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BEYOND the BASICS

School of Cosmetology

1031 School View Dr. suite A, B & C
Marshfield, Mo.
417-859-5866

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Mission Statement

Our mission at, Beyond the Basics School of Cosmetology is too not only educate you in the basics of Cosmetology, Esthetician, Manicurist and Instructor, but to go Beyond the Basics. Providing you with the education you will need to master skills that will help you succeed in employment as a future licensed professional in the field of your choosing. Our school is truly a unique experience. We stand for excellence and expect excellence from our future professionals. We are committed to growing our future professional’s self-confidence and providing them with the opportunity to develop the essential skills they need to succeed in the different fields of cosmetology. At Beyond the Basics we prepare our future professional not only to graduate, but to succeed in the salon, spa, in business and in life.
APPROVAL AND DISCLOSURE

1031 SCHOOLVIEW DR. SUITE A, B & C MARSHFIELD, MO. 65706  417-859-5866

COSMETOLOGY  (CIP CODE 12.0401)  1500 HOURS (CLOCK HOURS)

ESTHETICIAN  (CIP CODE 12.0409)  750 HOURS (CLOCK HOURS)

INSTRUCTOR  (CIP CODE 12.0413)  600 HOURS (CLOCK HOURS)

MANICURIST  (CIP CODE 12.0410)  400 HOURS (CLOCK HOURS)

Instruction will occur on site. The maximum number of students receiving training in the facility at one time is subject to many factors including our financial guarantee, and facility size.

Beyond the Basics School of Cosmetology will award the students once they have successfully completed a course of study as outlined in this booklet, the appropriate diploma or certificate.

Prospective enrollees are encouraged to visit the facility of Beyond the Basics School of cosmetology and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing any enrollment agreements.

The minimum standards for this program are established by the Missouri State Board of Cosmetology and Barbers. The minimum number of class hours and the total clock hours, for all courses are outlined in the booklet. These minimums MUST be met in order to qualify the students for licensure in Missouri. There are no guarantees, implied or otherwise, Beyond the Basics School of cosmetology will be able to prepare its students for licensure in any state other than Missouri.

Persons seeking to resolve problems or complaints must contact the Director of Admissions. Requests for further action may be made in writing to:

Amy Menzies, CEO/CFO/DIRECTOR OF ADMISSIONS & EDUCATION

Unresolved complaints may be directed to:

Missouri state Board of Cosmetology
3605 Missouri Boulevard
P.O. box 1062
Jefferson city, MO 65102

573-751-8167 / Toll Free 866-762-9432
SECTION I: ADMISSIONS AND ENROLLMENT

ADMISSION REQUIREMENTS

Your acceptance to Beyond the Basics School of cosmetology is subject to review by the Admissions department, Director of Education and Assistant director of education. Beyond the Basics school of cosmetology does not recruit students attending schools offering similar programs. Students who are currently incarcerated in a correctional institution are not eligible for admissions to Beyond the Basics School of cosmetology. All students wishing to enroll must complete an interview with the Admissions Director or Assistant Admissions director, and meet all state of Missouri Cosmetology/Barber Board requirements. Beyond the Basics school of cosmetology reserves the right to approve or decline an application for admission.

COMPLETE APPLICATION

1. Be at least seventeen (17) years of age
2. A copy of your Birth certificate OR driver’s license for proof of age
3. A copy of your high school diploma, GED, or valid H.S. / Homeschool Transcript with graduation date (may be required to prove authenticity)

Financial Aid Application Information

While on the campus, prospective students are provided with information on how to complete the Free Application for Federal Student Aid (FAFSA) and information about whom they may contact with questions about the financial aid process.

Equal Opportunity in Admissions

In making admissions decisions, we do not discriminate on the basis of sex, age, disability, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation, or membership in other protected groups, as defined by local, state or federal law. Rather, we make admissions decisions based on merit, including each applicant’s interest, aptitude, and ability.

TRANSFER STUDENTS

Beyond the Basics school of cosmetology may accept transfer students. A transfer student will be given credit for hours accumulated at other schools as approved by the Missouri State Board of Cosmetology and Barbers. All transfer hours must be from the same program of study.

1. An official transcript from his or her prior institution must be provided before enrollment.
2. All transfer students will be required to take a written and/or practical exam.
3. Beyond the Basics school of cosmetology reserves the right to limit the number of transfer hours based on transcript provided.
4. The Director of Education reserves the right to tailor the content of the test/program to the students past credit hours. Beyond the Basics school of cosmetology reserves the right to deny transfer hours for any reason.

5. It is the student’s responsibility to make sure all tuition and fees are satisfied before hours can be transferred in or out of Beyond the Basics School of cosmetology.

6. Beyond the Basics school of cosmetology reserves the right to accept or decline a transfer application for any reason.

RE-ENROLLMENT REQUIREMENTS

Beyond the Basics school of cosmetology requires students, who wish to re-enroll to interview with administration, complete an application and submit a written request. The student must satisfy the balance due of all past contracts when re-enrolling. Upon acceptance the student will retain his or her attendance and academic history from their previous enrollment. Beyond the Basics school of cosmetology reserves the right to accept or decline re-enrollment for any reason.

SECTION II: ATTENDANCE POLICIES

ATTENDANCE

WITHDRAWAL OR INCOMPLETE COURSE

A student who chooses to withdrawal from his/her program or fails to complete his training will have a notice placed in his/her file stating the satisfactory progress at the time of withdrawal. The student will be responsible for all charges incurred. The kit and supplies will be held by Beyond the Basics School of cosmetology until all fees are paid in full. If the balance is not paid in full within 6 months (or prior arrangements made) all supplies become property of Beyond the Basics school of cosmetology.

EXTENDED CONTRACT END DATE

If the student does not complete their training program as indicated on their enrollment contract and addendum must be signed between Beyond the Basics and the student for additional hours needed to graduate. Additional charges will be assessed to the student at the rate of $10.00 per hour.

Beyond the Basics school of cosmetology maintains student attendance records. To receive credit for hours attended Students must clock in and out of our time clock system. Any absence or lateness, no matter the reason, will interfere with the learning process and future career success. Students’ may not receive credit for hour’s attendance without clocking in unless failure to clock in was due to a system failure or as required by state law. If any write in’s occur on the time card they must be initialed by the instructor who was in attendance during that time and can verify the correct time. Under no circumstances are students to clock one another in or out, doing so is in violation with state law and Beyond the Basics school of cosmetology policy and subject to appropriate disciplinary action, up to and including termination. There are two
program options available for Cosmetology, Manicurist, and Instructor: full time students are scheduled 34 hours per week or part time students are scheduled 24 hours per week. Esthetician offers a part time schedule only; students are scheduled 24 hours per week. An Administrative fee of $50 for contract changes and $25 for scheduled changes may be charged. Students who are absent will be required to makeup all Theory/Practical work they missed on the day they return.

SCHOOL CALENDER

The school operates on a continuous enrollment with new classes beginning approximately every four to five weeks. New class start dates are subject to change without notice. Please contact Amy Menzies, director of education for more information. Students may apply for enrollment when we have openings available or to be put on a waiting list. Beyond the Basics school of cosmetology reserves the right to accept or decline your application for enrollment.

SCHOOL HOLIDAYS

The school will be closed for the following Holidays and Breaks:
Christmas Break: December 24th – January 1st
Thanksgiving break: the day before, day of, and day after thanksgiving
Halloween: October 31st
Independence Day: July 4th
Spring Break: One business week (4 days) to be determined by February 1st of the existing year,
Spring Break coincides with Marshfield School district. Summer break: July 1st - July 14th

LUNCH

Lunches are ½ hour in length and may be designated by your instructor. Students must clock in and out and take lunch at their scheduled time. Students who do not clock in and out may not receive credit for time attended if it cannot be accurately verified by the instructor who was in attendance.
Example: No leaving school to get lunch, then coming back, clocking out and eating lunch, then clocking back in. No student is to clock back in from lunch until they are done eating. Etc. Students that take lunch at a different time/or take longer lunch without permission will be subject to being clocked out. After the third time, suspension.
Lunch times may be altered at the discretion of the instructor due to client needs.

BREAKS All students are allowed a 15 minute break in the morning and those who stay until 4:30 will be allowed a 15 minute afternoon break. Instructors set break times. No student is allowed to go to their cars during break times. A disciplinary warning will be issued if a student goes to their car without permission.

VA ATTENDANCE POLICY ADDENDUM

VA eligible students must maintain a monthly attendance average of 80%. Failure to maintain the average on a monthly basis will lead to a 30 day probation period. If the average does not meet the required 80% during the probation period, VA benefits will be terminated.
TARDINESS/ABSCENCES
Tardiness, absences, or early departures should be communicated to the front desk by 8:45 am on the day of the occurrence. It is the student’s responsibility to clock in and out each day. The student will only receive credit for properly documented time. Students must be in compliance with school dress code to be considered in attendance.

INCLEMENT WEATHER
The school can be closed when snow and icy conditions make driving hazardous or impossible. Beyond the Basics school of cosmetology follows along with the Marshfield School district. When Marshfield School district is closed for inclement weather so is Beyond the Basics School of Cosmetology, Closing will be announced on Facebook. Upon severe weather warnings, freezing rain, ice, and/or snow, the school may be dismissed early at the discretion of the School Director.

LEAVE OF ABSENCE
A student on an approved leave of absence is not considered withdrawn from Beyond the Basics school of cosmetology and no refund calculation is required at that time. All students must follow the institutions policy in requesting a LOA.

The following is the criteria for a leave of absence to be considered approved:

1. A student must apply for a leave of absence in advance, unless unforeseen circumstances prevent the student from doing so (example: car accident, emergency, etc.). If this occurs the LOA will documented by the Director with the date, time and reason and the student will be required to sign at a future date. The beginning date of the approved LOA would be the first date the student was unable to attend the institution because of the accident (documentation must be provided). The student must provide the reason for the Leave of absence.

2. Examples of reasons for a LOA to be approved are: Financial, Personal, Health related, ETC. All Loa requests must have student signature.

3. A school official must approve a leave of absence

4. No more than two leave of absence has been granted during the student’s program.

5. The leave of absence is no less than two weeks or no longer than six weeks. The student may return early if desired, but it must be in writing.

6. Students will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-moth period. There is no additional charge involved with a leave of absence. However, the leave of absence does not stop the
scheduled monthly payments to the school for tuition. If making monthly payments for tuition, the payments will be due on the first school day of the month.

A leave of absence will extend the student’s contract period by the same number of days taken in the leave. Such changes to the contract period will have an addendum to the enrollment agreement and must be signed by all parties. The student remains in the same progress status as prior to the leave. A student who takes an unapproved LOA or does not return to school as indicated on the leave of absence form is considered to have terminated as of the last date of attendance. Student’s re-entering the institution will re-enter in the same progress status as when they left. If the leave is for a medical reason the student must supply Beyond the Basics School of Cosmetology with a doctor’s discharge prior to returning that releases the student to come back to school with no limitations. If the leave is for jury duty the student must provide documentation from the court showing any day/s that he/she attended jury duty.

TRANSFERS

Transfer Hours form another school that are accepted toward the students Beyond the basics school of cosmetology program are counted as both attempted and completed hours.

Re-enroll Students who are approved to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

SATISFACTORY ACADEMIC PROGRESS POLICY

OVERVIEW

Students at Beyond the Basics School of cosmetology are expected to maintain satisfactory progress in attendance and academics. The satisfactory academic progress policy (SAP) standards require that students successfully maintain a minimum grade average and proceed through the program at a pace leading to completion within a specific time frame. SAP is officially measured at the end of each evaluation period.

ACADEMIC PROGRESS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study; all grades are given in numeric averages, or on a pass/fail basis. (A=90-100%, B=80-89%, C=75%-79%, F=below 75%), any score of 75% or more will be considered passing. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.
Course incompletes, repetitions and non-credit remedial courses have no effect upon the institutions satisfactory progress. Students must maintain a cumulative grade point average of at least 75% in order to receive a graduation certificate. At the end of each evaluation period, the cumulative grade point average (GPA) will be determined and documented in each student’s official record. Evaluation periods are in actual hours. Students achieving the minimum percentages specified in the chart below will be considered to be making SAP until the next evaluation period. Beyond the Basics school of cosmetology notifies students of any evaluation that impacts the student’s eligibility for financial aid.

**Cosmetology Program-** 1500 Hours/45 weeks / 75 weeks, 45 weeks is full time at 34 hours per week / 75 weeks is Part time at 24 hours per week

<table>
<thead>
<tr>
<th>Actual Hours</th>
<th>450 Hours</th>
<th>900 Hours</th>
<th>1200 Hours</th>
<th>1500 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Attendance</td>
<td>67%</td>
<td>67%</td>
<td>67%</td>
<td>67%</td>
</tr>
</tbody>
</table>

**Esthetician program-** 750 Hours/32 weeks is part time at 24 hours per week. (only schedule offered)

<table>
<thead>
<tr>
<th>Actual Hours</th>
<th>375 Hours</th>
<th>750 Hours</th>
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</thead>
<tbody>
<tr>
<td>Cumulative GPA</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Attendance</td>
<td>67%</td>
<td>67%</td>
</tr>
</tbody>
</table>

**Manicurist Program –** 400 Hours/ 12 Weeks is Full time at 34 hours per week / 20 Weeks is part time at 24 hours per week

<table>
<thead>
<tr>
<th>Actual Hours</th>
<th>200 Hours</th>
<th>400 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Attendance</td>
<td>67%</td>
<td>67%</td>
</tr>
</tbody>
</table>
Instructor program- 600 Hours/18 Weeks is Full Time at 34 hours per week /25 Weeks is part time at 24 hours per week.

<table>
<thead>
<tr>
<th>Actual Hours</th>
<th>300 Hours</th>
<th>600 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Attendance</td>
<td>67%</td>
<td>67%</td>
</tr>
</tbody>
</table>

REQUIRED COMPLETION RATE: Students must be progressing toward a successful competition of the program within a specific time frame but not to exceed 150%. Minimum attendance requirement at each evaluation period is 67%. (Please note: The 67% rate is to meet SAP requirements only, 100% ATTENDANCE IS REQUIRED TO COMPLETE THE PROGRAM BY A STUDENT'S CONTRACT GRADUATION DATE, AS OUTLINED IN THE Beyond the basics school of cosmetology catalog). The attendance percentage is determined by dividing the total hours accrued by the total hours scheduled.

Maximum Time Frame: The Maximum time allowed for completion of each course at Satisfactory Academic Progress is as follows.

- Cosmetology – 1500 Hours x 150% = 2250 Scheduled Hours
- Esthetician – 750 Hours x 150% = 1125 Scheduled Hours
- Manicurist – 400 Hours x 150% = 600 Scheduled Hours
- Instructor - 600 Hours x 150% = 900 Scheduled Hours

Student who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

DETERMINATION OF PROGRESS STATUS: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. Copies of evaluation results will be kept in students file and are available upon request by the student.

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

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.

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 30 calendar days. If approved, the student will be provided with an individual plan of action (IPA) to restore satisfactory progress. 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.

LEAVE OF ABSENCE
A student on an approved leave of absence is not considered withdrawn from Beyond the Basics school of cosmetology and no refund calculation is required at that time. All students must follow the institution’s policy in requesting a LOA.

The following is the criteria for a leave of absence to be considered approved:

1. A student must apply for a leave of absence in advance, unless unforeseen circumstances prevent the student from doing so (example: car accident, emergency, etc.). If this occurs the LOA will be documented by the Director with the date, time and reason and the student will be required to sign at a future date. The beginning date of the approved LOA would be the first date the student was unable to attend the institution because of the accident (documentation must be provided). The student must provide the reason for the Leave of absence.
2. Examples of reasons for a LOA to be approved are: Financial, Personal, Health related, ETC. All Loa requests must have student signature.

3. A school official must approve a leave of absence

4. No more than two leave of absence has been granted during the student’s program.

5. The leave of absence is no less than two weeks or no longer than six weeks. The student may return early if desired, but it must be in writing.

6. Students will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-moth period. There is no additional charge involved with a leave of absence. However, the leave of absence does not stop the scheduled monthly payments to the school for tuition. If making monthly payments for tuition, the payments will be due on the first school day of the month.

A leave of absence will extend the student’s contract period by the same number of days taken in the leave. such changes to the contract period will have an addendum to the enrollment agreement and must be signed by all parties. The student remains in the same progress status as prior to the leave. A student who takes a unapproved LOA or does not return to school as indicated on the leave of absence form is considered to have terminated as of the last date of attendance. Student’s re-entering the institution will re-enter in the same progress status as when they left. If the leave is for a medical reason the student must supply Beyond the Basics School of Cosmetology with a doctor’s discharge prior to returning that releases the student to come back to school with no limitations. If the leave is for jury duty the student must provide documentation from the court showing any day/s that he/she attended jury duty.

TRANSFERS

Transfer Hours form another school that are accepted toward the students Beyond the basics school of cosmetology program are counted as both attempted and completed hours for the purpose of determining when the maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

RE-ENROLL

Students who are approved to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

SECTION III: PROGRAM OVERVIEW

COSMETOLOGY

01/29/2013

COURSE DESCRIPTION

Our Cosmetology course is designed to provide our students with a complete set of skills and the credentials they will need for a successful career in in the beauty industry. This 1500 Hour course incorporates real-world business building skills, theory, and practical extensive hands-on learning techniques from all four of
the programs offered at Beyond the Basics School of cosmetology. A Cosmetology student at Beyond the Basics School of Cosmetology will learn:

● All Haircutting techniques and all chemical services for hair from our talented Cosmetology instructors
● Clipper Cuts, Clipper over Comb, fades and ethnic hair
● All Types of Nail applications ranging from artificial nail sets to Spa Manicure and pedicure with hand and foot massages.
● From our Esthetician instructor they will learn hair removal and facials and help clients with skin care needs
● Mock Boards are offered to prepare the student for the written and practical state exams.

The art of hairstyling is no longer the majority activity in the cosmetology industry. It has grown to be an increasingly complex and artistic profession. That’s why at Beyond the Basics School of Cosmetology we choose to offer extensive training in all areas a Cosmetologist is licensed to perform.

Beyond The Basics School of Cosmetology
Undergraduate certificate in Cosmetology/Cosmetologist, General

**Gainful Employment Disclosures – 2019**

**Program Name** Cosmetology

This program is designed to be completed in 45 weeks. This program will cost $14,110.00 for Tuition and Fees and $1,000.00 for Books and supplies if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with $14,286.00 of debt.

1) Program qualifies students to sit for licensure exam in the following States: Missouri

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: https://collegescorecard.ed.gov/
Program graduates are employed in the following fields:

- Hairdressers, Hairstylists, and Cosmetologists: http://onetonline.org/link/summary/39-5012.00
- Makeup Artists, Theatrical and Performance: http://onetonline.org/link/summary/39-5091.00
- Manicurists and Pedicurists: http://onetonline.org/link/summary/39-5092.00
- Skincare Specialists: http://onetonline.org/link/summary/39-5094.00

Licensure Requirements

This program meets licensure requirements in

**Missouri**

*State requires students to sit for licensure EXAM

**Additional Information:**

Date Created: 05/16/2019

These disclosures are required by the U.S. Department of Education

Footnotes:

1. The share of students who completed the program within 100% of normal time (45 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate: N/A
8. Accreditor Job Placement Rate: N/A

COURSE OVERVIEW

Subject: COSMETOLOGY

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shampooing of all kinds</td>
<td>40</td>
</tr>
<tr>
<td>Hair Coloring, Bleaches and Rinses</td>
<td>130</td>
</tr>
<tr>
<td>Hair Cutting and Shaping</td>
<td>130</td>
</tr>
<tr>
<td>Permanent Waving and Relaxing</td>
<td>125</td>
</tr>
<tr>
<td>Hair setting, Pin curls, Finger Waves, Thermal Curling</td>
<td>225</td>
</tr>
<tr>
<td>Comb-outs and hair Styling Techniques</td>
<td>105</td>
</tr>
<tr>
<td>Scalp Treatments and Scalp diseases</td>
<td>30</td>
</tr>
<tr>
<td>Facials, Eyebrows and Arches</td>
<td>40</td>
</tr>
<tr>
<td>Manicuring, Hand and Arm massage, Treatment of Nails</td>
<td>110</td>
</tr>
<tr>
<td>Cosmetic chemistry</td>
<td>25</td>
</tr>
<tr>
<td>Salesmanship and shop Management</td>
<td>10</td>
</tr>
<tr>
<td>Sanitation and sterilization</td>
<td>30</td>
</tr>
<tr>
<td>Anatomy</td>
<td>20</td>
</tr>
<tr>
<td>State Law</td>
<td>10</td>
</tr>
<tr>
<td>Miscellaneous Lectures and Test Review</td>
<td>470</td>
</tr>
<tr>
<td>Total Hours</td>
<td>1500</td>
</tr>
</tbody>
</table>

POTENTIAL OCCUPATIONS

As a licensed cosmetologist your opportunities are endless. You can pursue a career as a Color Specialist, Salon Manager or Owner, Platform and Competition Artist, Product Educator, Makeup Artist, Beauty Consultant, Instructor, or Cosmetologist for Film and Photography, and the list goes on and on. Once you graduate from our cosmetology program and secure a cosmetology license, these achievements open the way to many possible career paths. Some of these career paths may require additional training, experience, or licensure.

Students should also be aware that
(1) The law may differ by state as to the training, experience, or licensure that will be required for any of the career opportunities in the list and
(2) State reciprocity laws may limit the application of program completion in one state to licensure in any other state.

Beyond the Basics School of Cosmetology has not made and will not make any guarantees of employment or salary upon graduation.

STATE AND NATIONAL WAGES (www.careerinfo.net.org)

<table>
<thead>
<tr>
<th>Location</th>
<th>Pay Period</th>
<th>2010 10%</th>
<th>2010 25%</th>
<th>2010 Median</th>
<th>2010 75%</th>
<th>2010 90%</th>
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<tbody>
<tr>
<td>United States</td>
<td>Hourly</td>
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<td>$10.94</td>
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<td>Yearly</td>
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<td>$22,800</td>
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<td>$41,500</td>
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<tr>
<td>Missouri</td>
<td>Hourly</td>
<td>$7.66</td>
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<td>$10.09</td>
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<td>$15.17</td>
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<td></td>
<td>Yearly</td>
<td>$15,900</td>
<td>$17,500</td>
<td>$21,000</td>
<td>$25,900</td>
<td>$31,600</td>
</tr>
</tbody>
</table>

SCHEDULE

Full-time Schedule is Tuesday-Wednesday-Thursday-Friday 8:30am-5:30pm

½ hour for lunch 34 hours a week, Contract time 45 weeks and Part-time Schedule is 24 hours per week, 75 weeks contract time 1500 hours required (Phases 1-5, clinic floor, special classes, guest speakers, etc.)

OCCUPATIONAL DEMANDS OF THE JOB

In keeping with our commitment to equal opportunity, no student will be denied admission based on membership in a protected group. At the same time, it is our mission to teach our students the skills necessary for success in the beauty industry. In order for you to meaningfully participate in the program and receive the full benefit of the education delivered, there are certain physical
demands that you must be able to meet. Specifically, to perform the essential requirements of the cosmetology curriculum, you must have the physical ability, with or without a reasonable accommodation, to:

• Tolerate exposure to and handling of products having or emitting odors, fragrances, and chemicals
• Stand and walk for up to 8 hours consecutively, except during 15-minute or 30-minute breaks
• Manually grasp, handle, control, move, and manipulate objects or tools standard within the beauty industry
• Bend or twist the body, and engage in repetitive motions, as needed to perform and demonstrate the full range of services standard within the beauty industry
• Hold the arm and hand in one position and, at other times, hold the hand steady while moving the arm
• Lift up to 30 lbs.
• Perform and demonstrate the full range of esthetics related services standard within the skin care industry (e.g., facial and body skin care with massage, facial and body waxing, and make-up application)
• View detail in objects within arm’s length and discern the differences between colors, shades, and brightness within and between those objects
• Perform and demonstrate the full range of hair-related services standard within the cosmetology industry (e.g., shampoo with massage, comb, haircut, hairstyle, hair color and chemical texturing, braid, sculpt, hairdryer, etc.)
• Perform and demonstrate the full range of nail-related services standard within the cosmetology industry (e.g., file, buff, clip, clean, and apply polish to nails and/or attach artificial nail products)

Any student who may require an accommodation of disability in order to meet these occupational demands should carefully review the Academic Adjustments Based on Disability Section of this catalog.

COST

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$14,000.00</td>
</tr>
<tr>
<td>Application fee</td>
<td>$85.00*</td>
</tr>
<tr>
<td>Kit and books</td>
<td>$1,000.00*</td>
</tr>
<tr>
<td>License fee</td>
<td>$25.00*</td>
</tr>
</tbody>
</table>
Total $15,110.00**

The school may charge a $10.00 transcript fee for transcript requests.
*These items are non-refundable

** All prices are subject to change without prior notice

ESTHETICIAN

01/29/2013

COURSE DESCRIPTION

Our Esthetics program will equip you with the skills you need to be an expert in the arts of beauty, skincare and relaxation. This is a 750 clock hour program that offers business skills, theory, and practical hands-on learning techniques.

_Beyond the Basics School of Cosmetology_

Undergraduate certificate in Aesthetician/Esthetician and Skin Care Specialist
Program Length: 32 weeks

_Gainful Employment Disclosures – 2019_
Program Name: Esthetics
This program is designed to be completed in 32 weeks.
This program will cost $9,110.00 for Tuition and Fees and $1,000.00 for books and supplies if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.
Of the students who completed this program within normal time, the typical graduate leaves with N/A of debt. *Fewer than 10 students competed this program within normal time. This number has been withheld to preserve the confidentiality of the students
1) Program qualifies students to sit for licensure exam in the following States: Missouri

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here:
https://collegescorecard.ed.gov/
Program graduates are employed in the following fields:

Skincare Specialists: http://onetonline.org/link/summary/39-5094.00

Licensure Requirements

This program meets licensure requirements in Missouri*

*State requires students to sit for licensure EXAM

**Additional Information:**

No additional notes provided.

Date Created: 05/16/2019

These disclosures are required by the U.S. Department of Education

1. The share of students who completed the program within 100% of normal time (32 weeks).

2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.

5. The median earnings of program graduates who received Federal aid.

6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate: N/A

8. Accreditor Job Placement Rate: N/A
## COURSE OVERVIEW

**Subject: ESTHETICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facials, cleansing, toning, massaging</td>
<td>120</td>
</tr>
<tr>
<td>Makeup application, all phases</td>
<td>100</td>
</tr>
<tr>
<td>Hair removal</td>
<td>30</td>
</tr>
<tr>
<td>Body treatments, aromatherapy, wraps</td>
<td>120</td>
</tr>
<tr>
<td>Reflexology</td>
<td>35</td>
</tr>
<tr>
<td>Cosmetic sciences, structure, condition, disorder</td>
<td>85</td>
</tr>
<tr>
<td>Cosmetic Chemistry, products and ingredients</td>
<td>75</td>
</tr>
</tbody>
</table>
Salon management and salesmanship.................................................................................................................. 55
Sanitation and sterilization, safety......................................................................................................................... 45
State Law................................................................................................................................................................. 10
Miscellaneous lectures and test review.................................................................................................................. 75
Total hours.............................................................................................................................................................. 750

POTENTIAL OCCUPATIONS

In the fast growing industry of Esthetics there is several choices in which to direct your career path. Day Spa Manager or Owner, Product Representative, Product Educator, or choose a medical setting in a dermatology or plastic surgery office. Once you graduate from our Esthetician program and secure an Esthetic license, these achievements open the way to many possible career paths. Some of these career paths may require additional training, experience, or licensure.

Students should also be aware that

(1) The law may differ by state as to the training, experience, or licensure that will be required for any of the career opportunities in the list and

(2) State reciprocity laws may limit the application of program completion in one state to licensure in any other state.

Beyond the Basics School of Cosmetology has not made and will not make any guarantees of employment or salary upon graduation.

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<td>Hourly</td>
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<td>$10.09</td>
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<td>$12.47</td>
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</tbody>
</table>

**SCHEDULE**

Part time schedule is all BTB currently offers: the hours are as follows TUESDAY, WEDNESDAY & THURSDAY 8:30am-5:30pm  
**Schedule is 24 hours per week, 32 weeks contract time 750 hours**

(Phases, clinic floor, special classes, guest speakers, etc.).

**OCCUPATIONAL DEMANDS OF THE JOB**

In keeping with our commitment to equal opportunity, no student will be denied admission based on membership in a protected group. At the same time, it is our mission to teach our students the skills necessary for success in the beauty industry. In order for you to meaningfully participate in the program and receive the full benefit of the education delivered, there are certain physical demands that you must be able to meet. Specifically, to perform the essential requirements of the cosmetology curriculum, you must have the physical ability, with or without a reasonable accommodation, to:

- Tolerate exposure to and handling of products having or emitting odors, fragrances, and chemicals
- Stand and walk for up to 8 hours consecutively, except during 15-minute or 30-minute breaks
- Manually grasp, handle, control, move, and manipulate objects or tools standard within the beauty industry
- Bend or twist the body, and engage in repetitive motions, as needed to perform and demonstrate the full range of services standard within the beauty industry
- Hold the arm and hand in one position and, at other times, hold the hand steady while moving the arm
• Lift up to 30 lbs.

• Perform and demonstrate the full range of esthetics related services standard within the skin care industry (e.g., facial and body skin care with massage, facial and body waxing, and make-up application)

• View detail in objects within arm’s length and discern the differences between colors, shades, and brightness within and between those objects

• Perform and demonstrate the full range of hair-related services standard within the cosmetology industry (e.g., shampoo with massage, comb, haircut, hairstyle, hair color and chemical texturing, braid, sculpt, hairdryer, etc.)

• Perform and demonstrate the full range of nail-related services standard within the cosmetology industry (e.g., file, buff, clip, clean, and apply polish to nails and/or attach artificial nail products)

Any student who may require an accommodation of disability in order to meet these occupational demands should carefully review the Academic Adjustments Based on Disability Section of this catalog.

COST

Tuition $9,000.00

Application fee 85.00* (Not eligible to be paid with financial aid)

Kit and books 1,000.00*

License fee 25.00*

Total 10,110.00**

The school may charge a $10.00 transcript fee for transcript requests.

*These items are non-refundable

Total costs does not include advanced kit option.

** All prices are subject to change without prior notice

MANICURIST

01/29/2013

COURSE DESCRIPTION
Our manicurist program will prepare you with the skills to be a professional in the growing nail care industry. Our students are challenged to meet and surpass the state-required skill level, by incorporating all of the current trend techniques and business training. As a manicurist student you will receive specialized training in fiberglass Nails, Sculptured Nails, Acrylic Nails, Gel Nails, Gel polish, and Nail Art, Spa Manicures and pedicures and so much more.

Beyond The Basics School of Cosmetology

Undergraduate certificate in Nail Technician/Specialist and Manicurist

Gainful Employment Disclosures – 2019
Program Name Manicurist
This program is designed to be completed in 12 weeks. This program will cost $5,110.00 for Tuition and Fees and $1,000.00 for books and supplies if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed
Of the students who completed this program within normal time, the typical graduate leaves with N/A of debt.
*Fewer than 10 students competed this program within normal time. This number has been withheld to preserve the confidentiality of the students

1) Program qualifies students to sit for licensure exam in the following States: Missouri

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: https://collegescorecard.ed.gov/

Program graduates are employed in the following fields:

Manicurists and Pedicurists

Licensure Requirements
This program meets licensure requirements in

Missouri*

*State requires students to sit for licensure exam

Additional Information

Date Created 05/16/2019

These disclosures are required by the U.S. Department of Education

Program graduates are employed in the following fields:

Hairdressers, Hairstylists, and Cosmetologists: http://onetonline.org/link/summary/39-5012.00
Makeup Artists, Theatrical and Performance: http://onetonline.org/link/summary/39-5091.00
Manicurists and Pedicurists: http://onetonline.org/link/summary/39-5092.00
Skincare Specialists: http://onetonline.org/link/summary/39-5094.00
Licensure Requirements6

Positions that recent completers were hired for include: Manicurist/pedicurist

When were the former students employed?

30 days

How were completers tracked?

Completer/alumni survey (100% response rate)

---

COURSE OVERVIEW

SUBJECT:  

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manicuring, Hand and Arm Massage, Treatment of nails</td>
<td>220</td>
</tr>
<tr>
<td>Salesmanship and shop management</td>
<td>20</td>
</tr>
<tr>
<td>Sanitation and sterilization</td>
<td>20</td>
</tr>
<tr>
<td>Anatomy</td>
<td>10</td>
</tr>
<tr>
<td>State Law</td>
<td>10</td>
</tr>
<tr>
<td>Study of the use and application of certain chemicals</td>
<td>40</td>
</tr>
<tr>
<td>Miscellaneous Lectures and Test review</td>
<td>80</td>
</tr>
<tr>
<td>Total hours</td>
<td>400</td>
</tr>
</tbody>
</table>
POTENTIAL OCCUPATIONS

Manicurists can pursue their career in a salon or Day spa, or as a Product Representative, Educator, Competition Nail artist or Instructor. Once you graduate from our manicurist program and secure a manicuring license, these achievements open the way to many possible career paths. Some of these career paths may require additional training, experience, or licensure. Students should also be aware that

(1) The law may differ by state as to the training, experience, or licensure that will be required for any of the career opportunities in the list and

(2) State reciprocity laws may limit the application of program completion in one state to licensure in any other state.

Beyond the Basics School of Cosmetology has not made and will not make any guarantees of employment or salary upon graduation.

STATE AND NATIONAL WAGES

<table>
<thead>
<tr>
<th>Location</th>
<th>Pay Period</th>
<th>2010 10%</th>
<th>2010 25%</th>
<th>2010 Median</th>
<th>2010 75%</th>
<th>2010 90%</th>
<th>210 90%</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>Hourly</td>
<td>$7.86</td>
<td>$8.81</td>
<td>$10.94</td>
<td>$14.66</td>
<td>$19.97</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yearly</td>
<td>$16,300</td>
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<td>$30,500</td>
<td>$41,500</td>
<td></td>
</tr>
<tr>
<td>Missouri</td>
<td>Hourly</td>
<td>$7.66</td>
<td>$8.41</td>
<td>$10.09</td>
<td>$12.47</td>
<td>$15.17</td>
<td></td>
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<td>$17,500</td>
<td>$21,000</td>
<td>$25,900</td>
<td>$31,600</td>
<td></td>
</tr>
</tbody>
</table>

**SCHEDULE**

Full-time Schedule is Tuesday-Wednesday-Thursday-Friday 8:30am-5:30pm

½ hour for lunch 34 hours a week, Contract time 12 weeks and Part-time Schedule is 20 hours per week, 20 weeks contract time 400 hours required (Phases, clinic floor, special classes, guest speakers, etc.

**OCCUPATIONAL DEMANDS OF THE JOB**

In keeping with our commitment to equal opportunity, no student will be denied admission based on membership in a protected group. At the same time, it is our mission to teach our students the skills necessary for success in the beauty industry. In order for you to meaningfully participate in the program and receive the full benefit of the education delivered, there are certain physical demands that you must be able to meet. Specifically, to perform the essential requirements of the cosmetology Curriculum, you must have the physical ability, with or without a reasonable accommodation, to:

- Tolerate exposure to and handling of products having or emitting odors, fragrances, and chemicals
- Stand and walk for up to 8 hours consecutively, except during 15-minute or 30-minute breaks
- Manually grasp, handle, control, move, and manipulate objects or tools standard within the beauty industry
- Bend or twist the body, and engage in repetitive motions, as needed to perform and demonstrate the full range of services standard within the beauty industry
- Hold the arm and hand in one position and, at other times, hold the hand steady while moving the arm
- Lift up to 30 lbs.
• Perform and demonstrate the full range of esthetics related services standard within the skin care industry (e.g., facial and body skin care with massage, facial and body waxing, and make-up application)
• View detail in objects within arm’s length and discern the differences between colors, shades, and brightness within and between those objects
• Perform and demonstrate the full range of hair-related services standard within the cosmetology industry (e.g., shampoo with massage, comb, haircut, hairstyle, hair color and chemical texturing, braid, sculpt, hairdryer, etc.)
• Perform and demonstrate the full range of nail-related services standard within the cosmetology industry (e.g., file, buff, clip, clean, and apply polish to nails and/or attach artificial nail products)

Any student who may require an accommodation of disability in order to meet these occupational demands should carefully review the Academic Adjustments Based on Disability Section of this catalog.

**COST**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Application fee</td>
<td>85.00*</td>
</tr>
<tr>
<td>Kit and books</td>
<td>500.00*</td>
</tr>
<tr>
<td>License fee</td>
<td>25.00*</td>
</tr>
<tr>
<td>Total</td>
<td>5,610.00**</td>
</tr>
</tbody>
</table>

The school may charge a $10.00 transcript fee for transcript requests.

*These items are non-refundable

** All prices are subject to change without prior notice

**INSTRUCTOR**

01/29/2013

**COURSE DESCRIPTION**

Instructors usually begin their careers as licensed cosmetologists or beauticians and then take further coursework to enter a career in education. A cosmetology license and six months to two years of field
experience are common prerequisites for admission to an instructor training or certificate program. Coursework typically includes teaching methods and theories, teaching theory, and developing evaluation techniques. Instructors also teach business skills, such as management and marketing, since cosmetologists often run their own businesses.

Beyond The Basics School of Cosmetology

Undergraduate certificate in Cosmetology, Barber/Styling, and Nail Instructor

Gainful Employment Disclosures – 2019

Program Name: Instructor

This program is designed to be completed in 18 weeks.

This program will cost $6,110.00 if for Tuition and Fees and $1,000.00 for Books and supplies if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with N/A of debt.

*Fewer than 10 students competed this program within normal time. This number has been withheld to preserve the confidentiality of the students

1) Program qualifies students to sit for licensure exam in the following States: Missouri

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: https://collegescorecard.ed.gov/

Program graduates are employed in the following fields:

Hairdressers, Hairstylists, and Cosmetologists: http://onetonline.org/link/summary/39-5012.00

Licensure Requirements:

This program meets licensure requirements in Missouri*

*State requires students to sit for licensure EXAM

Additional Information:

No additional notes provided.

Date Created: 05/16/2019

These disclosures are required by the U.S. Department of Education

Footnotes:

1. The share of students who completed the program within 100% of normal time (18 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate:

Name of the state this placement rate is calculated for: Missouri

Follow the link below to find out who is included in the calculation of this rate:

http://www.beyondthebasicsschoolofcosmetology.com/Placement.pdf

What types of jobs were these students placed in?

The job placement rate includes completers hired for: Jobs within the field
Positions that recent completers were hired for include: Instructor/hair stylist/salon manager

When were the former students employed?

30-60 days

How were completers tracked?

Students certified employment

COURSE OVERVIEW

Subject: 

<table>
<thead>
<tr>
<th>Subject</th>
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<tbody>
<tr>
<td>BASIC PRINCIPAL OF STUDENT TEACHING</td>
<td>200</td>
</tr>
<tr>
<td>PSYCHOLOGY AS APPLIED TO COSMETOLOGY</td>
<td>50</td>
</tr>
<tr>
<td>BUSINESS EXPERIENCE OR MANAGEMENT</td>
<td>50</td>
</tr>
<tr>
<td>PRACTICE TEACHING</td>
<td>300</td>
</tr>
</tbody>
</table>

Total: 600
POTENTIAL OCCUPATIONS
With teaching experience, an Instructor may advance to the position of education director at a cosmetology school. An education director is in charge of a school's entire instructional program and may also be responsible for business and enrollment concerns as well. Another career option for an Instructor is to become a platform artist and educator, teaching and demonstrating the latest beauty techniques and styles at trade shows and other venues. An Instructor may choose to go into a related occupation, such as fashion consulting or salon product sales. Some even take positions as examiners for state cosmetology licensing boards. According to the U.S. Bureau of Labor Statistics, the job outlook for all personal appearance workers, a group that includes cosmetologists and related occupations, is bright. Jobs are expected to grow by 20% between 2008 and 2018, a rate far speedier than average. Once you graduate from our Instructor program and secure an Instructor license, these achievements open the way to many possible career paths. Some of these career paths may require additional training, experience, or licensure.

Students should also be aware that

(1) The law may differ by state as to the training, experience, or licensure that will be required for any of the career opportunities in the list and

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<td><strong>Total</strong></td>
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</table>

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*These items are non-refundable

**All prices are subject to change without prior notice

SECTION IV: GRADUATION

REQUIREMENTS FOR COMPLETION

• The following is required in order for the Beyond the basis school of cosmetology to issue a graduate a Diploma and/or release transcripts:
  • Successfully completed all phases of study, required tests, practical assignments
  • Passed a final comprehensive written and practical examination
  • Completed the program of study according to State requirements
  • Completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

GRADING
Grades will be recorded and retained by the school regarding a student’s progress in their course. An official progress report will be given at each review period.

**GRADING IS AS FOLLOW:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>Good</td>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>Average</td>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>Below 75</td>
</tr>
</tbody>
</table>

**LICENSING REQUIREMENTS**

Missouri State Board of cosmetology and Barber Examiners licensure requirements include completion of all course requirements, completion of a state application and payment of any applicable license fees and successful completion of a state written and practical exam. These examinations are scheduled with Missouri State Board of Cosmetology and Barber Examiners and PCS services, Inc. Students are responsible for setup and payment of exam fees, unless prior arrangements have been made.

**SECTION V: ACCREDITATION AND ADDRESSES OF AGENCIES**

Beyond the Basics School of Cosmetology is licensed and authorized through the Missouri State Board of Cosmetology and Barber Examiners to provide post-secondary educational programs of Cosmetology, Esthetician, Manicurist, and Instructor. Beyond the Basics school of cosmetology is nationally accredited by the National Commission of Career Arts and Sciences (NACCAS).

No distance education is offered: all programs are conducted on campus in Marshfield, Missouri. Beyond the basics school of cosmetology is approved for Veterans education and Training Benefits by the Missouri Department of Elementary and Secondary Education, Veterans’ Education and Training Section.

**Missouri State Board of cosmetology & Barber Examiners**

3605 Missouri Blvd.
Jefferson City MO 65102
573-751-1052 or 573-751-0805

**NACCAS**

3015 Colvin Street
Alexandria VA 22314
703-600-7600

**Missouri Department of Elementary and secondary Education**

**Veterans’ Education and Training Section**
SECTION VI: GENERAL POLICIES

SCHOLARSHIPS
Partial Scholarships are offered to graduating high school seniors annually. Additional scholarships may be available throughout the year. Students must complete the application process and will be notified if they receive a partial scholarship. Each Scholarship recipient is required to maintain an attendance level of 85% and GPA of 80%. Awards will be applied in renewable increments depending on qualifications, program of choice and availability of scholarship funds. Should a student terminate, quit school, and/or transfer to another school before completion, the scholarship may be forfeited and the amount will be applied to tuition cost when calculating the amount owed the school. During the time scholarships are offered, applications may be obtained in the business office.

STUDENTS RIGHTS TO PRIVACY (FERPA)
Student records are available to all agencies covered under FERPA. Examples of these agencies are the Department of Education; the office of the Inspector General, and said representatives of programs regulated by or represented by these offices. Under NACCAS Standard III.12, Beyond the Basics School of cosmetology must provide and permit access to student files and other school records as required for an accreditation process initiated by the institution or by NACAAS, or in the response to a directive of the commission. Disclosure of financial aid received or applied for may be released to the U.S. Citizenship and Immigration Service, Federal Bureau of Investigation, and organizations or institutions needing such information for determining aid eligibility or to enforce terms and conditions of financial aid. All records and information pertaining to student, parent, guardians, or staff members are to be kept confidential. No information is given to third parties. We only give right to student files to student and parents or guardian of dependent minors. The student may have access to their files anytime with the supervision of an Instructor or Director upon making an appointment. The student has the right to request an amendment to their records in writing. If a request for an amendment is denied, the student has a right to request a hearing. This hearing would take place in order for the student to challenge the content of educational records on the basis that the records are inaccurate, misleading or violate student rights. If a student believes that their rights have been violated, they may contact the Department of Education Family Policy Compliance Office at 400 Maryland Ave. SW, Washington, DC 20202.

In order to comply with the Family Educational Rights and Privacy Act (FERPA), information about an individual student is released only by written permission from the student or parent or guardian of a dependent minor for each third party request. The FERPA release form is available in the business office upon request. Each consent form will remain in effect for the authorized length of time only and will need to be completed again should the time expire. Any changes to the consent form must be made in writing and submitted to administrative personnel. If we receive a court order, we are
required to release the requested information. Student records may be viewed for accreditation
purposes. All student records will be kept a minimum of five years.

ADVISEMENT
Advisement is available through the Director of education and/or Assistant Director for students with
problems related to the school. Every student is accorded the privilege and opportunity for private and
confidential advisement. During these sessions the administrator will focus on the student’s strength and
weaknesses. Students with personal problems may be referred to other agencies.

DISCLAIMER STATEMENT
Beyond the Basics School of Cosmetology reserves the right to reverse or amend any items contained herein without
prior notice. Beyond the Basics School of Cosmetology does reserve the right to deny admission to any person that
we feel does not have the ability to benefit from our training. Beyond the Basics school of Cosmetology teaches
Safety and Sanitation, we are not responsible for cuts, allergic reactions, burns, or any other type of injury that may
be associated with the use of certain products, chemicals, and/or implements used.

BEYOND THE BASICS SCHOOL OF COSMETOLOGY IMAGE DRIVEN DRESS CODE
A student’s career begins the first day of class. Building work habits and professional dress are
important for a student’s success. Like any future employer, we encourage our students to dress in
the image that they want to portray for future success in the beauty industry. We require that
students come to school groomed and ready for their day. Safety and state regulation affect what
we can reasonably permit you to wear. We have established guidelines for all students as follows

● Scrubs in the color determined by the course you are taking.
● Dress you image
● All Students MUST wear an apron or smock at all times on clinic floor
  ● must have closed toe shoes
  ● All garments must be tucked in or over the hip, no midriffs, no bare shoulders, and no busts
    Showing
  ● when wearing leggings, shirts must come to mid-thigh and must not be see through
● Jeans are acceptable with no holes or frays
● No shorts, skirts or dresses
● No hats, bandanas, stocking caps, durags
● No sweatpants, wind pants or overalls
● No sleeveless off the shoulder or see through garments
● Coats, hoodies, sweatshirts should not be worn on the clinic floor
Director of Education will make the final decision of what constitutes Image Driven Dress or is inappropriate for safety, sanitation or regulatory reasons. A student who violates dress code will be required to leave but allowed to return in appropriate attire.

**KIT, SUPPLIES & PERSONAL BELONGINGS**

The Beyond the Basics School of Cosmetology will assign each student their own program kit, which includes a lockable bag. In addition, lockers are also available.

- Each student is responsible for his or her own kit supplies, and personal belongings.
- Students should not leave supplies and personal belongings in unlocked bags or stations
- Students should not bring large amounts of cash or valuable items to school.
- Beyond the basics school of cosmetology is not responsible for lost or stolen items. It is the responsibility of the student to replace any missing supplies at his/her own expense.
- Students may not remove school supplies from the building at any time.
- Each student must attend with all necessary supplies in order to be considered in attendance. If the student doesn’t have the required equipment they will be required to clock out until they can attend with the required supplies. (Time limits apply, see termination policy for details)
- When on a LOA the student is required to check in all of their kit and supplies until they return.

The kit remains locked in the director’s office until the student returns from LOA. If the student fails to return, the kit will become property of Beyond the basics school of cosmetology until an accurate balance can be determined. If the student has a zero balance they will be notified and allowed to pick up the supplies. Should the student have an outstanding balance, the kit will remain property of Beyond the basics school of cosmetology until the balance is paid in full. The kit will be held for 6 months: if the balance is not paid in full or arrangements made, the kit will be forfeited and become permanent property of Beyond the Basics School of Cosmetology.

**PLACEMENT**

Although no guarantee of employment is expressed or implied by graduation, the school offers employment assistance to graduates upon request, as long as they remain in the profession. All requests from salons seeking personnel are placed in a job postings folder in the classrooms. The additional training opportunities available such as product sales, rebooking/scheduling, marketing, money management, customer service, building leads, business planning and the portfolio you can make (just to name a few) will set you apart from the competition.

**SAFETY REQUIREMENTS**
Students at Beyond the basics school of cosmetology are sometimes called to work with chemicals, some of which may require proper ventilation and/or the use of plastic gloves and/or goggles. Instruction in proper handling of these products as recommended by OSHA standards is given throughout each program.

**SANITATION**

Sanitation is a daily task that is expected of all students as a part of their training and ongoing licensing requirements. Learning what is expected to meet state regulations and complying with those requirements is an important part of not only your training but your future success as well. Other students, instructors and our clients deserve and rely on the completion of these procedures to protect the health and safety of everyone. Students will be responsible for cleaning their station and their assigned area each day. This includes but is not limited to, the mirrors, counter tops, drawers, cabinets, assuring supplies are stored correctly, wiping down the chair and chair base, trash, and sweeping and moping. In addition they will be asked to assist with other sanitation as needed. If a student refuses to complete their sanitation duties or leaves school prior to completing their sanitation duties or leaves school prior to completing their duties they may face disciplinary action, up to and including written warning, suspension, or termination.

**PROFESSIONAL PRODUCTS**

Only products that are used by the school maybe kept at your stations and used on clients.

**A STUDENT UNDER THE AGE OF 18 YEARS**

AND unmarried must have written permission from their parents to change their hair color. Students are to supply their own salon products for any personnel services performed while they are at school.

**VISITORS**

Students are not permitted visitors while they are in class or while working on clients. Please advise friends and family members that you cannot be interrupted during school hours. Please no Public Display of Affection on the school property, only appropriate behavior.

**NO STUDENT IS TO DELEGATE WORK TO ANOTHER STUDENT**

Only students acting as receptionist will be allowed to make appointments for other students. Only students assigned to the front desk may be at the desk. Students that volunteer to work at the front desk are responsible for the money drawer, if the drawer comes up short it will be the Students responsibility to pay the difference.

**PERSONAL SERVICES**

Students will be allowed personal services only if they are on schedule with their work sheets, have a passing grade average, and have cleared it through an instructor. Failure to pay for services or retail is considered theft. If a student is involved in a theft they may be suspended/terminated and disciplinary procedures will be initiated.
NO SMOKING is allowed in the building. Students may smoke inside their cars. Smoking is allowed only during lunch or assigned breaks. Students will be expected to keep Beyond the Basics School of Cosmetology’s property clean and free of cigarette butts. Any student not on lunch or a break, found outside the building smoking will be clocked out and required to leave for the day. Smoking privileges may be revoked by staff at any time for any reason.

STUDENTS MUST CHARGE ALL PATRONS for all services performed. Failure to do so is considered theft. If it is determined that the failure to charge for services is intentional, the student may be suspended/terminated.

PHONE CALLS
No personal phone calls are allowed ON THE SCHOOL PHONE LINE unless cleared in advance by a staff member. Absolutely no long distance calls are allowed on the school phone. Beepers and cell phones are allowed in the school building. No student may leave the classroom if his/her beeper/cell goes off. No student shall be in the office without permission and must be in the presence of an instructor or Staff Member.

CLIENT REFUSAL
No student is allowed to turn down any clients/appointments unless the client is someone he/she is having personal problems with (Example: Ex-husband, etc.), and must be approved by the instructor. Students will be clocked out and sent home for client refusal. No student may leave a client for any reason without approval from the instructor.

LOCKERS
Each student is provided a locker when they start school, to be used for their books and other personal items. Individual lockers are generally assigned, but in some cases students may be required to share lockers. Each student must use only the locker which is assigned to him or her. If a student places a lock on an unassigned locker, the lock will be cut and the contents of the locker will be placed on in the manager's office, if possible. The student will have 2 weeks to claim the property. If the student does not claim the property, then Beyond the Basics School of Cosmetology may donate the property to a local charity. Students should have no expectation of privacy in their lockers or in any other location at Beyond the Basics School of Cosmetology. Lockers are the property of Beyond the Basics School of Cosmetology reserves the right to reassign or inspect the contents of all student lockers at any time with or without cause. Beyond the Basics School of Cosmetology will not be held responsible for lost, stolen or damaged items, including the lock. Lockers are for use by current, active students only. Students must remove all belongings, including their locks, from their assigned lockers immediately upon graduation, termination, withdrawal. If a student does not vacate the locker within two weeks following his or her last day of attendance, Beyond the Basics School of Cosmetology will cut the lock and donate the contents of the locker to a local charity. A student who damages a locker will be required to pay the cost of repairing or replacing the locker.

EQUIPMENT AND PERSONAL BELONGINGS
Each student is responsible for his or her own equipment, books, and personal belongings. Each student is assigned a locker to store personal belongings and kit supplies. Students should NOT bring large amounts of cash to school.

Beyond the Basics School of Cosmetology recognizes Constitution Day; September 17th, however, school is in session on that day.

COPYRIGHT INFINGEMENT POLICY
Copyright infringement is against the law and is prohibited at this school. Willful copyright infringement can also result in criminal penalties of up to five years in prison and fines of up to $250,000 per offense. Under the Copyright Infringement Policy Beyond the Basics School of Cosmetology prohibits the unauthorized use of copyrighted material, including on its computer systems or networks: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, texts, or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, or similar content. Beyond the Basics School of Cosmetology does not provide access to computers for students for studying or teaching, the policy remains in effect, and includes personal computer use and copyright violation for assignments and research that a student or employee may conduct on their own personal time. All students and employees are expected to comply with any applicable copyright laws. If a student or employee suspects copyright infringement, they should report such infringement in writing, attention to the Director, the name and article of claimed infringement for further review by the Director. The Director will conduct an investigation on the alleged infringement. Any students or employees who violate this policy will be subject to disciplinary action up to and including termination of employment or enrollment and may also result in local, state and/or federal charges. Legal sanctions under local, state and federal laws may include: In a civil action, the individual infringer may be liable for either actual damages or statutory damages of up to $30,000. In addition, individual infringers may be subject to criminal prosecution. Criminal penalties can include up to ten years imprisonment depending on the severity of the infringement.

SUMMARY OF THE LAW
Copyright is legal protection of intellectual property, in whatever form, that is provided for by the laws of the United States to the owners of copyrights. According to the U.S. Copyright Office, a Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of ‘original works of authorship,’ including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. The Copyright Act generally gives the owner of a copyright the exclusive right to do and to authorize others to do the following: To reproduce the work, prepare derivative works, distribute copies, and display the work publically. The law does permit “fair use” of copyrighted material without the copyright owner’s permission in certain circumstances (see 17 U.S.C. § 107). Some works are not protected by copyright and fall into the “public domain.” For example, works created by a United States government employee within the scope of employment, or works for which copyright has expired (generally, 70 years after the life of the author). Once a work is in the public domain, it may be used without obtaining copyright permission. The Digital Millennium Copyright Act (DMCA) realizes that digital transmission of copyrighted works adds complexity to the law. This act amended the copyright law to provide regulations for works cited via the Internet. To review this act on line got to http://lcweb.loc.gov.copyright/legislation/hr2281.pdf.

STUDENTS MAY NOT REMOVE SCHOOL EQUIPMENT FROM THE BUILDING AT ANY TIME
The State Board of Cosmetology requires that all student kits remain at the school until the student completes the program. Each student is responsible for his/her own tools and equipment issued to them while in training. Any additional equipment needed the student purchases and is responsible for.

PROBATIONARY PERIOD FOR ALL STUDENTS
All new students will be under a fourteen day introductory probation period. During the probationary period a student will be allowed no absences, will not be tardy or will not be allowed to leave early, exceptions will be made for special circumstance, i.e. death. In conjunction with attendance, instructors will monitor the student’s attitude, level of participation, behavior and overall passion for the industry. If at the end of the probationary period Beyond the Basics School of Cosmetology does not believe that the student is ready for the study of of their chosen course. Beyond the Basics School of Cosmetology reserves the right to dismiss anyone during their probationary period. Please refer to the refund and cancellation policy in the student handbook to know what the student will be held accountable for.

CHANGE OF ADDRESS
If a student has a name change, moves, and/or changes their phone number they must notify Beyond the Basics School of Cosmetology immediately. Furthermore, any students that receive financial aid must also notify the Department of Education or update their FAFSA and/or login to “NSLDS for Students” and make the necessary changes.

VOTER REGISTRATION
All students are encouraged to be a registered voter and exercise their right to vote. Voter Registration forms are provided to students during the enrollment session at the school and are also readily available at any time in the admissions office.

Policy against discrimination, Harassment, Bullying, & Offensive behavior
Beyond the Basics School of Cosmetology strives to provide an environment in which all students can achieve their goals and thrive. Discrimination, harassment, bullying, and any significantly offensive behavior create barriers to education and achievement and are contrary to our core values. In certain cases, such conduct may also violate the law. Beyond the Basics School of Cosmetology is committed to complying with all applicable laws providing equal educational opportunities to individuals regardless of race, color, religion, national origin, sex, age, disability, military or veteran status, or other applicable protected classes under federal, state, or local law. Discrimination means treating an individual or group less favorably than another because of a membership in a legally protected class. Harassment is verbal or physical conduct that demeans, stereotypes, or shows hostility or aversion toward an individual or group because of a membership in a legally protected class and which creates an offensive, intimidating or hostile school environment. Bullying is the continuous or repeated infliction of physical harm or psychological distress on one or more students or employees. For all these reasons, Beyond the Basics School of cosmetology will not tolerate discrimination, harassment, bullying or other significantly offensive conduct directed towards students in connection with their educational programs and activities at Beyond the Basics school of Cosmetology, without regard for the intent or basis for the conduct. If you believe you
have been subject to conduct in violation of the policy and wish to make a complaint, please see the Complaints, Investigations & Disciplinary Action section of this catalog for direction.

**Title IX and sexual misconduct policy: Discrimination, Harassment, & other Misconduct on the basis of sex**

In addition to its general prohibition of discrimination, harassment and offensive behavior, Beyond the Basics School of Cosmetology has instituted policies and procedures applicable to sexual misconduct, including sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, and stalking. Beyond the Basics school of cosmetology is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX, Beyond the Basics school of Cosmetology is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and Sexual harassment. The protections of Title IX also extend to third parties. Additionally, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) in part requires Educational institutions such as Beyond the Basics school of Cosmetology to prohibit the offenses of domestic violence, dating violence, sexual assault and stalking. There is some overlap between the requirements and prohibitions of Title IX and the Clery Act. All references to Beyond the Basics school of Cosmetology “Title IX and Sexual Misconduct Policy” or “Title IX Policy” encompass Beyond the Basics school of Cosmetology policy and procedures in compliance with Title IX, the Clery Act, and all applicable laws that prohibit discrimination, harassment and criminal conduct on the basis of sex. Beyond the Basics school of Cosmetology has developed its Title IX and Sexual Misconduct Policy and the associated processes to ensure that all complaints of sex discrimination, sexual harassment, and criminal conduct on the basis of sex—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that Beyond the Basics school of Cosmetology takes action to end the conduct, prevent its recurrence, and address its effects. The Title IX and Sexual Misconduct Policy is supplemental to Beyond the Basics school of Cosmetology policies generally prohibiting illegal discrimination and harassment.
against students and employees, including on the basis of sex and includes certain additional safeguards and requirements pursuant to Title IX and the Clery Act. Beyond the Basics school of Cosmetology may be limited in the type of response it can provide with respect to conduct that did not take place within the context of Beyond the Basics school of Cosmetology educational programs and activities. Where Beyond the Basics school of Cosmetology response is limited, Beyond the Basics school of Cosmetology will provide assistance, under this policy, in directing complainants to resources and organizations able to assist with investigation, prosecution, shelter and victim services, and the like. Beyond the Basics school of Cosmetology CEO oversees and supports Beyond the Basics school of Cosmetology enforcement of its Title IX and Sexual Misconduct Policy.

The contact information for the CEO is as follows:

CEO
Beyond the Basics school of Cosmetology
1031 Schoolview drive. Suite A, B, & C
Marshfield, Mo 65706
Phone: (417) 859-5866
Fax: (417) 859-5866
E-mail: Kids1625@gmail.com

The CEO is available to speak with students, employees and third parties who have questions concerning the Title IX and Sexual Misconduct Policy and/or wish to make a complaint of an alleged violation of the Title IX and Sexual Misconduct Policy by a student, employee or third party.

Sex Discrimination
Sex discrimination means treating an individual or group less favorably than another based upon the sex or gender of that individual or group. For students, it involves conduct or statements that deny the student(s) an equal opportunity to fully benefit from our program and activities. For employees, it involves conduct or statements that deny the employee(s) an equal opportunity in employment. Sexual harassment is one form of sex discrimination.

Sexual Harassment
Sexual harassment is one form of sex discrimination. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors and other verbal,
nonverbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a
term or condition of enrollment or employment; (2) submission to or rejection of such conduct is
used as a basis for enrollment or employment-related decisions; or (3) such conduct has the effect
of unreasonably interfering with school or work performance or creating an intimidating, hostile, or
offensive environment. Sexual harassment also includes sexual assault, as defined below.

Sexual harassment is defined by the sexual nature of the conduct or communication, not the gender
of the individuals involved. Therefore, it may be perpetrated by and against individuals of either
gender and between individuals who are of the same gender. The determination of what constitutes
sexual harassment will vary with the particular circumstances. Uncivil conduct or common
profanity generally do not meet the definition of sexual harassment, except where sexual in nature
and so severe or pervasive as to deny or limit the individual’s ability to participate in or benefit
from our program (in the case of a student) or to enjoy equal employment opportunity (in the case
of an employee). A series of incidents may constitute sexual harassment, even if one of the
incidents on its own would not rise to the level of harassment. At the same time, a single or isolated
action may constitute sexual harassment when that action is sufficiently severe. While hostile-
environment sexual harassment may encompass a wide range of conduct, some examples of
specifically prohibited conduct include:

• Acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-
stereotyping
• Use of offensive or demeaning terms that have a sexual connotation
• Objectionable physical closeness, behavior, actions, or contact
• Inappropriate or repeated suggestions regarding or invitations to, social engagements or events,
  whether or not Beyond the Basics school of Cosmetology-related
• Suggestions, express or implied, that the terms or conditions of enrollment or employment may
depend on the granting of sexual favors
• Actions relating to a student’s or employee’s status with Regency which is in fact impacted by the
  grant or refusal of sexual favors
• Jokes or remarks of a sexual nature
• Showing or sending materials that have a sexual content or are of a sexual nature (such as
cartoons, articles, pictures, etc.), either by e-mail, interoffice mail, internet or otherwise
This list is not exhaustive. Beyond the Basics school of Cosmetology reserves the right to determine whether particular conduct violates its Policy against Discrimination, Harassment, Bullying and Offensive Behavior, the Title IX and Sexual Misconduct Policy, or other policies. Additionally, sexual harassment may include, but is not limited to, sexual assault, domestic violence, dating violence, and stalking, as defined below.

**Sexual Assault**

Sexual assault is a form of sexual harassment. A range of conduct falls into the category of sexual assault, including without limitation sexual violence, sexual battery, sexual coercion, rape, or other sexual contact involving force, threat, or intimidation, or without consent.

Consent to sexual activity means words or overt actions indicating that the person is agreeing to a particular act. Consent is informed, knowing, and voluntary. Consent is active and not passive. Silence, in and of itself, cannot be interpreted as consent.

**Domestic Violence**

Domestic violence includes crimes of violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with who a victim shares a child in common
- A person who is living with or has lived with the victim as a spouse or partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which this policy applies, or
- Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which this policy applies

**Dating Violence**

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

**Stalking**

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to
(1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

Academic Adjustments Based on Disability

As set forth in the Policy Against Discrimination, Harassment, Bullying and Offensive Behavior, policy Beyond the Basics school of Cosmetology prohibits unlawful discrimination against students based on protected characteristics, including disability. Beyond the Basics school of Cosmetology is committed to working with qualified students with disabilities to provide equal access to the education that Beyond the Basics school of Cosmetology provides and to create an inclusive environment for all. Beyond the Basics school of Cosmetology will provide reasonable academic adjustments (including accommodations, auxiliary aids and services) to an otherwise qualified student with a disability. For purposes of this policy, the term “student” includes an enrolled student as well as any prospective student who requires reasonable academic adjustments in the application process including in connection with the entrance examination. The purpose of academic adjustments based on disability is to provide an otherwise qualified student with equal access to Beyond the Basics school of Cosmetology courses, services and facilities. Accordingly, a reasonable academic adjustment is a modification of or exemption from a policy, Beyond the Basics school of Cosmetology procedure or practice that enables a student to fully participate in Beyond the Basics school of Cosmetology educational program and meet program requirements by overcoming barriers posed by the student’s disability. By contrast, a requested academic adjustment will be denied as unreasonable if it would (1) excuse a student from essential program requirements or institutional standards for program completion, (2) conflict with licensing or other legal requirements, or (3) otherwise place an undue financial or administrative burden on the institution. Additionally, Beyond the Basics school of Cosmetology is not required to provide a student with the academic adjustment(s) he or she most prefers, so long as it provides reasonable academic adjustments, where possible. If you wish to submit a request for academic adjustments based on disability, you will be required to (i) submit a “Request for Academic Adjustments” form and supporting documentation to Beyond the Basics school of Cosmetology Admissions department and (ii) otherwise follow Beyond the Basics school of Cosmetology processes governing the submission and review of such Requests. Extra copies of the Request for Academic Adjustments form may be found in the Admissions office. The decision to submit a Request for Academic Adjustments is voluntary on the part of the student. Additionally, a student who wishes to submit such a Request should understand
that, in order for Beyond the Basics school of Cosmetology to consider the Request, it will be necessary for the student to disclose and identify his or disability, and other related information, to the Admissions director. Upon receipt of a Request for Academic Adjustments, the Admissions director will maintain the confidentiality of the information relating to a student’s disability and his or her Request according to the policy. Any Request for Academic Adjustments submitted by a student will be determined by the Admissions director based on an individualized test of the student’s disability-based limitations in light of the essential requirements of the cosmetology program, licensing or other legal requirements, and the administrative and/or financial burden posed by the requested adjustment(s). In each case, the core question before the admissions director is whether the Request for Academic Adjustments will remove barriers to the student’s full access to the education, service and facilities offered in Beyond the Basics school of Cosmetology program or – alternatively – whether it seeks to excuse the student from meeting the fundamental requirements of the program. Following its review and determination upon a Request for Academic Adjustments, including any interactive process, the Admissions department will issue the student a notice of determination.

A student granted academic adjustments is expected to notify the Admissions director promptly (i) if he or she has any questions, concerns or problems concerning the administration of the academic adjustments in his or her campus; and/or (ii) in the event that his or her disability and/or the limitations associated with the disability change in a manner that require the Admissions director to conduct a new review of the academic adjustments provided to the student.

You are welcome to contact Beyond the Basics school of Cosmetology Admissions director at any time to discuss Beyond the Basics school of Cosmetology procedures relating to academic adjustments based on disability. The Admissions director may be contacted at 417-859-5866

**Academic Adjustment Based on Religion**

In compliance with applicable law, Beyond the Basics school of Cosmetology will also provide otherwise qualified students with reasonable academic adjustments (or, accommodations) based on a student’s sincerely-held religious beliefs and/or practices. The purpose of academic adjustments based on religion is to provide an otherwise qualified student with equal access to Beyond the Basics school of Cosmetology courses, services and facilities where a reasonable accommodation can be identified that does not pose an undue hardship on Beyond the Basics school of Cosmetology.
If you wish to submit a request for academic adjustments based on religion, you will be required to submit a “Request for Academic Adjustments” form to Beyond the Basics school of Cosmetology Admissions Director. Extra copies of the Request for Academic Adjustments form may be found in the admission office. You are also welcome to contact the Admissions director at any time to discuss Beyond the Basics school of Cosmetology procedures relating to academic adjustments based on religion. The decision to submit a Request for Academic Adjustments is voluntary on the part of the student. Additionally, a student who wishes to submit such a Request should understand that, in order for Beyond the Basics school of Cosmetology to consider the Request, it will be necessary for the student to disclose and identify the religion at issue, as well as the specific religious belief and/or practice that the student believes conflicts with a Beyond the Basics school of Cosmetology policy, procedure or practice. Upon receipt of a Request for Academic Adjustments, the Admissions director will maintain the confidentiality of the information relating to a student’s religion and his or her Request insofar as required by law. Any such Request for Academic Adjustments submitted by a student will be determined by the Admissions director based on an individualized test of the student’s religious beliefs and practices in light of the essential requirements of the program, licensing or other legal requirements, and the administrative and/or financial burden posed by the requested adjustment(s). In each case, the core question before the Admissions director is whether the Request for Academic Adjustments will remove barriers to the student’s full access to the education, service and facilities offered in Beyond the Basics school of Cosmetology programs or – alternatively – whether it seeks to excuse the student from meeting the fundamental requirements of the program. Following its review and determination upon a Request for Academic Adjustments, including any interactive process, the Admissions director will issue the student a notice of determination. A student granted academic adjustments is expected to notify the Admissions director promptly if he or she has any questions, concerns or problems concerning the administration of the academic adjustments in his or her campus.

Complaints, Investigations & Disciplinary Action

Complaints at the School

If you believe you have been subjected to conduct in violation of Beyond the Basics school of Cosmetology Equal Opportunity Policies or any other Beyond the Basics school of Cosmetology policies or law by anyone in connection with your enrollment with Beyond the Basics school of
Cosmetology (e.g., an employee, fellow student, or guest), you are urged to notify Beyond the Basics school of Cosmetology immediately. Beyond the Basics school of Cosmetology takes all such complaints seriously. We strongly encourage that any such complaint be submitted in writing and include a detailed description of the alleged events that are the basis for the complaint and list of witnesses to the events. For campus related concerns, we suggest that students submit any complaints to the Admissions director. Students, however, may submit a complaint to any school employee with whom they feel comfortable. With respect to complaints under the Title IX policy specifically, we strongly encourage students to present their complaints directly to Amy Menzies, CEO at the contact information provided above.

**Investigations by the School**

Upon receipt of a complaint or other direct knowledge of a potential policy violation, will und Beyond the Basics school of Cosmetology will take a prompt and thorough investigation. Beyond the Basics school of Cosmetology seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, be instructed that they are expected to maintain the confidentiality of the matter as directed. Students are expected to cooperate fully with any investigation of inappropriate conduct. Except in extraordinary circumstances, Beyond the Basics school of Cosmetology seeks to conclude each such investigation within 30 calendar days. Upon conclusion of an investigation Beyond the Basics school of Cosmetology will, when appropriate, take corrective action.

**Absence for Investigation**

In circumstances where the student is the subject of a complaint, Beyond the Basics school of Cosmetology reserves the right to place the student on an absence during the investigation. During that time, the student will not be allowed to return to the school and may not complete hours until the investigation is complete and any disciplinary action has been taken. Such an absence counts against the student’s attendance, but is limited to twelve (12) calendar days. If a student continues in the program at the conclusion of an absence for investigation the student may petition for a leave for the absence so that it does not count against the student’s attendance rate. If a leave is granted, the student will return to the program on a date determined at Beyond the
Basics school of Cosmetology discretion to maximize the student’s ability to successfully resume and complete the program.

**Disciplinary Action by the School**

Every incident of student misconduct presents unique facts and circumstances, and we review the facts of each incident on its own merits. Beyond the Basics school of Cosmetology will consider aggravating (making more serious) and mitigating (making less serious) circumstances when determining appropriate discipline. Factors considered can include the student’s history of prior misconduct, the severity of the conduct at issue, the harm or risk posed by the misconduct, the student’s acceptance of responsibility for his or her actions, and the impact upon other students in the school. In each instance, Beyond the Basics school of Cosmetology retains full discretion to determine what discipline (up to and including termination) is warranted. Beyond the Basics school of Cosmetology commonly employs 5 levels of disciplinary action, set forth below. Beyond the Basics school of Cosmetology does not provide students with progressive discipline. Thus, while multiple disciplinary actions issued to an individual student may progress up the levels described below, such step-by-step progression is neither promised nor required. Additionally, these levels of discipline are not exclusive; rather, Beyond the Basics school of Cosmetology may implement other types of discipline as appropriate to the situation.

Beyond the Basics school of Cosmetology common disciplinary actions for students are as follows:

1. Verbal Warning. Generally, a verbal warning is appropriate when Beyond the Basics school of Cosmetology has no knowledge of prior misconduct by the student and Beyond the Basics school of Cosmetology determines that the misconduct is moderate in nature. A memorandum of the verbal warning will be placed in the student’s record.

2. Written Warning. Generally, a written warning is appropriate when it is determined that the student has engaged in a prior act of misconduct or the misconduct is serious in nature.

3. One-Day Suspensions. Generally, a one-day suspension is appropriate when the student has engaged in a prior act of misconduct or the misconduct is serious in nature.

4. Three-Day Suspension. Generally, a three-day suspension is appropriate when the student has engaged in repeated acts of prior misconduct or the misconduct is severe in nature.

5. Termination. Generally, termination of enrollment is appropriate when the student has engaged in repeated acts of prior misconduct and the misconduct is severe in nature. However, certain types of misconduct are so severe that Beyond the Basics school of Cosmetology may choose to
terminate the student’s enrollment upon a first offense. The following nonexclusive list provides examples of conduct that, when committed by a student, are likely to result in disciplinary action:

• Statements or conduct towards a fellow student, staff member, or guest that demeans, harasses, or discriminates against that person on the basis of race, color, national origin, ethnicity, religion, disability, gender, sex, sexual orientation, or any protected characteristic;
• Sexualized, abusive, bullying, profane, or other offensive statements or conduct towards a fellow student, staff member, or guest;
• Refusal to follow reasonable directions from a staff member or other insubordination;
• Theft or destruction of property belonging to Beyond the Basics school of Cosmetology, students, guests, or co-workers;
• Acts or threats of violence towards a fellow student, staff member, or guest or on Beyond the Basics school of Cosmetology property;
• Violation of the drug and alcohol-free school policy;
• Possession of alcohol, illegal drugs, firearms, explosives, weapons or other unlawful or dangerous materials or items on Beyond the Basics school of Cosmetology property
• Appearing in the school intoxicated or under the influence of a controlled substance;
• Cheating on a tests;
• Copying or photographing test materials;
• Disrupting the learning environment;
• Refusing a client;
• Bringing unauthorized personal belongings (e.g. radio) into the classroom or onto the Performance Floor;
• Violation of the clocking in and out policy, including but not limited to clocking in or out for another student, or asking another student to clock in or out for you;
• Other acts in violation of Beyond the Basics school of Cosmetology policy; and
• Acts in violation of applicable federal, state, and local law or accreditor standards.

This list does not limit the circumstances under which Beyond the Basics school of Cosmetology may impose disciplinary action against students. Any conduct that falls below our standards of conduct or breaches Beyond the Basics school of Cosmetology policy is subject to disciplinary action.

External Grievance & Complaint Procedures
If a student wishes to file a complaint alleging that Beyond the Basics school of Cosmetology has violated NACCAS’ rules and directives, that complaint may be sent directly to NACCAS, using the contact information provided in above in the Accreditation Section of this catalog. Please note that NACCAS requires that a student try to resolve his/her complaint through Beyond the Basics school of Cosmetology internal complaint and appeals processes before filing a complaint. Anti-Retaliation Policy

Beyond the Basics school of Cosmetology will not retaliate against you for filing a good-faith complaint or for participating in good faith in an investigation of alleged misconduct. Likewise, Beyond the Basics school of Cosmetology will not tolerate retaliation by others against you on these grounds. An employee or student who retaliates will be subject to disciplinary action, up to and including termination from Beyond the Basics school of Cosmetology. Any student who feels that he/she has been subject to retaliation in violation of this policy should report the matter immediately.

We suggest that a student make the complaint to Amy Menzies, CEO but you may bring complaints to any campus employee with whom you feel comfortable.

**Grievances and Student Appeals**

**Grievance Policy**

Beyond the Basics School of Cosmetology will work to resolve any student grievance that has merit. In the event that you disagree with a final decision or disciplinary action issued by Beyond the Basics school of Cosmetology or have another grievance, you may seek a review of the matter by submitting an appeal to Beyond the Basics school of Cosmetology Appeals Committee.

To file a grievance or appeal with the Appeals Committee, you must submit a written statement that clearly identifies the decision or matter at issue, the reason that you disagree with the decision or matter, and any other information that you would like the Appeals Committee to consider.

**Appeals**

When a student appeals a disciplinary action, the appeal must be filed within 14 calendar days of receipt of the disciplinary action, and the appeal may be made on one or more of the following grounds only: (1) an error occurred that, if corrected, may change the outcome of the investigation; or (2) new information has arisen, that was not available or known to the student at the time of the investigation, which if considered may change the outcome of the investigation. Information that was known or available to the student during the investigation will not be considered
The statement should be submitted to:
Appeals Committee
c/c Beyond the Basics School of cosmetology
1031 schoolview drive. suite a, b, & C
Marshfield mo 65706
Fax: 417-859-5866
Appeals may be submitted to the Committee by fax, or mail.
The Committee will conduct an impartial review of the appeal and will provide the appealing student with a written determination. The Committee seeks to issue its determination on each appeal within 30 calendar days of its receipt of the appeal; however, this timeframe may be longer in certain cases.

**Unsatisfied Grievances/Complaints policies and procedures**
Any complaints either satisfied or unsatisfied by Beyond the Basics School of Cosmetology may be directed to Missouri State Board of Cosmetology and Barber Examiners.

Board of Cosmetology and Barber examiners 3605 Missouri BLVD. P.O. Box 1062, Jefferson City, Missouri 65102 (573)751-1052 FAX (573)751-8167Toll Free: 866-762-9432
Email: cosbar@pr.mo.gov

**VIOLENCE PREVENTION POLICY**
Beyond the Basics School of Cosmetology does not tolerate threats by or against students. In addition, Beyond the Basics School of Cosmetology prohibits students from carrying, possessing, or using firearms and/or weapons while on school premises and while attending school-related events off premises. This policy applies to all students, including those with a valid permit to carry a firearm. Students who violate this policy will be suspended or terminated.

**Crime on Campus**
There have been no reportable crimes of any type or arrests made within the reportable period; 2014,2015,2016
The crime on campus report is available upon request.

**CAMPUS SECURITY POLICY**

**THE CLEARY ACT**
The Jeanne Clery Act requires all institutions of higher education that participate in financial aid programs to disclose campus crime in and around the surrounding area and to give timely warning of any crime that could pose a threat to student/employee safety. It is also used to advise and make public Beyond the Basics school of cosmetology campus security policies.

**ANNUAL REPORTING**
Beyond the Basics School of Cosmetology will make available an annual report containing statistical information on campus crime reported during the previous year. Perspective students will be advised of the availability of the statistic report prior to enrollment. A current crime report will be handed out at student orientation.
LAW ENFORCEMENT AUTHORITY
The Local Law Enforcement Authority for Beyond the Basics School of Cosmetology is Marshfield City Police
Located at 325 S. Crittenden street Marshfield, Mo. 65706 Ph# 417-468-4402 or 911 for emergencies. Webster
County Sherriff can be reached at 417-859-2247 and the Marshfield Fire Department at 417-859-0884

SCHOOL ACCESS
During school hours, the school is open to the students, employees, parents, and public. The school uses the lobby
entrance for the main entrance for clients and a back door for student entrance and the student classroom front door
for student entrance while other doors remain closed.

TIMELY WARNINGS
In the event of a dangerous situation that constitutes a possible threat to students and staff a
warning will be issued through in class announcements by appropriate administration.

REPORTING A CRIME
For emergencies DIAL 911
To report a non-emergency situation students and employees shall report any crime on the school
premises including the parking lot to the admissions office immediately. After being notified of a
possible crime the admissions office will report to the local police department and any other
applicable agencies. All reports will be investigated. Beyond the Basics School of cosmetology
authorizes the police to stop or detain any persons involved in illegal activities. School personnel
are also authorized to detain any persons involved in illegal activities until appropriate
authorities arrive.

CONFIDENTIAL REPORTING PROCEDURE
If you are a victim of a crime and do not wish to take action within the school system or criminal
system, you may still file a confidential report. The Director can file a report with the details of
the crime, without disclosing your identity. By filing a confidential report you can help ensure
the safety of others and yourself in the future. This will also help the school to keep an accurate
record of incidents and can still be counted in the annual crimes statistics.

PREVENTION PROGRAMS
Beyond the Basics School of cosmetology holds an annual self-defense course as well as a
fire/safety awareness program for students and employees to help ensure the safety of everyone.
Campus Security and Safety is reviewed with students at student orientation on the first day of
class to encourage responsibility for their safety as well as others.

EMERGENCY EXITS, EVACUATIONS, SEVERE WEATHER, AND FIRE DRILLS
☐ In the event of severe weather emergencies, no one is allowed to leave the building. Everyone
must remain in
the building until the emergency is past. Stay calm and do not remain in the Clinic area. All
guests and students should seek shelter in an area without windows such as:
☐ Classrooms
☐ Dispensary
☐ Restrooms
☐ In the event it becomes necessary to evacuate the building, everyone should proceed in an
orderly fashion to the nearest exit. Evacuation plans are posted in several areas throughout
Beyond the Basics School of Cosmetology. Emergency exits are clearly marked.
☐ In the event of an emergency, dial 911 for assistance.
☐ Beyond the Basics school of Cosmetology conducts fire drills on a periodic basis. Please
follow all instructions during fire drills.

DRUG FREE WORKPLACE
Notice of Student Financial Aid Penalties for Drug Law Violations
As required by law, Beyond the Basics School of cosmetology is disclosing to each student upon enrollment, this written notice advising you of the school’s policy and the Higher Education Act policies of Penalties for Drug Law Violations. **By signing the Policies and Procedures sheet in the back of your handbook you the student agrees that you have been provided separate notification as well as understand and agree to the terms of this policy.**

**DRUG/ALCOHOL**

**Notice to all Students and Employees**

Beyond the Basics school of Cosmetology is a Drug Free Workplace with a Zero Tolerance Drug and Alcohol Policy. Upon enrollment or hire at Beyond the Basics School of Cosmetology students and/or employees are advised that the use, possession, sale or being under the influence of ILLICIT DRUGS AND/OR ALCOHOL is strictly prohibited in or on school property. Violation of this rule will lead to automatic termination and may result in local, state and/or federal criminal charges. By signing the Policies and Procedures sheet in the back of your handbook you the student agrees that you have been provided separate notification as well as understand and agree to the terms of this policy.

**DRUG/ALCOHOL POLICY Zero Tolerance**

1. Upon enrollment or hire at Beyond the Basics School of Cosmetology students and/or employees are advised that the use, possession, sale or being under the influence of ILLICIT DRUGS AND/OR ALCOHOL is strictly prohibited in or on school property. Violation of this rule will lead to automatic termination and may result in local, state and/or federal criminal charges.

2. If a student is a minor and/or living at home with their parent/guardian the school will notify the parent/guardian.

3. A record of this will be kept in the student's file and the student will receive a copy of their termination.

**DRUG ABUSE PREVENTION PROGRAM**

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on Beyond the Basics School of Cosmetology’s property including: grounds, parking areas, anywhere within the buildings, or while participating in school-related activities. Students/Employees are also prohibited from being present on campus under the influence of alcohol or controlled substances. Students/Employees who violate this policy will be subject to disciplinary action up to and including termination of employment or enrollment and may result in local, state and/or federal criminal charges. Legal sanctions under local, state and federal laws may include:

- Suspension, revocation, and or denial of a driver’s license
- Loss of eligibility of federal financial aid or other benefits
- Mandated community service
- Monetary fines
- Property seizure
- Felony convictions may result in jail time

In addition to local and state authorities, the federal government is engaged in fighting illicit drugs.

- It is a crime to hold someone else’s drugs
- It is a crime to sell fake “drugs”
- It is a crime for being in a house where people are using illicit drugs
- It is a crime if drugs are found in your home, purse, car or possession
Drugs and alcohol can be highly addictive and injurious to your body. It can alter your sense of responsibility, coordination, and lead to restlessness, irritability, and anxiety, and depression, loss of appetite, convulsions, coma, and even death. Anyone who notes danger signals in either a student or employee should contact the Director or Admissions office. If the Director determines that a student or employee is in need of drug or alcohol assistance, he/she may be counseled on the need to seek such assistance. The cost of assistance will be the responsibility of the student or employee. If a student or employee is referred to counseling or substance abuse center, continued enrollment or employment is contingent upon attendance and successful completion of necessary treatment or counseling. Students or employees who believe they have a substance abuse problem may find treatment sources of treatment by referring to “Drug Abuse & Addiction Information & Treatment Centers” in your local telephone book, internet or in the contact information for professional assistance binder located in the classroom.

Any student receiving Title IV Higher Education program funds, who is convicted for any offense involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, Higher Education grant or loan. Any student or employee must notify the Director, in writing, within (5) business days of being convicted of any criminal drug offense. Disciplinary action will occur within (30) business days of receipt of the written notification and may result anywhere from a letter of admonishment to termination from enrollment or employment at Beyond the Basics School of Cosmetology. If there is a reasonable suspicion that a student or employee of Beyond the basics School of Cosmetology is under the influence of alcohol or a controlled substance while on Beyond the Basics School of cosmetology’s premises, then the student or employee will be asked to leave for the day and will be subject to suspension and/or termination. Beyond the Basics school of Cosmetology reserves the right to search personal belongings and/or person in the event of such suspicion. Any student wishing to re-enroll after being terminated because of drugs or alcohol abuse will have to wait 6 months before being eligible to re-enroll. They must be clean from all drugs and provide written proof from a doctor/drug counselor. Students who are accepted back into the program will pick up where they left off with their academics but may not be eligible to receive credit for the total amount of hours they had previously. If a student is gone longer than 6 months and wishes to return a written and practical exam will be administered to determine student retention. Hours of credit will be based on the percentage of both test scores. Example a 60% test score will result in 60% of previous hours.

Beyond the Basics School of Cosmetology will perform a biennial review of The Drug and Alcohol Abuse Prevention Policy to determine effectiveness and implement any necessary changes.

SEX OFFENDER REGISTRATION
In accordance with "Campus Sex Crimes Prevention Act" of 2000, registered sex offender information can be found at the following website: www.fbi.gov/hq/cid/cac/registry.htm.

TERMINATION
Beyond the basics school of cosmetology reserves the right to terminate a student’s enrollment at any time. The types of offenses that will likely result in termination could be as follows (this is not an exclusive or exhaustive list):

● Verbal abuse (using inappropriate language, name calling, talking back, direct or indirect threats)
● Bringing a firearm or other weapon to school
● Violation of harassment or bullying policy
● Violation of drug and alcohol policy
● Misuse of time clock including clocking in/out or asking others to clock in/out for you.
● Cheating, Stealing, fighting and/or vandalism of school property
● Failure to meet and/or maintain satisfactory Progress as well as scheduled hours

Beyond the basics school of cosmetology will use its discretion based on facts of each instance of inappropriate behavior and a student’s record as a whole when considering the appropriate action to take. Beyond the basics school of cosmetology may decide to terminate the student without further warning and reserves the right to alter this policy at any time with or without reason.

**ELECTRONIC DEVICES (CELL PHONE, KINDLE’S, IPAD’S LAPTOPS, ETC.)**

In order to create a professional environment Beyond the basics school of cosmetology has established the following guidelines for the use of electronic devices on the clinic floor:

● Students should keep their cell phone on silent or vibrate while on the clinic floor.
● Students are not to use their cell phones or electronic devices while with a client, unless taking photos for school purposes or their portfolio AND they have a signed release by the client.
● Students may use cell phones and other electronic devices on the clinic floor for brief segments of time only if school related, otherwise they are to be used during break times only in the designated areas.
● Students should make all personal calls/texts off the clinic floor. In the case of an emergency you should notify an instructor and exit the clinic floor immediately. Students may receive calls at the front desk for emergencies only; however, they should be kept brief.

**WEAPONS & FIREARMS**

Beyond the basics school of cosmetology prohibits the carrying, possessing, or using of firearms and/or weapons on school premises or while attending school related and/or hosted events off school property. This policy applies to all students, including those who may have a valid permit to carry a firearm. Should this policy be violated the student will subject to disciplinary action up to and including termination.

**FOOD/DRINKS**

Eating and drinking is permitted in the student break room. No food, drinks, or candy on the clinic floor.
VISITORS
All visitors should remain in front lobby area unless receiving a service; once the service is complete they should return to the lobby. Students may see visitors at the front of the school only when they are not with a client. All visitors interested in touring the school should see the Director.

BEYOND THE BASICS SCHOOL OF COSMETOLOGY RESERVES THE RIGHT TO IMPLEMENT DISCIPLINE PROCEDURES WHEN THEY FEEL A STUDENT IS UNCOOPERATIVE, AGGRESSIVE, NEGATIVE, DEFIANT, NOT IN COMPLIANCE, AND HOSTILE BY SIMPLY CLOCKING THE STUDENT OUT AND ASKING THE STUDENT TO LEAVE THE PREMISES UNTIL THE FOLLOWING DAY. IF THIS OCCURS THE HOURS MISSED ARE CHARGED BACK TO THE STUDENT AT $7 PER HOUR. THIS IS A FIRM POLICY THAT IS USED AT THE DESCRESION OF BEYOND THE BASICS SCHOOL OF COSMETOLOGY STAFF, INSTRUCTORS AND DIRECTORS. WE WILL NOT TOLERATE STUDENTS WHO REFUSE TO COOPERATE IN ALL POLICIES AND PROCEDURES.

SECTION VII: BEYOND THE BASICS SCHOOL OF COSMETOLOGY OVERVIEW

FACULTY/STAFF
Amy Menzies, CEO, CFO, DIRECTOR OF ADMISSIONS & EDUCATION
Carol Mackey, FINANCIAL AID ADMINISTRATOR, ASSISTANT DIRECTOR OF ADMISSIONS & EDUCATION
Waniece Menzies, OFFICE MANAGER

SCHOOL FACILITIES
Beyond the basics school of cosmetology is located in Marshfield Missouri. Our address is 1031 School view Drive suite A, B, &C. We are located next to Marshfield High School. The School 3,200 square feet has separate room for Clinic services and Theory Classrooms as well as an Esthetician Classroom and Clinic Area. 16 stations are available for the cosmetology course as well as a library area, break room and 3 bathrooms all handicap accessible. We also have an Honor clinic where students who are close to graduating perform services in a more “real life “setting.

SECTION VIII: CONSUMER INFORMATION

HIGHER EDUCATION OPPURTUNITY ACT (HEOA)
The following is information that colleges are required by the federal law Higher Education Act (HEA) of 1965, as amended by the higher education opportunity act (HEOA) of 2008 to make available to prospective and enrolled students. For more information on a particular topic, please contact the office at beyond the basics school of cosmetology.

**INCENTIVE COMPENSATION**

Beyond the basics school of cosmetology will not offer any commission, bonus, or other incentive payment to any person based in any part, directly, or indirectly, upon success in securing enrollments or the award of financial aid, which are defined as activities engaged in for the purpose of the admission or matriculation of students for any period of time or the award of financial aid.

**MISREPRESENTATION**

The authenticity of information and the context that surrounds it is of critical importance to Beyond the basics school of cosmetology. Beyond the basics school of cosmetology is committed to providing clear and accurate information through all means of communication.

**PROGRAMS OFFERED IN MODULES**

Beyond the basics school of cosmetology does not offer module courses.

**CREDIT/CLOCK HOUR CONVERSION**

Beyond the basics school of cosmetology is a clock hour school.

**WRITTEN ARRANGEMENTS TO PROVIDED EDUCATIONAL PROGRAMS**

Beyond the basics school of cosmetology is not in a written agreement or consortium agreement with any other eligible institution.

**REPEATED COURSEWORK**

Beyond the basics school of cosmetology is not a term based program.

**VALIDITY OF HIGH SCHOOL DIPLOMA**

Beyond the basics school of cosmetology follows the state Guidelines for admissions including that all students must submit a valid High School Diploma, GED, or transcript showing graduation or course completion. The prospective student may be required to prove authenticity by verifying the list of valid High Schools or accrediting companies through the Missouri state department of education.

**ABILITY TO BENEFIT**
The Department of Education no longer recognizes the ATB option.

**DISBURSEMENT OF BOOKS AND SUPPLIES**

Beyond the basics school of cosmetology follows Missouri state guidelines to distribute needed books and kit supplies within 7 days of the start of class. Each student will be assigned their own kit, which includes a lockable bag.

**FACILITY AND TRAINING EQUIPMENT**

Beyond the basics school of cosmetology is located in Marshfield Missouri in a 3,200 square foot building. Our school is divided into four areas; classroom, clinic, honor clinic, and esthetician classroom /clinic area. All of these areas provide adequate space for participation in both practical and theory classes. As well as offices for instructors/staff. A break room is provided with a fully equipped kitchen, 3 restrooms, lobby, back bar, utility. We have all equipment available that is required by the Missouri state board of cosmetology for training purposes. We only use professional back bar products for all services in our clinic/honor clinic.

**REGULATORY OVERSIGHT RESTRICTIONS**

The Missouri state board of cosmetology may refuse to issue any certificate of registration or authority permit or license required for one or any combination of causes stated below. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of the applicant’s right to file a complaint with the administrative hearing commission.

1. Use or illegal possession of any controlled substance, use of an alcoholic beverage to an extent that such use impairs a person’s ability to perform the work of their licensed profession.
2. The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the united states, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated by the board for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed.
3. Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued by the board or in obtaining permission to take any examination given or required.
4. Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud deception or misrepresentation.
5. Incompetence, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed.
6. Violation of, or assisting or enabling any person to violate, any provision or lawful rule or regulation.
7. Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his/her certificate of registration or authority, permit, license or diploma from any school.
8. Disciplinary action against the holder of a license or other right to practice any profession regulated, granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state.
9. A person is finally adjudged insane or incompetent by a court of competent jurisdiction.
10. Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by this chapter who is not licensed and currently eligible to practice.
11. Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact.
12. Failure to display a valid license if so required.
13. Violation of any professional trust or confidence
14. Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom advertisement or solicitation is primarily detected.
15. Failure or refusal to properly guard against contagious, infectious or communicable disease or the spread thereof.

ABILITY TO MEET REQUIREMENTS SET FORTH BY EMPLOYERS

Potential employer expectations could include
1. Good moral character
2. Multi-tasking
3. Punctuality
4. Good communication skills
5. Good customer service skills
6. Trustworthy
7. Dependable
8. Meets job requirements
9. Good Personal hygiene
10. Professional appearance

UPON SUCCESSFUL COMPLETION OF THE CHOSEN PROGRAM ALL STUDENTS RECEIVE A DIPLOMA OF GRADUATION FROM BEYOND THE BASICS SCHOOL OF COSMETOLOGY
SECTION IX: CAREER DATA/STATISTICS

Students Right to Know: To help you make a good decision about whether to enroll at Beyond the Basics School of Cosmetology, we want you to know:

2017 Annual Report Year as reported to the National Accrediting commission of Career Arts and Sciences

On time completers, this number is based on the students who graduated from January 1, 2017 to December 31, 2017 and did so within “normal time”. Normal Time is based on the published length of the program in the catalog. The rate is calculated by dividing the number of on-time completers by the total number of graduates for the year. Also provided are the number of graduates during an award year that completed their program within 150% of the normal program length.

Cosmetology: Program length- 1500 hours
Out of 11 completers 100% did so in the “normal time” and 100% completed within 150% of the normal program length.

Esthetician: Program Length-750 hours
Out of 2 completers 100% did so in the “normal time” and 100% completed within 150% of the normal program length.

Manicurist
Program Length-400 hours
Out of 1 completers 100% did so in the “normal time” and 100% completed within 150% of the normal program length.

Instructor Training: Program length – 600 hours
Out of 1 completers 100% did so in the “normal time” and 100% completed within 150% of the normal program length.

93.33 % of all students that graduated in 2017 are working in the Cosmetology Field
Taken from the 2017 National Accrediting Commission of Career Arts and Sciences Annual Report, Beyond the Basics school of Cosmetology has a:

88.24 % Completion Rate
93.33 % Placement Rate
92.86 % Licensure Rate
a. Completion rates for students in the school:

1. Cosmetology: Year 2015-100% Year 2016-71% Year 2017-84%
2. Manicurist: Year 2015-NA Year 2016-100% Year 2017-100%
3. Instructor: Year 2015- N/A Year 2016-100% Year 2017-100%
4. Esthetician: Year 2015-N/A Year 2016-100% Year 2017-100%
5. combined programs: Year 2015-100% Year 2016-85% Year 2017-88.24%

b. First time pass rates of school graduates on licensing examinations:

1. Cosmetology: Year 2015-100% Year 2016-100% Year 2017-90%
2. Manicurist: Year 2015-N/A Year 2016-100% Year 2017-100%
3. Instructor: Year 2015-N/A Year 2016-100% Year 2017-100%
4. Esthetician: Year 2015-N/A Year 2016-100% Year 2017-100%
5. combined programs: Year 2015-100% Year 2016-100% Year 2017-92.86%

c. Placement rates of the school graduates:

1. Cosmetology: Year 2015-100% Year 2016-100% Year 2017-90%
2. Manicurist: Year 2015-NA Year 2016-100% Year 2017-100%
3. Instructor: Year 2015-N/A Year 2016-100% Year 2017-100%
4. Esthetician: Year 2015-NA Year 2016-50% Year 2017-100%
5. combined programs Year 2015-100% Year 2016-81% Year 2017-93.33%
FINANCIAL SERVICES

FEDERAL FINANCIAL AID ASSISTANCE
Beyond the Basics School of Cosmetology is currently approved to participate in financial aid assistance programs (Title IV Funding) administered by the U.S. Department of Education. There are two different types of financial aid assistance available to students:

Grants—which is a sum of money given by the government which does not have to be repaid,

Loans—a sum of money given by a lender that does have to be repaid.

For assistance and additional information on obtaining financial aid information, or enrollment please contact Amy Menzies at our schools admission office by calling 417-859-5866.

Initial eligibility for aid is determined using the “Free Application for Federal Student Aid” (FAFSA) Form. The FAFSA can be filled out online at www.fafsa.ed.gov. You can obtain a paper copy of the FAFSA by calling our office at 417-859-5866. Additional information that is not included in the student handbook in regards to repaying loans, and other financial aid assistance information can be also be found by contacting Amy Menzies at our schools admission office by calling 417-859-5866.

To qualify for most types of aid, you must:

☐ Have a high school diploma or a (GED) certificate.
☐ Be enrolled or accepted for enrollment as a student pursuing a degree or certificate.
☐ Be a U.S. citizen, U.S. national, or an eligible noncitizen.
☐ An eligible noncitizen is defined as a U.S. permanent resident who has an Alien Registration Card (I-151, I-551, or I-551C). If you have an Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing "Refugee, "Asylum Granted, "Indefinite Parole, "Humanitarian Parole, "Cuban-Haitian Entrant," "Status Pending," or "Conditional Entrant" (valid only if issued before April 1, 1980), you are also eligible for aid.
☐ Have a valid Social Security Number.
☐ Make satisfactory academic progress, as defined in the school’s catalog titled Satisfactory Progress Policy.
☐ Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
☐ All male students 18 or older must complete the Selective Service Registration
☐ Not be in default on a federal student loan and not owe money back on a federal student grant.

Federal Pell Grant Program (PELL)
PELL grants are grants of money made to students based on need, as determined by the FAFSA form. The dollar amount of the grant will depend upon your family financial status, the date you begin school and available Federal PELL funds for the given year.

Federal Direct Student Loan Program--William D. Ford Federal Direct Loan Program
A Direct Loan Program providing low interest loans for borrowed money that must be repaid with interest offered by the U.S. Department of Education. There are three types of loans in this program:

☐ Subsidized Stafford Loan- This type of loan is monies a student can borrow to cover some or all of their school expenses. The U.S. Department of Education pays the interest on the loan while you are in school (student must be enrolled at least half-time) and for the first six months after you leave school. The amount of the loan cannot exceed a student’s financial need.

☐ Unsubsidized Stafford Loan—This type of loan is monies a student can borrow to cover some or all of their school expenses. The U.S. Department of Education does not pay the interest on unsubsidized loans. The student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it is paid in full. The interest rate is a fixed rate and can be paid while attending school or it can be accrued and the interest added to the principle amount of the loan.

☐ Federal Direct Parent Loans for Undergraduate Students (PLUS LOANS)—PLUS Loans are made to a qualifying parent of a dependent student (defined by the FAFSA) which is financed directly by the Federal Government. These are long term, low interest loans with a fixed interest rate of 7.9%. A parent must meet the credit standards for the loan. Repayment on this loan begins on the date of the last disbursement of the loan.

Entrance and Exit Interview/Loan Counseling
The Department of Education requires that any student receiving a Federal Stafford Loan be notified concerning their loans. Students must complete entrance counseling and an electronic loan promissory note prior to the loan being disbursed. Students are counseled regarding loan indebtedness and to make sure the student understands the amount borrowed and their rights and responsibilities regarding repayment of the loan. Loan exit counseling is required to any student prior to withdrawal or graduation. Students are counseled on their tentative total loans
received while in attendance at Beyond the Basics School of Cosmetology, refunds that may be made (if applicable), and to provide students with an estimated payment amount. Debt management strategies as well as how students can access loan information are provided to the student during exit counseling. Information is also provided on repayment plans and options, loan forgiveness, forbearance, cancellation, the consequences of default, and potential tax benefits.

The student will go to www.studentaid.ed.gov to complete the entrance and exit counseling requirements.

**Verification**
Verification is a procedure used to verify a student/parent/spouse’s financial information reported on the FAFSA. While not all applicants are selected for verification the process is required by law. It is used to verify financial information submitted on the FAFSA application. Being selected for verification does not mean you have done something wrong. In some cases the process can actually increase your financial aid award. If you have been selected for verification, Beyond the Basics School of Cosmetology will inform you of what has to be verified and what documents are required. In addition, Beyond the Basics School of Cosmetology may choose to verify ALL students participating in financial aid assistance. Do not submit your information to the Department of Education; submit it to the Financial Aid Director.

**Verification Policy Requirements**
1. The student will be allowed 10 business days to supply the required verification documents. Disbursements cannot be made until verification is complete so acting quickly is important. Allowance will be made for students requesting information from an outside agency, i.e., IRS or tax accountant.
2. A first disbursement may be made only on Pell Grants if the verification process has not been completed.
3. If you fail to provide the required information by the deadline, you will be expected to make satisfactory payment arrangements until documentation is received.
4. If the results of the verification process indicate that the information provided is correct, you will receive the first disbursement of your aid.
5. If the results of the verification process indicate that the information provided is incorrect, you will be asked to meet with the Financial Aid Director to correct the information and submit it to CPS. If a student’s Pell award is changed due to verification, a corrected ISIR must be submitted to the financial aid office prior to receipt of funds.
6. If there is reason to believe that any application was intentionally submitted under false or fraudulent pretenses, you will be notified in writing that Beyond the Basics School of Cosmetology intends to forward all pertinent information to the appropriate law enforcement officials and the Office of Inspector General (as is required by Section 668.14(g) of the Student Assistance General Provisions.)

**Fraud Policy**
There are situations where students and/or parents willfully falsify or misrepresent information for the purpose of obtaining financial aid that a student is not eligible for. As administrators of Title IV programs and funds, Beyond the Basics School of Cosmetology is obligated to ensure processes are in place to protect against fraud by applicants or staff. The Financial Aid Office is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse [34 CFR 668.53(a)(5), 668.14(g)].

**Policy for Fraud**
Individuals who willfully submit fraudulent information and/or documentation to obtain financial aid funds will be investigated to the fullest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

**Procedures for Fraud**
If a financial aid officer suspects or determines intentional misrepresentation of facts, false statements, or alteration of documents which resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the information shall be reported to the Director of Financial Aid Services for further review and possible disciplinary action. If the Director determines or suspects fraud, all information will be forwarded to the President/Educational School Director, the Office of Inspector General of the Department of Education, and/or the local law enforcement agency. Note: The regulations require only that Beyond the Basics School of Cosmetology refer the suspected case for investigation, not that we reach a firm conclusion about the propriety of the conduct. The Financial Aid Services Office must identify and resolve discrepancies in the information received from different sources with respect to a student’s application for Title IV aid. These items include, but are not limited to:

- Student aid applications
- Need analysis documents (e.g., Beyond the Basic school of cosmetology Student Information Records (ISIRs) and Student Aid Reports (SARs))
- Federal income tax returns
- Documents and information related to a student’s citizenship
- School credentials (e.g., high school diploma)
Documentation of the student’s Social Security Number (SSN)
Compliance with the Selective Service registration requirement and other factors related to students’ eligibility for Title IV funds

Some forms of financial aid fraud include, but are not limited to, the following:
- Forged signatures on an application, verification documentation or master promissory notes
- Falsified documents - including reporting members that are not part of your household
- False statements of income
- False statements of citizenship
- Use of fictitious names, addresses, SSNs
- False claims of independent status

Cases of fraud will be reported to the Office of Inspector General (OIG):
Inspector General’s Hotline: 1-800-MIS-USED http://www.ed.gov/about/offices/list/oig/hotline.html
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1510

Payment of Awards
- Pell: Disbursements of these funds are made directly to the student’s account.
- Disbursements are made four times: CA, First disbursement made 0-450 hours, second disbursement made 451-900 hours, third disbursement made 901-1200 hours and final disbursement is made 1201-1500 hours. E, first disbursement 0-375 hours, second disbursement 376-750 hours, I, first disbursement 0-300 hours, second disbursement 301-600 hours, MO first disbursement 1-200 hours, Second disbursement 201-400 hours
- Direct Loan (Subsidized/Unsubsidized/Plus): Disbursements are made twice during an academic year (900 hrs.) directly to the student’s account. The first disbursement is made 30 days after the start date. Future disbursements are made at midpoint in the Academic Year.
- Satisfactory progress is checked when disbursements are made. (Refer to the SAP Policy)
Credit balances are paid to directly to the student via check within 14 days of the credit balance. Students must sign and date that they have received the check for their credit balance. Beyond the Basics school of cosmetology does not hold credit balances for students.

TITLE IV RETURN OF FEDERAL FUNDS POLICY
Any student receiving Title IV funds (i.e., Pell Grant, Direct Loans or PLUS Loans) who withdraws or is terminated from the program must have a return of Title IV funds (R2T4) calculation performed. The Federal Return of Title IV funds formula (R2T4) determines the amount of Federal aid that must be returned to the government or the lending institution by the school or the student. The federal formula is applicable to any eligible student receiving federal aid when the student withdraws on or before the 60% point in time in the payment period. If a student does not begin class, the R2T4 formula will not apply. The R2T4 calculation will determine the amount of Title IV funds earned by the student during the payment period. Any unearned funds must be refunded to the appropriate program. Federal Funds will be returned in the following order:
1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Parent PLUS Loan
4. Pell Grant

The amount of Title IV funds earned by the student is based upon the length of time the student is scheduled to complete in the payment period. After 60% of the payment period has been has been completed, 100% of the Title IV funds have been earned. For example, a student that has completed 270 hours in a 450 hour payment period would be entitled to retain 100% of all Title IV funds disbursed in that payment period. (270/450 = 60%)
Title IV funds that could have been disbursed but have not yet been disbursed must be included in the R2T4 calculation. If a student has earned more Title IV funds than has been disbursed, the academy must offer as a post-withdrawal disbursement, the amount of earned funds. A student’s withdrawal date is used to calculate the percentage of the payment period completed and is always the students last date of attendance/clocked hours. The date of determination is the earlier of:
1. The date the student failed to return from an approved leave of absence
2. The date the student began the official withdrawal process or
3. If the student unofficially withdrew, the 10th consecutive business day absent from the school.
The percentage of the payment period completed is calculated by the clock hours completed in the payment period as of the withdrawal date divided by the scheduled clock hours in the payment period. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. Any unearned Title IV funds must be returned to the appropriate program within 45 days of the date of determination. Any earned Title IV funds that have not yet been disbursed to the student must be offered to the student within 30 days of the date of determination if not applied directly to the student’s account. Students are still responsible for payment of the difference between the institutional charges and the financial assistance earned.

**Repaying Your Direct Student Loans**

When borrowing funds to attend school, you need to think about the time you when you will begin repaying your student loans. Below is information to assist you in understanding the language and obligations involved in repaying these loans. For more information on repayment options before receiving a Direct Loan, borrowers may contact the Financial Aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (800-433-3243).

Direct Loans are funded by the U.S. Department of Education through your school and managed by a loan servicer, under the supervision of the Dept. of Ed. There are three types of Direct Loan repayment plans. The plans are outlined below. You may choose a standard, extended, or graduated payment plan, which will determine the amount of your monthly payments, the number of monthly payments you will make, and the total amount that you owe with interest. Go to Repayment Plans and Calculators for more information about the various repayment plans and to calculate your estimated repayment amount under each of the different plans.

**Standard Repayment**

With the standard repayment plan, you'll pay a fixed amount each month until your loans are paid in full. Your monthly payments will be at least $50, and you'll have up to 10 years to repay your loans. The standard plan is good for you if you can handle higher monthly payments because you'll repay your loans more quickly. Your monthly payment under the standard plan may be higher than it would be under the other plans because your loans will be repaid in the shortest time. For the same reason—the 10-year limit on repayment—you may pay the least interest.

**Extended Repayment**

To be eligible for the extended plan, you must have more than $30,000 in Direct Loan debt and you must not have an outstanding balance on a Direct Loan as of October 7, 1998. Under the extended plan you have 25 years for repayment and two payment options: fixed or graduated. Fixed payments are the same amount each month, as with the standard plan, while graduated payments start low and increase every two years, as with the graduated plan below.

This is a good plan if you will need to make smaller monthly payments. Because the repayment period will be 25 years, your monthly payments will be less than with the standard plan. However, you may pay more in interest because you're taking longer to repay the loans. **Remember that the longer your loans are in repayment, the more interest you will pay.**

**Graduated Repayment**

With this plan your payments start out low and increase every two years. The length of your repayment period will be up to ten years. If you expect your income to increase steadily over time, this plan may be right for you. Your monthly payment will never be less than the amount of interest that accrues between payments. Although you're monthly payment will gradually increase, no single payment under this plan will be more than three times greater than any other payment. Some students may be eligible for special repayment programs that are based on students’ income after graduation. For example, the Income-Based Repayment (IBR) plan caps monthly payment amounts based on the graduate's income. For more information about the payment plan options, see the U.S. Department of Education’s Direct Loan Repayment Plans page.

**Deferments**

A deferment is a postponement of payment on a loan, during which interest does not accrue if the loan is subsidized.
You may qualify for a deferment while you are:

- Enrolled at least half time in an eligible postsecondary school or studying full time in a graduate fellowship program or an approved disability rehabilitation program.
- Unemployed or meet our rules for economic hardship (limited to 3 years).

You may also be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. Refer to the MPN for your loan or contact the Direct Loan Servicing Center for more information about specific qualifications for deferment based on military service.

In most cases, you need to submit a deferment request to your loan servicer along with documentation of your eligibility for the deferment.

If you’ve gone back to school and your loan servicer receives enrollment information that shows you’re enrolled at least half time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan.

If you are in default on your loan, you are not eligible for a deferment or forbearance.

**Forbearance**

If you can't make your scheduled loan payments, but don't qualify for a deferment, we may be able to give you a forbearance. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Some common reasons for getting a forbearance are illness, financial hardship or serving in a medical or dental internship or residency. See your copy of the Borrower's Rights and Responsibilities Statement for more examples.

You can get more information by contacting your loan servicer.

Under certain circumstances, we can automatically give you a forbearance, for instance, while we're processing a deferment, forbearance, cancellation, change in repayment plan or consolidation, or if you're involved in a military mobilization or a local or national emergency.

**Borrower Grace Periods**

After you graduate, leave school, or drop below half-time enrollment, you have a period of time before you have to begin repayment. This "grace period" will be

- **Six months** for a Federal Stafford Loan (Direct Loan Programs or Federal Family Education Loan (FFELSM) Program).
- **Nine months** for Federal Perkins Loans.

**PLUS Borrowers**—The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. However, a graduate student PLUS Loan borrower (as well as a parent PLUS borrower who is also a student) can defer repayment while the borrower is enrolled at least half-time, and, for PLUS loans first disbursed on or after July 1, 2008, for an additional six months after the borrower is no longer enrolled at least halftime.

Interest that accrues during these periods will be capitalized if not paid by the borrower during the deferment.

**Make Your Payments On Time**

Your loan servicer will provide information about repayment and will notify you of the date loan repayment begins. It is very important that you make your **full** loan payment **on time** either monthly (which is usually when you'll pay) or according to your repayment schedule. If you don't, you could end up in default, which has serious consequences (see Default below). Student loans are **real** loans—just as real as car loans or mortgages. You have to pay back your student loans.

**Get Your Loan Information**

The U.S. Department of Education's National Student Loan Data SystemSM (NSLDS®) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access NSLDS, go to www.nslds.ed.gov.

If you're not sure who your loan servicer is, you can look it up on www.nslds.ed.gov or call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243; TTY 1-800-730-8913). To see a
list of Federal Student Aid servicers for the Direct Loan Program and for FFEL Program Loans purchased by the U.S. Department of Education, go to the Loan Servicer page.

What are the interest rates for federal student loans?

The interest rate varies depending on the loan type and (for most types of federal student loans) the first disbursement date of the loan. The table below provides interest rates for Direct Loans first disbursed on or after July 1, 2015.

Perkins Loans (regardless of the first disbursement date) have a fixed interest rate of 5%.

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Borrower Type</th>
<th>Loans first disbursed on or after 7/1/18 and before 7/1/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Subsidized Loans</td>
<td>Undergraduate</td>
<td>5.05%</td>
</tr>
<tr>
<td>Direct Unsubsidized Loans</td>
<td>Undergraduate</td>
<td>5.05%</td>
</tr>
<tr>
<td>Direct Unsubsidized Loans</td>
<td>Graduate or Professional</td>
<td>6.6%</td>
</tr>
<tr>
<td>Direct PLUS Loans</td>
<td>Parents and Graduate or Professional Students</td>
<td>7.6%</td>
</tr>
</tbody>
</table>

All interest rates shown in the chart above are fixed rates for the life of the loan.

Note: The interest rates for federal student loans are determined by federal law. If there are future changes to federal law that affect federal student loan interest rates, we will update this page to reflect those changes.

Additional Interest Rate Information:

- To access information on your federal loans, go to www.nslds.ed.gov.
- For additional details on the Stafford and PLUS loans interest rates effective July 1, 2018,

Why does the amount of interest I pay vary from month to month?
Interest accrues on a daily basis on your loans. Factors such as the number of days between your last payment, the interest rate, and the amount of your loan balance determine the amount of interest that accrues each month.
You can calculate the monthly interest on your loan by using the Simple Daily Interest Formula.

Electronic Payment
In some cases, you might be able to reduce your interest rate if you sign up for electronic debiting.

Trouble Making Payments
If you're having trouble making payments on your loans, contact your loan servicer as soon as possible.
Your servicer will work with you to determine the best option for you. Options include:

- Changing repayment plans.
- Requesting a deferment—If you meet certain requirements, a deferment allows you to temporarily stop making payments on your loan.
· Requesting a forbearance—If you don’t meet the eligibility requirements for a deferment but are temporarily unable to make your loan payments, then (in limited circumstances) a forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. If you stop making payments and don’t get a deferment or forbearance, your loan could go into default (see Default section below), which has serious consequences.

Default
If you default, it means you failed to make payments on your student loan according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government all can take action to recover the money you owe. Here are some consequences of default:
- National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.
- You will be ineligible for additional federal student aid if you decide to return to school.
- Loan payments can be deducted from your paycheck.
- State and federal income tax refunds can be withheld and applied toward the amount you owe.
- You will have to pay late fees and collection costs on top of what you already owe
- You can be sued.

For more information and to learn what actions to take if you default on your loans, see the Department of Education’s Default Resolution Group Web site.

Loan Forgiveness for Public Service Employees
Under the Public Service Loan Forgiveness Program, if you are employed in a public service job, you may have the balance of your loans forgiven if you make 120 on-time monthly payments under certain repayment plans after October 1, 2007. You must be employed full-time in a public service job during the same period in which the qualifying payments are made and at the time that the cancellation is granted. The amount forgiven is the remaining outstanding balance of principal and accrued interest on eligible Direct Loans that are not in default.

Loan Consolidation
A Consolidation Loan allows you to combine your federal student loans into a single loan.

Code of Conduct Policy
The goal of the financial aid office personnel is to help students achieve their educational potential by providing fair access to financial resources. It is the responsibility of Beyond the Basics School of cosmetology to ensure that potential conflicts of interest do not occur between the financial aid personnel, students and parents in regard to the financial aid process.
Definition of a Lending Institute:
1. Any entity that itself or through an affiliate engages in the business of making loans to students, parents or others for purposes of financing higher education expenses or that secures such loans or
2. Any entity, or association of entities, that guarantees educational loans

1. Beyond the Basics School of Cosmetology employees should receive no personal benefit.
No employee of Beyond the Basics school of cosmetology shall accept anything of more than nominal value on his or her behalf or on behalf of another person or entity from any Lending Institution. For example, cash, stocks, gifts, entertainment, expense-paid trips, etc. should never be accepted from a Lending Institution. Likewise, an individual should never receive payment or reimbursement from a Lending Institution for lodging, meals or travel to conferences or training seminars. However, employee of Beyond the Basics School of cosmetology may: (a) conduct
non- Beyond the Basics School of cosmetology business with any Lending Institution and, subject to state law, receive value in connection with such non- Beyond the Basics School of cosmetology business, so long as such value is not intended to influence the employee in conducting Beyond the Basics School of cosmetology business; (b) conduct Beyond the Basics School of cosmetology business and, subject to state law, receive value on behalf of Beyond the Basics School of cosmetology that is unrelated to the student loan activities of the Lending Institution; (c) attend conferences and meetings of tax-exempt organizations that are funded or sponsored by more than one entity and, subject to state law, receive materials, refreshments, and other things of like value provided at such professional conferences and meetings; and, (d) hold membership in, serve on the board of or participate in the activities of any tax-exempt organization and, subject to state law, receive travel reimbursements and other things of like value from the tax-exempt organization for such activities.

2. **Beyond the Basics School of cosmetology employees should not serve on lender advisory boards for compensation.**

No employee of Beyond the Basics School of cosmetology who makes financial aid decisions for Beyond the Basics School of cosmetology or who is employed in, supervises or otherwise has responsibility or authority over Beyond the Basics School of cosmetology’s financial aid office shall receive any compensation for serving as a member or participant of a student loan advisory board of a Lending Institution or any reimbursement of expenses for such service. Any employee of who serves as a member or participant of a Beyond the Basics School of cosmetology Lending Institution board shall recuse himself or herself from any board discussions Regarding Beyond the Basics School of cosmetology financial aid operations.

3. **Beyond the Basics School of cosmetology should not provide any advantage to a Lending Institution.**

Beyond the Basics School of cosmetology shall not accept anything of value from any Lending Institution in exchange for any advantage or consideration provided to the Lending Institution related to its student loan activities, including but not limited to revenue-sharing, printing costs or below-cost computer hardware or software. Likewise, Beyond the Basics School of cosmetology shall not allow any Lending Institution to: (a) staff Beyond the Basics School of cosmetology’s financial aid office at any time; or (b) communicate with Beyond the Basics School of cosmetology’s students or their parents in such a manner as to create the impression that the Lending Institution is an employee or agent of Beyond the Basics School of cosmetology in connection with the Beyond the Basics School of cosmetology’s student financial aid operations, including through the use of mascots, logos, etc. Finally, Beyond the Basics School of cosmetology shall not enter into any agreement with a Lending Institution to provide alternative (i.e., non-federal or “opportunity”) student loan programs if the provision of such alternative loan programs prejudices other students or parents.

4. **Beyond the Basics School of cosmetology should make appropriate use of any Preferred Lender Lists.**

If Beyond the Basics School of cosmetology decides to circulate a list of preferred or recommended lenders for student loans (“Preferred Lender List”), the selection of Lending Institutions for inclusion on the Preferred Lender List shall be based on the best interests of Beyond the Basics School of cosmetology’s students and their parents without regard to the financial interests of Beyond the Basics School of cosmetology. In addition, any Preferred Lender List shall clearly explain:

- Students and their parents are free to select the Lending Institution of their choice and
will suffer no penalty imposed by Beyond the Basics School of cosmetology from using a Lending Institution that is not a “preferred lender”;

- Students and their parents are not required to use any of the “preferred lenders”;
- Where to find information on other Lending Institutions for student loans;
- Beyond the Basics School of cosmetology will promptly certify any loan from any Lending Institution selected by a borrower, in accordance with U.S. Department of Education regulations;
- The process Beyond the Basics School of cosmetology utilized to select “preferred lenders,” including but not limited to the criteria used and the relative importance of such criteria;
- Where to find information on the competitive interest rates, terms, and conditions of federal loans;
- Where to find information on the interest rate, loan servicing or other benefits offered by “preferred lenders”; and,
- Where to find information on any agreements by “preferred lenders” to sell their loans to other Lending Institutions.

The Preferred Lender List will be reviewed on an annual basis to determine that the information appearing on the list is accurate and that any website links are still viable.

**CURRENT PAYMENT OPTIONS**

Beyond the Basics School of cosmetology accepts payments in the form of cash, checks, money order, and cashier check.

- Students paying in full on or before the first day of school will receive a $250.00 prepaid tuition discount for Cosmetology, Manicurist, Esthetician, and Instructor courses.
- All Students are eligible to make monthly payments towards their tuition. Monthly payments must be paid on the first class day of the month. Delinquent monthly payments may be charged a $25 late fee.
- All balances must be paid in full one week prior to graduation in order to receive graduate certificate (payments made after completion or within 30 days prior to completion must be paid by cash, money order, and cashier’s check) UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE
- Beyond the basics school of cosmetology reserves the right to suspend or terminate enrollment for nonpayment of tuition or other required fees at any time.
- Any checks returned for insufficient funds will be subject to a $25 NSF fee. Checks will no longer be accepted from whom Beyond the Basics School of cosmetology received bad checks.
- Transcript requests will not be processed until all amounts due to Beyond the Basics School of cosmetology are paid in full.
- Students who fail to pay account balances in full must arrange a payment plan and begin payment within 30 days after last date of attendance. If payment is not made as agreed, accounts may be referred to a third party collection agency and all collection, attorney and court fees will be the student’s responsibility.
- A leave of Absence does not postpone the scheduled monthly payments to the school for tuition.

**REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of $85.00.

4. A student notifies the institution of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)

7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<table>
<thead>
<tr>
<th>PERCENT OF SCHEDULED TIME</th>
<th>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01% to 04.9%</td>
<td>20%</td>
</tr>
<tr>
<td>5% to 09.9%</td>
<td>30%</td>
</tr>
<tr>
<td>10% to 14.9%</td>
<td>40%</td>
</tr>
<tr>
<td>15% to 24.9%</td>
<td>45%</td>
</tr>
<tr>
<td>25% to 49.9%</td>
<td>70%</td>
</tr>
<tr>
<td>50% and over</td>
<td>100%</td>
</tr>
</tbody>
</table>

9. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will provide a full refund of all monies paid.

10. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

11. IF THE SCHOOL PERMANENTLY CLOSES A LIST OF ALL STUDENTS WHO WERE ENROLLED AT THE TIME OF SCHOOL CLOSURE INCLUDING THE AMOUNT OF EACH PRO RATA REFUND IS SUBMITTED TO BEYOND THE BASICS SCHOOL OF COSMETOLOGY’S ACCREDITATION AGENCY.

COLLECTION POLICY

Beyond the basics school of cosmetology does not currently use a third party to collect a debt owed to the school. Collection procedures shall reflect ethical business practices. Any correspondence regarding
cancellation and settlement from the institution itself, clearly acknowledge the existence if the withdrawal and settlement policy.

BEYOND the BASICS

School of Cosmetology
(417)859-5866

___________________________________________________________________________
Date of Publication: September 4th 2013
Revised: January 1st 2014
Revised May 21st 2014
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Revised: 01/01/2018 Revised 01/02/2019 Revised 05/16/2019

BEYOND THE BASICS SCHOOL OF COSMETOLOGY POLICIES AND PROCEDURES
I have read and understand these policies, procedures and rules of BEYOND THE BASICS SCHOOL OF COSMETOLOGY. A staff member has explained them to me and I have received a copy. I agree to abide by these Policies and Procedures.

___________________________________________________________________________
Signature Date

___________________________________________________________________________
Printed Name

___________________________________________________________________________
School Official Date
This sheet will be placed in the student's file as part of their permanent record.
ALL STUDENTS, REGARDLESS OF THE PROGRAM, MUST HAVE THE FOLLOWING:

SCHOOL SUPPLY LIST
SUPPLIES
_____ 3 packages of 3 X 5 Spiral Note Cards
_____ 10 (1 gal. freezer bags)
_____ 3 ring Notebook Paper
_____ 5 Subject Dividers
_____ Purses and school bags must be Clear/see thru or left in car.
_____ Colored Pencils
_____ Scissors for School projects
_____ 2 glue stick
_____ Colored markers
_____ Water color set
_____ Scotch Tape
_____ Plastic Art box
_____ Pens
_____ No. 2 Lead Pencils
_____ 2” 3-Ring Binder
_____ Highlighter
_____ Timer
_____ Sharpie Pen
_____ 1 full size Kleenex Box
_____ 1 Container Clorox wipes
_____ 1 Pump Hand Sanitizer
_____ Combination Lock (Must turn in combination to office)
_____ Small Lock for Kits (Key or Combination)
_____ 2 FULL Uniforms (BLACK SCRUB TOP, BLACK SCRUB BOTTOMS, CLOSED TOE SHOES)