well as yourself, failure to turn in a cell phone when the instructor request it could result in a suspension and applicable fees will apply. If someone needs to get in touch with you due to an emergency then they are more than welcome to contact you via school phones at 931-723-8188, 931-954-5008. Please always keep your cell phones on vibrate or silent inside the building.

Additional Financial Aid Information

Professional Judgment Policy

Professional Judgments are documents that students may file only in the scenario that they have been awarded by the third-party servicer and they have been awarded low to no Pell. Following are the reasons that a student may file a PJ to possibly obtain more Pell.

INCOME REDUCTION

LARGE DEBTS

EXCEPTIONAL MEDICAL OR DENTAL EXPENSES

SUPPORT OF NON-HOUSEHOLD FAMILY MEMBERS/FRIEND

DEPENDENT CARE AND EXPENSES

DEPENDENT STUDENT PARENTS IN COLLEGE

DEPENDENCY STATUS

DEPENDENCY STATUS THIRD PARTY CERTIFICATION

Professional Judgment forms can be obtained from the financial aid director, it is your responsibility to show proof, of why you need a pj, the director will then fax them into the third party servicer for review, please be advised this may take several days / weeks to completely process. Also please be advised this DOES NOT guarantee you will be approved to receive more Pell. For further questions please see Ms. Casey.

Default management plan-Default management is something that we take very seriously please be advised that the following steps are taken to ensure that default rates stay low. Default means that a student is required to begin making his or her payments and they fail to do so without contacting their lender their loan then goes into default, is reported against their credit, with consequences of possible wage garnishment, income tax garnishment, among many other collection efforts not limited to what is listed herein. For more information please request a copy of our default management plan.

Appeal process: The "Warning" status may not be appealed. "Probation" after failing to achieve minimum requirements may be appealed. The student must submit a written appeal to the Director, along with any supporting documentation, stating reason(s) why the student failed to make Satisfactory Progress, what has changed that will allow the student to maintain

Satisfactory Progress at the next evaluation period, why the decision of "Probation" should be reversed, and a request for a re-evaluation of Progress. Extenuating circumstances may include death of a close relative, injury or illness of a student, loss of housing, etc. This written appeal must be received by the Director within five (5) business days of "Probation". Should a student fail to appeal the initial decision, the original decision will stand. A hearing will take place within five (5) days of the written appeal. The hearing will be to determine whether the student's Plan will enable them to achieve Satisfactory Academic Progress by the end of the Probationary period, or at some future agreed-upon time. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the Director and the Director of Financial Aid. A decision of the student's appeal will be made within three (3) business days of the hearing and will be communicated to the student in writing by the Director. This decision is final and is not open to appeal. If a student's appeal is approved, the student will be automatically re-entered into the course and will be considered as maintaining Satisfactory Progress for the purpose of Financial Aid.

Disbursement Policy: Please be advised that until your financial aid is awarded no disbursements will be given to you. Once your financial aid has been awarded then at this point whichever disbursement method and amount you have requested will then take effect, checks are written once month the first of each month, if for some reason the school is closed on this day then you will receive your check the following day. Please be advised you may change your request at any time however to do so you must schedule an appointment with Ms. Casey. Also, unless you have a credit balance in your student account no funds will be released early for any reason. We are not required to release any funds until your tuition has been paid for in full for pmt period

Transcripts Request: Please be advised transcript request need to be made in writing and sent to the financial aid department. They must include your name, social security number, what you are requesting, reason you are requesting it, as well as to whom and where you would like it sent to. You must also include the recipients fax and or mailing address in order for it to be properly sent. The form to request this is located on the school website under student right to know. Please be advised there will be a 10 day turn around on transcript request.

Other Request: Attendance Reports, enrollment verifications, and other third party requested items: Students often need documents verifying their attendance, enrollment, grading, etc. This must also be requested in writing and given to either your instructor and or the financial aid office. They must include your name, social security number, what you are requesting, reason you are requesting it, as well as to whom and where you would like it sent to. You must also include the recipients fax and or mailing address in order for it to be properly sent. Please be advised there will be a 10 day turn around on these requests. Attendance forms should be kept up with daily by the student, if your forms need to be initialed your educator can not back date this for you. We are happy to assist you with hard copies of any policies, documents, etc. However please request in writing what you are needing and turn into the financial aid office. Please allow 10 days from the date of your request to receive.

Names of owners / officers, governing boards. As mentioned in "Introducing the faculty" Tonya Liles is the owner and owns 100% of the stockholder shares.

Violations Any violation for rules and regulations or policies may result in termination this will be at the owner's discretion. However, the student is still required to pay the full cost of the tuition.

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You are required to adhere to these policies, per your signing the internet disclosure notification

Please also see Consumer Information Handbook for other policies and procedures. Any amendments will be made to this at the discretion. of the instructors and owners....

Licensure Information

In order to be licensed in the state of Tennessee the following requirements must be met.

Cosmetology-must complete 1500 clock hrs in cosmetology consisting of 300 in general, 600 in perms,relaxers,color,and nails and the final 600 in shampoo, styling, wax,cuts,facials, manicures and pedicures. While enrolled the student must maintain a passing average as well as have all tuition cost and fees covered before they graduate. Upon graduation the student must pass two state board exams consisting of theory as well as practical before receiving licensure.

Nail Technician-must complete 600 clock hrs in nail technology consisting of manicures, pedicures, nail enhancements and basic skin care. While enrolled the student must maintain a passing average as well as have all tuition cost and fees covered before they graduate. Upon graduation the student must pass two state board exams consisting of theory as well as practical before receiving licensure.

Instructor-must complete 300 hrs consisting of learning how to properly prepare lesson plans, instruct a class and properly give demonstrations. While enrolled the student must maintain a passing average as well as have all tuition cost and fees covered before they graduate. Upon graduation the student must pass two state board exams consisting of theory as well as practical and be licensed in their field for a minimum of 3 years before receiving licensure.

Aesthetics- must complete 750 hours in the Aestitician / Esthetics program consisting of learning how to properly give facials, back treatments, waxing, makeup services, basic skin care, as well as understand disease. While enrolled must maintain a passing average as well as have all tuition cost and fees paid in full before they graduate. Upon graduation the student must pass two state board exams consisting of theory as well as practical application before receiving licensure.

For more info on licensure contact the TN Board of Cosmetology. We also have links their laws and rules on our website at [you will need to go to: "Student right to know"](#) located under enrollment and financial aid tab.

Career Advancement

With any course that Love Beauty School, Inc offers there is always room for career advancement. You can go from a beginner stylist, Aestitician, or nail tech for example to an instructor. You can open your own place of business once all state requirements are met, there are opportunities to be platform artist, product representatives, to work on cruise ships and travel the world. The possibilities in this field are truly endless. The instructors and administrators also take part in helping the students to obtain positions in the workforce as well as helping our graduates to advance in their personal careers. We often take school trips to many different salons, as well as hair shows to make sure our students have a good understanding of just how far they really can go with their careers.

***Placement Assistance** Is available. Although we cannot guarantee placement, We do offer assistance in the form of help with your resumes, portfolios, letters of recommendation, contacts, etc.*

*For placement rates, as well as graduation rates please see your
Consumer Information Handbook*

Grading System

Love Beauty School, Inc is dedicated to training the best. In order to do this we have a strict grading system we follow and this is simply to make sure that the students are excelling to the best of their ability and becoming the best beauty and wellness professionals they can be. Below you will find an example of our grading scale.

Theory Work will be graded according to the following scale:

90-100 Excellent

80-89 Above Average

70-79 Satisfactory

Below 70 Unsatisfactory

Always using 100 percent possible, we take the number of items on the exam, and or assignment, and divide 100 by that to get the points possible for each item, this is then multiplied by the number missed, and deducted from total points possible. For example an exam of 20 questions. $100 / 20 = 5$ points possible. So if the student doesn't get any wrong, they will receive a 100. If they missed 5, we would multiply 5 missed, by 5 points possible each for a total of 25 points. This is then subtracted from total points possible $100 - 25 =$ grade of 75%. Having to retake an exam and or assignments for a non passing score, or late may result in an automatic 10 point deduction.

Practical and Clinic Work will be graded as follows:

If the student completes the clinical/practical assignment correctly they are able to count this as a clinical. Each student have a number of clinical in each category equal to state board requirements for the number of hours in general, chemical, physical work. A student cannot graduate unless he or she has successfully completed all clinical/practical work. If a student does not complete a clinical/practical successfully he or she will not get credit for it.

Please be advised that in order to be considered passing you must make a minimum of a 70! For other info please see Satisfactory Academic Progress in your Consumer Information Handbook.

**Love Beauty School, Inc requires that the students make at least a 70 on all tests. Should any student receive a failing grade for a test it is not accepted and an [I] (incomplete) is entered as the grade until the exam is retaken* ALL Exams and or clinicals must have a passing score for students to graduate. You will not be able to graduate until all exams and assignments have a passing score and all clinicals are completed. The institution reserves the right to charge you for overtime for additional hours needed to complete clinicals and or test that should have been taken, passed, and or completed during your scheduled enrollment.*

2024 LOVE BEAUTY SCHOOL, INC. SCHOOL CALENDAR

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Key: Graduation **June 28th 7pm!** (Staff works double shift) Feb 13, May 7, Aug 6, Oct 29

■ Staff Development
 ■ Closed for Holiday
 ■ Dress Up Day
 ■ Bring a Friend Day
 ■ Team Building

■ New Class Starts
 Nov. 18th Thanksgiving Dinner
 Dec. 16th Christmas Dinner and Party

Dress up Day Themes: Jan-Rock Star, Feb-Love, March-Crazy Hat, April-Prom, May-Favorite Concert Tee Day, June-Independence Day, July-Hippie Day, Aug-80's Day, Sep-Team Jersey Day, Oct-Halloween Costume, Nov-50's Day, Dec-Christmas / Tacky Sweater

Campus Information

Love Beauty School, Inc. at this time operates from one location. There are no branches as of now.

The mailing address is 1161 Murfreesboro Highway

In Manchester, TN 37355

Phone 931-723-8188

Fax 931-723-8187

Financial Aid 931-954-5008

www.lovebeautyschool.net

love_beauty_school@yahoo.com

Grievance Procedures

Love Beauty School, Inc. has an open-door policy. If at any time there is an issue you may come to the financial aid director or the owner and discuss it with them in private. Also should you ever feel uncomfortable discussing the matter you may fill out a form and place it in the container or the office and you may remain anonymous and we will handle the situation promptly however the grievance needs to be made in writing and submitted to the owner or the financial aid director. If you prefer to mail it in, you may send it to Cristie Fults and or Tonya Liles at 1161 Murfreesboro Hwy in Manchester, TN 37355. You may also contact either of us at 931-723-8188 or 931-954-5008. Love Beauty school, Inc. is also authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health and safety, and financial responsibility.

Love Beauty School, Inc. is accredited by the commission of the Council on Occupational Education.

Any complaints that are not handled promptly may be then be sent in writing to Council on Occupational Education 7840 Roswell Rd, Building 300, Suite 325
Atlanta, GA 30350

Or The TN Board of Cosmetology
500 James Robertson Pkwy,
Davy Crockett Tower
Nashville TN, 37243

If a complaint is not settled at the institutional level / "Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the title 49, chapter 7, part 20 or Rule chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization." The student may contact the Tennessee Higher Education Commission, DPSA in writing at 312 Rosa L. Park Avenue, 9th floor, Nashville, TN 37243-1102.