



# ACADEMY CATALOG

**2022-2023**

EDUCATION THAT MAKES YOU BOTH PRETTY &  
POWERFUL  
DOLLY MONROE BEAUTY ACADEMY

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A copy of this catalog is provided to students at least one week prior to enrollment


VOLUME 8

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This is to certify this catalog as being true and correct in content and policy.

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Director signatures

A handwritten signature in black ink, appearing to read 'India Calloway', written in a cursive style.

India Calloway

**Dolly Monroe Beauty Academy**

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813.388.5532

Email: [ADMISSIONS@DOLLYMONROE.COM](mailto:ADMISSIONS@DOLLYMONROE.COM)

INSTITUTION ID #6187

## **Mission Statement | Purpose & Objective**

Our school's mission and purpose are to provide a quality educational system to prepare students to achieve licensure by the board of cosmetology for facial specialists and gain employment within their chosen field of study whether makeup artistry and/or esthetics. We are passionately committed to providing a solid educational foundation to empower our team in the pursuit of excellence, and we strongly believe that when people come first, success will follow. It is through advocacy, support and an education that makes us "Pretty Powerful".

## **Facility**

The esthetic and makeup artistry program at Dolly Monroe Beauty Academy offers the challenge of a stimulating and rewarding career. The school is fully equipped to meet all the demands of modern makeup artistry and esthetic requirements while providing an atmosphere and attitude for progressive personal development.

The 4900-square-foot facility includes a student breakroom, client reception and work areas, management desk/office, Four 6-ft table desk setup with 10 chairs, & 8 facial beds, to accommodate 8 students, 6 Lash tables, 4 wax beds, 4 Wax Pots, 6 PC computers, 10 makeup stations, 5 Towel Warmers, and a library complete with one desktop computer, an array of books varying from business to anatomy. We also have an auxiliary classroom located at 10353 Cross Creek Blvd Suite A. The Dolly Monroe Beauty Academy is in the Cory Lakes Professional Plaza and every entrance to the school is wheelchair accessible. The school is equipped with a handicap unisex restroom, handicap parking spots; the main entrance is large enough for wheelchair accessibility.

## **Faculty**

Under the controlling direction of prestigious designers, you will receive a quality education in the exciting and changing industry of esthetics and makeup artistry. Our instructors include Dermalogica Expert certified Instructors as awarded by the International Dermal Institute, all of which are successful professionals who continue to work in salons, spas, and studios as time permits. Nirene Pomales, Deianna Preda, and Ashley Bell are a combined team of licensed estheticians/cosmetologists with a combined expertise of over 40 years experience. All faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

## **Administration/Ownership**

This academy is organized as a Florida limited liability corporation titled Dolly Monroe Beauty Academy LLC with India Calloway as president/owner. The Dolly Monroe Beauty Academy has included a current list of all staff members within this catalog. India Calloway has been a principal owner and operator of Dolly Monroe Studios in Tampa FL, since 2015. India Calloway opened the Dolly Monroe Beauty Academy in Tampa, Florida, January 2019. She is very active in the beauty industry as motivational speakers and is in demand outside the profession for the same purpose as various seminars, workshops, and conferences. The Dolly Monroe Corporation has an immaculate reputation for excellence in the field. The enrichment of the academic program through the talents and resources of this corporation brings an unusual combination of experience, knowledge, and motivation to the school. Dolly Monroe Studios LLC., dba the Dolly Monroe Academy. Our Academy Administrative Director, **Burganndi Austin** maintains all student and academy records, as well as, day to day operations including assisting with the management of front desk personnel while the Academy Director of Education, Deianna Preda, maintains student compliance as well as curriculum standards and protocols. Kayla Ward, our customer service representative, handles all client bookings, inquiries, and inventory management. Alexa Keldie is our administrative coordinator, and assists with inventory, filings, and social media.

## **300 Hour Esthetics Program Description (All courses are taught in English)**

Our esthetics program involves 300 total hours. Composed in this program is 300 esthetic clock hours, which meets and exceeds the State of Florida requirements. The program includes extensive instruction and practical experience in Sanitation, Ethics, Basics of Electricity, Facial Techniques and Contraindications, Product Chemistry, Hair Removal, Skin Theory, Disease and Disorders of the Skin, as well as sanitation, state laws and regulations. This program requires an additional four (4) hours of HIV/AIDS education. Students are prepared to become entry-level esthetician/facial specialists. There are no prerequisites to this program or its courses. Student teacher ratio not to exceed 16 to 1 in all lectures and hands on instruction.

## **600 Hour Advanced Esthetics & Makeup Artistry Program Description (All courses are taught in English)**

Our Advanced Esthetics & Makeup Artistry program involves 600 total hours. This program meets and exceeds the State of Florida requirements. The program includes extensive instruction and practical experience in Sanitation, Ethics, Basics of Electricity, Facial Techniques and Contraindications, Advanced Esthetic Practices, Product Chemistry, Hair Removal, Skin Theory, Disease and Disorders of the Skin, Advanced Lash Extension services, customer service, personal appearance and hygiene, personal motivation and development, retail Take Home skills, guest record-keeping, business ethics, as well as sanitation, state laws and regulations, salon-type administration, and job interviewing. There are no prerequisites to this program or its courses. This program requires an additional four (4) hours of HIV/AIDS education and tattoo licensing. Students are prepared to become entry-level esthetician/facial

specialists and makeup artists. There are no prerequisites to this program or its courses. Student teacher ratio not to exceed 16 to 1 in all lectures and hands on instruction.

\* Currently the school does not have any plans to improve or change its educational programs

\* The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

### **Parking**

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Dolly Monroe Beauty Academy Tampa will not be responsible for parking violations and/or towing fees.

### **Nondiscrimination Policy**

Dolly Monroe Beauty Academy in its admission, instruction, and graduation policies and practices does not discriminate based on sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director, India Calloway, in person or by calling 813-388-5532, or by mail at 10359 Cross Creek Blvd Suite E Tampa, FL 33647 immediately so appropriate action can be taken.

### **ANTI-HAZING POLICY**

The imposition or use of any conduct or initiation activities that willfully or recklessly endanger the physical or mental health of any person is prohibited. Violation of this policy will result in disciplinary actions against the violator, including counseling and possible termination from Dolly Monroe Beauty Academy.

### **ADMISSIONS REQUIREMENTS**

Dolly Monroe Beauty Academy admits as regular students those who are high school graduates or holders of high school graduation equivalency certificates (GEDs). Dolly Monroe Beauty Academy only admits students who hold a high school diploma or G.E.D. and must also be beyond the age of 16 years of age. This is in line with the Florida State Board of Cosmetology. If the applicant is under the age of 18, he or she must have parent/guardian approval. Proof of education is required BEFORE the start of class. A copy of high school diploma, GED Certificate, or official transcript (high school, college, or GED) showing graduation date is acceptable. Dolly Monroe Beauty Academy does not discriminate on the basis of race, color, age, sex, disability, religion or ethnic/national origin in admitting students. Students will need to have access to the internet and a desktop computer or laptop outside of the classroom in order to be able to participate in homework assignments and regularly scheduled activities.

### **ABILITY TO BENEFIT**

Dolly Monroe Beauty Academy does not accept ability to benefit (ATB) students currently. Applicants are required to have a school visitation and a personal interview with a school representative.

### **Verification Documents for Non-Citizens**

In addition to the above documents, noncitizen applicants must also provide an I-20 form and a copy of their Visa. They must attend the full-time schedule and can only attend the program for 2 months and 2 weeks. If a student is not a U.S. citizen or does not have documented authority to work in the U.S., he or she will not be eligible to apply to the department of cosmetology licensure for esthetics/facial specialty licensure to be able to work in the state. A Foreign students' high school diploma must be translated into English and confirmed as the academic equivalent to a US high school diploma by an outside third-party agency. Any fees associated with this verification are the student's responsibility.

### **ADMISSIONS PROCEDURE**

**Complete an Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from Dolly Monroe Beauty Academy

**Submit a Registration Fee:** Action will not be taken on admission or any student loan application until a registration fee of \$150.00 is received. Please submit the fee in the form of a cash, credit or debit, cashier's check or money order, payable to Dolly Monroe Beauty Academy. This fee is not included in the cost of tuition.

**Submission of additional required documents:**

Official high school transcript showing date of graduation or diploma, or  
Official passing GED scores or Certificate.

Picture ID and a Valid Social Security card with number,  
& Signature of the Student Job Description Contract

### **Attend Student Orientation**

Orientation is scheduled on the first day of the full time Advanced Esthetics and Makeup Artistry program. Orientation is scheduled on the Friday prior to the first day of class for the 300 clock hour Hybrid Program. Orientation is a mandatory event and students must sign in to receive credit and remain present during all portions of orientation. Orientation will also involve a question and answer session and review school policies such as dress code, attendance, and more. Documentation of all signed contracts must be fulfilled in order to attend classes with Dolly Monroe.

### **Home School Prospective Students**

If a prospective student was home schooled, they must provide documentation to demonstrate compliance with one of the following requirements. 1) You must obtain written documentation from the school district, county, or state that shows that the student's secondary school education was in a homeschool that state law treats as an approved home or private school. 2) If the state the home-schooled student was educated in issues a secondary school completion credential to homeschoolers the prospective student must provide this credential to be eligible for enrollment using a Highschool Diploma or GED equivalent must be provided. Homeschool students must provide evidence that state law treats at home or private school.

### **ACCEPTANCE**

After a prospective student has completed the enrollment application process, the enrollment team and The School Director reviews each applicant and his or her required admissions materials to determine acceptance. Upon the decision of the enrollment team and School Director, the applicant receives written notification of acceptance or denial. Note: All applicants must undergo the entire enrollment application process (detailed in the enrollment application), which includes reentry students (withdrawals) and transfer students.

### **REENTRY STUDENTS**

Outstanding tuition, fee, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Admissions Representative. Previous tuition payments will be credited to the student's balance. Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable. Pay a \$150.00 reentry fee. The school does not deny readmission to any service member of the uniformed services for reasons relating to that service. Readmission is reserved to the sole discretion of Dolly Monroe Beauty Academy and may require special conditions. Readmission for a student requires a personal interview with school administration. The reentering student will be placed on a 14-day evaluation period. During the 14-day evaluation period, the student must demonstrate for that period that he or she can meet the school's minimum attendance and academic requirements for satisfactory academic progress. The student will then be evaluated for satisfactory academic progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 14-day evaluation period may be terminated. Students who reenter the program are placed in the same satisfactory academic progress standing as when they left. If a re-enrolling student has previously used all his or her excused absences provided under his or her original contract, the student will not receive any additional time for excused absences under the new re-enrollment contract.

### **TRANSFER STUDENTS**

Dolly Monroe Beauty Academy will accept transfer hours from other schools based on a transcript evaluation of the student's comprehension of the course material. A maximum of 100 hours will be accepted for all programs; Transfer students must attend a minimum of 200 hours of the 300 hour Esthetics Program, and 500 of the 600 hour Advanced Esthetics & Makeup Artistry Program—at Dolly Monroe Beauty Academy to complete the Dolly Monroe Beauty Academy culture and educational program. The hours transferred will be credited to the equivalent coursework. Dolly Monroe Beauty Academy will consider accepting clock hours or credits converted to clock hours after carefully evaluating the transfer student's academic records. The acceptance or denial procedure and processing must occur prior to any student's enrollment. The following conditions apply:

The cost for transfer students for all programs is \$15.00 per hour to attend at Dolly Monroe Beauty Academy; this does not include the cost of a complete and current Dolly Monroe Beauty Academy student kit or registration fee.

In order for a student to qualify as a transfer student and for hours to transfer from another institution, the student must submit the following to the school Advisor at least two weeks prior to the student's class start date:

- A verifiable transcript from the previous institution showcasing the hours of training & education completed:
- The transcript must be an official academic transcript reflecting the clock hours or credits earned and being requested for transfer should be sent directly from the former institution to Dolly Monroe Beauty Academy. Alternatively, the Academy will accept a sealed transcript from the former institution delivered by the student. If there is any question as to the validity of a transcript delivered by the student, an official transcript sent directly to the school from the former institution will be required.



- A school/course catalog from the previous institution for the Director to adequately compare the curriculum
- Pay the \$150.00 non-refundable application fee and complete the required application/admissions procedures
- The course or subject matter for which a student is seeking to transfer clock hours or credit hours must be comparable to courses or subject matter in the curriculum taught by Do Monroe Beauty Academy.
- The student must have earned a grade of 75% or higher for all clock or credit hours he or she is trying to transfer.
- Students cannot transfer more than 100 of the total clock hours required for a program's completion.
- If the clock or converted credit hours are accepted on transfer, the student will be placed into an existing class based on the level of completion recorded on their transcript.
- Transfer students will pay per clock hour for the remaining hours to fulfill graduation requirements

Upon the receipt of the required documents and completion of all admissions requirements & procedures, the school's Advisor will verify the completed hours with the previous institution accordingly and will apply applicable hours completed up to the 100-hour maximum transfer credit hours. Any hours completed not directly related to or in correlation with the Dolly Monroe Beauty Academy Program Curriculum will not be applied. Notification of transfer hour acceptance or denial will be provided to the student upon determination by the Director's final decision. There is no required examination for transfer hours, however all exams are still required to be passed with at least 75%, and all examination and attendance policies and requirements still apply.

Please note that students transferring to another school may not be able to transfer all hours they earned at Dolly Monroe Beauty Academy; the number of transferable hours depends on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution. It is the student's responsibility to confirm whether credits or hours will be accepted by another institution. Dolly Monroe Beauty Academy currently has no written agreements regarding transfer credits with other institutions.

Each transfer request is evaluated on an individual basis and the decision of the Dolly Monroe Beauty Academy Director of education to accept or reject transfer clock hours is final.

#### Transfer Students Under A Teach-Out Agreement

1. If Dolly Monroe Beauty Academy has signed a teach-out agreement with another institution, clock or credit hours earned by students from that institution will be accepted according to the terms of the teach-out agreement.
2. The transfer student will receive credit for the hours, tests and services completed. Their hours will be transferred into the appropriate program and they will finish out with the remaining hours of the current Dolly Monroe Beauty Academy.

#### Transfer Students from a Closed Institution

Previously earned clock or credit hours for students transferring from a closed institution which did not have a teach-out agreement with Dolly Monroe Beauty Academy will be considered under the Transfer of Clock Hours/Credit Hours Policy. It will be the sole responsibility of the transferring student to obtain an official copy of his or her transcript from the closed institution or from the official repository that is permanently storing the closed institution's academic transcripts.

#### Transferability of Dolly Monroe Beauty Academy Credits

The transferability of credits or clock hours to another institution is determined by the receiving institution. It is the student's responsibility to confirm whether clock hours earned at Dolly Monroe Beauty Academy will be accepted by another institution of the student's choice.

## POST-ADMISSIONS

### **Orientation**

All programs have a complete orientation for new students before or during the first day of classes. Attendance at orientation is mandatory. Failure to attend will result in a postponed start date to the next available start date.

## **Books and Kits**

All students must purchase the books and supplies kit that are required for their particular program of study. The Academy reserves the right to change books and kit items as needed. Costs for textbooks and kit items are listed herein this catalog. Kits are non refundable and dispersed in sections within the program as deemed necessary according to the academy. .

## **Uniforms**

Students must wear school-approved all black scrubs or Dolly Monroe Approved logo apparel. Please review the Dress Code Policy herein. uniforms must be purchased in advance.

## **Class Size**

To ensure that every student gets the time, attention, and experiences they need during their education and training, Dolly Monroe Beauty Academy limits the class size to 16 students per educator for all programs and limits the clinic area to 16 students per educator.

## **Extra Education**

In addition to the curriculum in each program of study, students are given the opportunity to attend and participate in special sessions and lectures given by guest speakers who are highly skilled and widely recognized within their area of expertise. These opportunities are intended to expand and enhance the quality training that students are already receiving in their Dolly Monroe Beauty Academy programs of study.

## **GRADUATION CEREMONY DISCLOSURE**

Dolly Monroe Beauty Academy offers its students the opportunity to attend a graduation ceremony upon request and acceptance by administrative staff. A student may be denied attendance if graduation requirements have not been met, or code of conduct requirements have not been upheld by the student. Ceremony sessions are not the equivalent of graduation dates, contracted end dates or anticipated completion dates.

## **STATE LICENSING DISCLAIMER**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Florida Department of Business and Professional Regulations to deny licensure. The Florida Department of Business and Professional Regulations may deny licensure claiming the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to the board of cosmetology for esthetics/facial specialty licensure to be able to work in the state. Dolly Monroe Beauty Academy is not responsible for students denied licensure. Students may reference the ASCP website for References regarding a reputable resource that lists the names, addresses and licensing requirements for all the appropriate regulatory agencies in all states that regulate the practice of massage therapy and bodywork and/or esthetics/skin care. local municipal ordinances may apply in the absence of state law.

## **RECIPROCITY**

Licensed cosmetologists, skin care specialists, and full specialists from Florida may apply for licenses in their field of expertise in other states but must comply with each state's laws and rules to become licensed there. Students and graduates who wish to work outside of Florida should contact the appropriate licensing agency in the state where they want to work to learn if their Florida license is sufficient to work in that state or if other requirements must be met.

## **ENROLLMENT INFORMATION**

Enrollment periods: Enrollment usually begins about every six (6) weeks at the Dolly Monroe Beauty Academy, depending upon space and availability. Please refer to the Tuition and Registration Schedule supplement (located in the admissions packet) or contact the academy for exact starting dates.

## **Holidays and school closures:**

Dolly Monroe Beauty Academy allows the following holidays off:

New Year's Day, Martin Luther King Jr Day, Good Friday, Teacher Appreciation Week, Dolly Monroe Anniversary/Independence Day, Veterans Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Week, Christmas Eve and Christmas Week.

**Enrollment contract:**

Dolly Monroe Beauty Academy clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information on costs and payment plans will be furnished to the student before the beginning of class attendance.

**Payment schedule:**

Dolly Monroe Beauty Academy offers a weekly or bi weekly financial payment schedule to not exceed six months. Any student with a remaining balance at the time of completion, will not be eligible to receive their diplomas nor complete their application process for their license through the state of Florida until the balance has been satisfied. See Dolly Monroe Beauty Academy's Admissions Representative for details.

**EDUCATION GOALS**

Dolly Monroe Beauty Academy strives to provide a quality educational system that prepares students to pass the state board requirements and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully pass the state licensing requirements for entry-level employment.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

**300 HOUR HYBRID ESTHETICS PROGRAM COST OF TUITION AND SUPPLIES**

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

TUITION—Esthetics Program (300-hour course)

Tuition \$4,500.00

Application fee (nonrefundable) \$150.00

Kit, equipment, e-books, supplies (nonrefundable) \$3,350.00 - (Due 30 days prior to start date)

TOTAL COST \$8,000.00

**ADDITIONAL FEES NOT ASSOCIATED/PAID TO THE ACADEMY:**

\$75 Department of Cosmetology Licensing Fees

\$25 Blood Borne Pathogens Exam

\$15 ASCP Student Insurance covering up to \$6,000,000 in damages

\$30 Cap and Gown

**300 HOUR HYBRID ESTHETICS PROGRAM PAYMENT & FEE SCHEDULE:**

The weekly/biweekly tuition payment periods will be billed & charged on Mondays based on the following pre-set scheduled program clock hours.

**Hybrid 300 Clock Hour Tuition Payment Plan Options**  
 30 Days Prior to Class Start \$3,350 (kit, supplies and equipment only)

Weekly Payment Plan	Bi-Weekly Payment Plan
Period 1 (0-15 hours) \$225 Period 2 (16-30 hours) \$225 Period 3 (31-45 hours) \$225 Period 4 (46-60 hours) \$225 Period 5 (61-75 hours) \$225 Period 6 (76-90 hours) \$225 Period 7 (91-105 hours) \$225 Period 8 (106-120 hours) \$225 Period 9 (121-135 hours) \$225 Period 10 (136-150 hours) \$225 Period 11 (151-165 hours) \$225 Period 12 (166-180 hours) \$225 Period 13 (181-195hours) \$225 Period 14 (196-210 hours) \$225 Period 15 (211-225 hours) \$225 Period 16 (226-240 hours) \$225 Period 17 (241-255 hours) \$225 Period 18 (256-270 hours) \$225 Period 19 (271-285 hours) \$225 Period 20 (286-300 hours) \$225	Period 1 (0-30 hours) \$450 Period 2 (31-60 hours) \$450 Period 3 (61-90 hours) \$450 Period 4 (91-120 hours) \$450 Period 5 (121-150 hours) \$450 Period 6 (151-180 hours) \$450 Period 7 (181-210 hours) \$450 Period 8 (211-240 hours) \$450 Period 9 (241-270 hours) \$450 Period 10 (271-300 hours) \$450

**Hybrid 300 Clock Hour Financing Option**  
 30 Days Prior to Class Start Specified Initial Payment Due

**Initial payment: \$850.00**  
 (Not including \$150 registration fee)

**Payment options:**

- \$700 bi-weekly payments
- \$350 weekly payments

**Total program cost: \$8,000**

\*Payment plans may be temporary and can be revoked at any time due to the needs and capabilities of the Academy

Please contact the school's Admissions Representative for payment options. The school accepts cash, credit card, money orders and cashier's check payments. For any questions or concerns speak to our finance representative.

**Late Payment Policy:**

Dolly Monroe Beauty Academy offers weekly or bi-weekly in house payment plans. The payment schedule is pre-set, and no special accommodations will be allowed, nor is attendance a factor in payment fee schedules. Students who do not pay tuition payments on time may not be permitted to enter the classroom until payment has been remitted. Missed and unattended classes and clock hours will follow the Unexcused absence policy set forth in the academy catalog in collaboration with this contract along with our additional clock hour policy. Students may use multiple cards to satisfy their financial obligation set up on a recurring schedule. Recurring payments can be made weekly or biweekly. Recurring payment dates are scheduled to bill on Monday. Students who do not pay tuition payments on time may not be permitted to enter the classroom until payment has been remitted and may accrue an additional \$20.00

late fee. Payment plans are not to exceed 6 months. Any Student with a remaining balance come graduation will not have clock hours signed off nor be able to receive their diplomas until the balance is satisfied.

**600 HOUR ADVANCED ESTHETICS & MAKEUP ARTISTRY PROGRAM COST OF TUITION AND SUPPLIES**

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

TUITION—Advanced Esthetics & Makeup Artistry Program (600-hour course)

Tuition \$9,000.00

Application fee (nonrefundable) \$150.00

Kit, equipment, textbooks, supplies (nonrefundable) \$4,500.00 - (Due 30 days prior to start date)

TOTAL COSTS \$13,650.00

**ADDITIONAL FEES NOT ASSOCIATED/PAID TO THE ACADEMY:**

\$75 Department of Cosmetology Licensing Fees

\$25 Blood Borne Pathogens Exam

\$15 ASCP Student Insurance covering up to \$6,000,000 in damages

\$30 Cap and Gown

**600 HOUR ESTHETICS PROGRAM PAYMENT & FEE SCHEDULE:**

The tuition payment periods will be billed & charged on Mondays based on the following pre-set scheduled program clock hours.

600 Hour Tuition Payment Plan Options 30 Days Prior to Class Start \$4500 (kit, supplies and equipment only)	
Weekly Payment Plan	Bi-Weekly Payment Plan
Period 1 (0-30 hours) \$450	Period 1 (0-60 hours) \$900
Period 2 (31-60 hours) \$450	Period 2 (61-120 hours) \$900
Period 3 (61-90 hours) \$450	Period 3 (121-180 hours) \$900
Period 4 (91-120 hours) \$450	Period 4 (181-240 hours) \$900
Period 5 (121-150 hours) \$450	Period 5 (241-300 hours) \$900
Period 6 (151-180 hours) \$450	Period 6 (301-360 hours) \$900
Period 7 (181-210 hours) \$450	Period 7 (361-420 hours) \$900
Period 8 (211-240 hours) \$450	Period 8 (421-480 hours) \$900
Period 9 (241-270 hours) \$450	Period 9 (481-540 hours) \$900
Period 10 (271-300 hours) \$450	Period 10 (541-600 hours) \$900
Period 11 (301-330 hours) \$450	
Period 12 (331-360 hours) \$450	
Period 13 (361-390 hours) \$450	
Period 14 (391-420 hours) \$450	
Period 15 (421-450 hours) \$450	
Period 16 (451-480 hours) \$450	
Period 17 (481-510 hours) \$450	
Period 18 (511-540 hours) \$450	
Period 19 (541-570 hours) \$450	
Period 20 (571-600 hours) \$450	

600 Clock Hour Financing Option

30 Days Prior to Class Start Specified Initial Payment Due

Initial payment: \$1,000.00  
(Not including \$150 registration fee)

Payment options:

- \$1,250 bi-weekly payments
- \$625 weekly payments

Total program cost: \$13,650.00

\*Payment plans may be temporary and can be revoked at any time due to the needs and capabilities of the Academy

Please contact the school's Admissions Representative for payment options. The school accepts cash, credit card, money orders and cashier's check payments. For any questions or concerns speak to our finance representative.

Late Payment Policy:

Dolly Monroe Beauty Academy offers weekly or bi-weekly in house payment plans. The payment schedule is pre-set, and no special accommodations will be allowed, nor is attendance a factor in payment fee schedules. Students who do not pay tuition payments on time may not be permitted to enter the classroom until payment has been remitted. Missed and unattended classes and clock hours will follow the Unexcused absence policy set forth in the academy catalog in collaboration with this contract along with our additional clock hour policy. Students may use multiple cards to satisfy their financial obligation set up on a recurring schedule. Recurring payments can be made weekly or biweekly. Recurring payment dates are scheduled to bill on Monday. Students who do not pay tuition payments on time may not be permitted to enter the classroom until payment has been remitted and may accrue an additional \$20.00 late fee. Payment plans are not to exceed 6 months. Any Student with a remaining balance come graduation will not have clock hours signed off nor be able to receive their diplomas until the balance is satisfied.

DEFINITION OF CLOCK HOUR

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.

**Class Start Dates**

ACADEMIC SCHOOL YEAR 2022		
600 HOUR ADVANCED ESTHETICS & MAKEUP ARTISTRY PROGRAM		
	START DATE	END DATE
<b>DAYTIME FULL TIME  30 HRS PER WEEK</b>	JANUARY 03 MARCH 07 MAY 09 JUNE 27 AUGUST 29 NOVEMBER 07	MAY 20 JULY 29 SEPTEMBER 30 NOVEMBER 18 FEBRUARY 04 APRIL 08
<b>PART TIME HYBRID</b>	START DATE	END DATE
	JANUARY 17 MARCH 14 MAY 09	JUNE 03 AUGUST 05 SEPTEMBER 30

<b>15 HOURS PER WEEK</b>	JULY 11 SEPTEMBER 05 NOVEMBER 07	DECEMBER 09 FEBRUARY 11 APRIL 08
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**STUDENTS WHO WITHDRAW**

Students who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 30 days, at which time the items become the property of Dolly Monroe Beauty Academy.

Students wishing to receive a transcript must pay all monies owed to Dolly Monroe Beauty Academy.

Students who withdraw and are to receive kit materials must pay all monies owed to the academy prior to scheduling a pick-up date.

Once all monies have been paid, and kit materials are available entirely, the school will schedule a time for the student to pick up said items. The student will have 30 days to pick up materials or they will be considered surrendered to the academy.

**TERMINATION POLICY**

Dolly Monroe Beauty Academy may terminate a student’s enrollment for immoral and/or improper conduct, receiving five (5) coaching sessions, failing to comply with educational requirements, failure to comply with catalog policies herein, and/ or the terms as agreed upon within the enrollment contract.

**300 HOUR ESTHETICS PROGRAM OVERVIEW**

**Program Hours: 300 clock hours**

HYBRID ONLY (Part Time) Classes: 15 hours per week for 20 weeks

- **The program is divided into theory classroom instruction and hands-on learning experiences.**

**Theory Classroom Instruction:**

Of the total program curriculum 225 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices. Once the theory instruction hours are complete the remaining 75 hours will be completed throughout the remainder of the program on increments of a weekly basis.

**300 HOUR HYBRID ESTHETICS PROGRAM OUTLINE**

**Classroom Learning Experience**

**225 clock hours**

Classroom time is divided into two (2) areas:

CORE FOUNDATIONS & ESTHETICS. Each area has an instructor that conducts the different specialty classes throughout the program; these may include theory lessons and/or hands on training, demonstrations, activities, or assignments.

**Clinic Classroom Learning Experience**

**75 clock hours**

Your clinic floor time will be guided with attention and group learning experiences using workshops, activities, assignments and periodic exams developed specifically for monitoring progress. This is when you begin working on service guests in the clinic classroom. Students must have a passing grade in all areas prior to advanced clinic classroom experience. Of this schedule, your time at Dolly Monroe Beauty Academy for the ESTHETICS program will be divided into the following designations:

**Core Foundations Curriculum:**

## 116 clock hours

The core program consists of the industry fundamentals including: Ethics, Safety & Sanitation, Beauty Business Foundations & Career Opportunities and Skin Theory, Disease and Disorders

### Esthetics Curriculum:

## 184 clock hours

The Esthetics program instills the fundamentals of the esthetics services. During this phase students are graded and evaluated using written and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in the Esthetics portion. This portion covers Product Chemistry, Skin Analysis, Facial Techniques and Contraindications, Hair Removal, Eyelash & Eyebrow Tinting and Introduction to Makeup. The completion of this portion of the program includes clinic floor learning, a restricted number mannequins, student partners, and performed services for academy customers.

### DOLLY MONROE BEAUTY ACADEMY COURSES

Esthetics Program (300 hours)

The instructional program of Dolly Monroe Beauty Academy meets and exceeds the Department of Cosmetology Facial Specialist/Esthetic requirements:

Course Number	Course Title	Technical Instruction	Clinic/Lab Hours	Services
DMBA 100	Intro to Esthetics	8		
DMBA 101	Sanitation Safety & Infection Control	10		
DMBA 102	Beauty Business	4		
DMBA 103	HIV/AIDS	4		
DMBA 104	Florida, Laws, Rules & Regulations	5		
DMBA 105	General Skin Sciences, Diseases & Disorders	85		
DMBA 200	Product Chemistry & Ingredients	15		
DMBA 201	Facial Techniques & Contraindications	75	30	30
DMBA 202	Basics of Electricity & Devices	4	5	2
DMBA 203	Acne & Extractions	4	6	6
DMBA 204	Hair Removal	5	10	10
DMBA 205	Eyelash Tinting & Eyebrow Tinting	2	2	4
DMBA 300	Makeup Theories, Techniques, & Strip Lash Application	2	10	5
DMBA 300A	Classic Lash extensions	2	12	3
<b>TOTAL:</b>		<b>225</b>	<b>75</b>	<b>60</b>

### 600 HOUR ADVANCED ESTHETICS & MAKEUP ARTISTRY PROGRAM OVERVIEW

**Program Hours: 600 clock hours**

#### SCHEDULE OPTIONS

(Full Time) Classes: 30 hours per week for 20 weeks

- **The program is divided into theory classroom instruction and hands-on learning experiences.**

#### Theory Classroom Instruction:



Of the total program curriculum 450 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices. Once the theory instruction hours are complete the remaining 150 hours will be completed throughout the remainder of the program on increments of a weekly basis.

## **600 HOUR ADVANCED ESTHETICS & MAKEUP ARTISTRY PROGRAM OUTLINE**

### **Classroom Learning Experience**

#### **450 clock hours**

Classroom time is divided into five (5) areas:

CORE FOUNDATIONS, ESTHETICS, ADVANCED TREATMENTS, PROFESSIONAL DEVELOPMENT, MAKEUP ARTISTRY / EYELASH EXTENSIONS. Each area has an instructor that conducts the different specialty classes throughout the program; these may include theory lessons and/or hands on training, demonstrations, activities, or assignments.

### **Clinic Classroom Learning Experience**

#### **150 clock hours**

Your clinic floor time will be guided with attention and group learning experiences using workshops, activities, assignments, and periodic exams developed specifically for monitoring progress. This is when you begin working on service guests in the clinic classroom. Students must have a passing grade in all areas prior to advanced clinic classroom experience.

Of this schedule, your time at Dolly Monroe Beauty Academy for the ADVANCED ESTHETICS & MAKEUP ARTISTRY program will be divided into the following designations:

#### **Core Foundations Curriculum:**

##### **120 clock hours**

The core program consists of the industry fundamentals including: Ethics, Safety & Sanitation, Beauty Business Foundations & Career Opportunities and Skin Theory, Disease and Disorders

#### **Esthetics Curriculum:**

##### **175 clock hours**

The Esthetics program instills the fundamentals of the esthetics services. During this phase students are graded and evaluated using written and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in the Esthetics portion. This portion covers Product Chemistry, Skin Analysis, Facial Techniques and Contraindications, Acne & Extractions, Basics of Electricity & Devices, Hair Removal, Eyelash & Eyebrow Tinting. The completion of this portion of the program includes clinic floor learning, a restricted number of mannequins, student partners, and performed services for academy customers.

#### **Advanced Treatments:**

##### **55 clock hours**

During this phase students will advance their esthetics portfolio by exploring additional treatment services allowed within the facial specialty license. This segment also allows for school field trips and extracurricular activities where time allows. This phase is based on instructor discretion however may include service such as chemical peels and dermaplaning.

#### **Makeup Curriculum:**

##### **151 clock hours**

During this phase students will master the knowledge and skills in makeup artistry and gain a strong foundation of cosmetic chemistry, sanitation, makeovers, natural application, evening application, camouflage, corrective, special effects, and bridal work. Students will learn sales techniques, advanced product usage, and customer relations in preparation for work as makeup artists in salons and spas, on

set, in the studio, or for freelance makeup career opportunities. Students must have a passing grade in all areas. Students are graded and evaluated using written and practical testing methods. Students must successfully complete the Esthetics curriculum prior to attending regularly scheduled daily classes in the Makeup portion. The completion of this portion of the program includes clinic floor learning, a restricted number mannequins, student partners, and performed services for academy customers.

### Eyelash Extensions

#### 60 clock hours

During this phase students will learn introductory skills and practices of semi-permanent eyelash extensions. Instruction includes classic lash extensions, sanitation, marketing, and more.

### Professional Development Curriculum:

#### 40 clock hours

During this phase you will enter a new phase of specialty classroom workshops coupled with challenging practical assessments designed to continue building your skills as a future beauty industry professional. You will spend hours in the Academy in “high gear” by using your own artistic and creative abilities, preparing for field entry, resume business plans and portfolio submission all with a goal to prepare yourself for your future beauty industry career.

### Advanced Esthetics & Makeup Artistry Program (600 hours)

The instructional program of Dolly Monroe Beauty Academy meets and exceeds the Department of Cosmetology Facial Specialist/Esthetic requirements:

Course Number	Course Title	Technical Instruction	Clinic/Lab Hours	Services
DMBA 100	Intro to Esthetics	8		
DMBA 101	Sanitation & Safety: Infection Control	10		
DMBA 102	Beauty Business	8		
DMBA 103	HIV/AIDS	4		
DMBA 104	Florida, Laws, Rules & Regulations	5		
DMBA 105	General Skin Sciences, Diseases & Disorders	85		
DMBA 200	Product Chemistry & Ingredients	15		
DMBA 201	Facial Techniques & Contraindications	75	30	30
DMBA 202	Basics of Electricity & Devices	8	5	5
DMBA 203	Acne & Extractions	4	5	6
DMBA 204	Hair Removal	8	10	10
DMBA 205	Eyelash Tinting & Eyebrow Tinting	2	2	4
DMBA 300	Makeup Theories, Techniques & Strip Lash Application	85	30	15
DMBA 301	Airbrush & Bridal Makeup	8	8	5
DMBA 302	Beginners Special FX	5	15	5
DMBA 400	Advanced Treatments	40	15	15
DMBA 500	Eyelash Extensions	40	20	5
DMBA 600	Professional Development	40		
<b>TOTAL:</b>		450	150	110

### Description of Course Numbering System

The acronym DMBA (Dolly Monroe Beauty Academy) numbering system will presume as follows:

Courses labeled in the 100’s category are restricted to Core Foundations Curriculum. Courses in the 200’s category are restricted to Esthetics Curriculum, while the courses labeled in the 300’s category are designed for Makeup Curriculum & the 400’s are designed

for Advanced Treatments, 500's represent eyelash extension training & the 600's are designed for Professional Development Curriculum only.

## **COURSE DESCRIPTION**

### **DMBA 100: Intro to Esthetics**

(8 clock hours) This course introduces the student to the necessary skills & professional guidelines to start, secure, and continue a career as a beauty professional. This course reviews areas of: life skills, professional image, communication skills, and ethics as it pertains to expectations in the industry including in the classroom.

### **DMBA 101: Sanitation**

(10 clock hours) This course teaches the proper ways to sanitize and disinfect objects and implements. It also reviews types of bacteria, & the Milady chapters on sanitation and disinfection, chemical safety, and electrical safety requirements.

### **DMBA 102: Beauty Business Foundations**

(4 clock hours for 300 hour) (8 clock hours for 600 hour) This course introduces the business skills & career field of esthetics along with its job opportunities, expectations on the job, and the beauty business. This course also reviews the factual historic knowledge of esthetics.

### **DMBA 103: HIV/AIDS**

(4 clock hours) This course teaches the causes of HIV/AIDS, Prevention, and Proper sanitation within the field of beauty to avoid cross contamination of instruments. This course meets the 4 Hour requirement set forth by the Florida Board of Cosmetology.

### **DMBA 104: Florida Laws, Rules, & Regulation**

(5 clock hours) This course teaches the Florida state laws and regulations in the field of cosmetology as it relates to esthetics and makeup artistry.

### **DMBA 105: General Skin Sciences Diseases & Disorders**

(85 clock hours) This course teaches the structure of the skin and the disorders that can and cannot be treated by estheticians. This course continuously reviews proper protocol for skin analysis as well.

### **DMBA 200: Product Chemistry**

(15 clock hours) This course teaches the standard ingredients involved in skin care and cosmetics, their uses, and importance to the industry. This course also discusses advanced career opportunities such as advanced facial and/or body treatments.

### **DMBA 201: Facial Techniques & Contraindications**

(75 clock hours) & (30 clinic/lab hours for 300 hour 40 clinic/lab hours for 600 hour) This course teaches the facial treatment room & setup, proper skin analysis, facial treatment steps, mask & massage technique, with collaboration of facial services

### **DMBA 202: Basics of Electricity**

(4 clock hours & 5 clinic/lab hours for 300 hour) (8 clock hours & 5 clinic/lab hours for 600 hour) This course teaches the setup, use, and maintenance of electrical devices with collaboration of facial services

### **DMBA 203: Acne & Extractions**

(4 clock hours & 6 clinic/lab hours) This course teaches the importance and proper procedures, safety precautions, and methods of manual extractions. This course also discusses procedure protocols for the proper treatment of acne and using advanced exfoliation options.

### **DMBA 204: Hair Removal**

(5 clock hours & 10 clinic/lab hours for 300 hour) (8 clock hours & 10 clinic/lab hours for 600 hour) This course teaches proper procedures, safety precautions, and methods of hair removal including waxing, tweezing, threading, and sugaring

#### **DMBA 205: Eyelash & Brow Tinting**

(2 clock hours & 2 clinic/lab hours) This course teaches proper procedures, safety precautions, and methods of tinting of eyelashes and natural eyebrow technique.

#### **DMBA 300: Makeup Theories, Techniques, and Strip Lash Application**

(2 clock hours, 10 clinic/lab hours for 300 hour;) or (85 clock hours. 30 clinic/lab hours for 600 hour) This course introduces the foundational tools to become a successful makeup artist, including health and sanitation, product usage, face shapes, theory and job outlook. This course also covers common knowledge and myths regarding the makeup artistry industry, theories, and their relevance to how the theories and trends influence the industry today and in the future and factual historic knowledge of makeup cosmetics and artistry. This course is an enrichment course which reviews previous lectures and further understanding of the dimension of color by observing color relationships and selecting and mixing colors. Students will know the meaning of Chroma, saturation, hue, lightness, colorfulness and brightness. This course teaches corrective makeup applications for skin disorders and discolorations as well as the importance of the beauty industry to cater to these needs. This course also teaches manual manipulation of products, texture, tones and colors to achieve advanced camouflage of tattoos and teaches airbrush machine product manipulation of texture, tones, and colors to achieve advanced airbrush camouflage of tattoos. This course teaches makeup application techniques and standards for the fashion and runway industry and makeup application techniques and standards for TV and Magazine industries. This course teaches makeup application techniques and standards for the public in attendance to special events and everyday makeup looks and teaches makeup application techniques and standards for the bridal industry including brides and bridal parties.

#### **DMBA 300A: Classic Lash Extensions**

(2 clock hours, 12 clinic/lab hours) This course teaches proper procedures, safety precautions, and methods of false eyelash applications including strip lashes, individual lashes, and semi-permanent lash applications. Classic Lash Extensions for 300 hour program students. Volume & Classic Lashes for 600 Hour Students only.

#### **DMBA 301: Airbrush & Bridal**

(8 clock hours & 8 clinic/lab hours) This course teaches makeup application utilizing an airbrush machine regarding all beauty applications

#### **DMBA 302: Beginners Special FX**

(5 clock hours & 15 lab hours) This course teaches makeup application techniques and standards for bruising, scars, burns, old age, character/creature creations and/or prosthetics application.

#### **DMBA 400: Advanced Treatments**

(40 clock hours, 15 clinic/lab hours) This course is based on instructor discretion and is utilized to place enrichment activities, field trips, and advanced esthetic demonstrations and/or practices to be implanted whenever possible throughout the program curriculum as time allows. Advanced treatments may include Chemical Peels, Dermaplaning, and more.

#### **DMBA 500: Eyelash Extensions**

(40 clock hours, 20 clinic/lab hours) This course teaches proper procedures, safety precautions, and methods of false eyelash applications including strip lashes, individual lashes, and semi-permanent lash applications. Volume & Classic Lashes

#### **DMBA 600: Professional Development**

(40 clock hours) This course teaches the importance of individuality within the industry and how to discover specializations within the industry, as well as passion through a narrowed focus job outlook. This course teaches the importance of branding and its relation to marketing and marketing tools. social media outlets and their importance to building, creating, and starting a successful career as a professional esthetician and makeup artist. This course reviews resume building techniques, including but not limited to job interviewing, workforce professionalism, portfolio building, self-image, compensation, and payroll deductions. \* In addition to the state requirements listed above, Dolly Monroe Beauty Academy provides training in the areas of communication skills, professional ethics, salesmanship, record-keeping, and client service record cards

## **TESTING AND GRADING PROCEDURE**

**A = 90% - 100% B = 80% - 89% C = 75% - 79% FAIL = 74% OR BELOW**

The following exams and grading procedures are incorporated during the student's 300-hour course:

Theory/Chapter exams:

Students must receive a grade of **75% or higher** on each theory exam.

Written Final Exam:

This exam covers an overview of all related esthetic subjects (e.g., anatomy, chemistry, etc.) and an overview of all theory instruction, Florida state law, and other items covered within the program such as procedure protocols, safety and sanitation. Students must receive a grade of **85% or higher** on their final exam.

If a student fails to pass any of these exams on their third attempt, they may be asked to withdraw and re-enroll in the next core start date.

Students that fail to complete and pass the final exams/practicals with a score of 85% or higher after a second attempt will be required to retake the exam a third time at the student's cost of \$50.00 per each retake examination required by the student.

## **PROGRAM MEASURABLE PERFORMANCE OBJECTIVES**

Complete the required number of clock hours of training.

Achieve and receive passing grades on all practical graduation requirements and projects, including theoretical examinations.

Satisfactorily pass final written exams and quizzes.

Upon completion, receive a graduation certificate from the Dolly Monroe Beauty Academy.

## **SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY**

By following safety precautions, you contribute to the health, welfare, and safety of the community.

Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each service guest:

Protect service guests' clothing by appropriately draping them.

Ask service guests to remove any glasses, hats, etc. to complete the service.

Keep all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse the eyes with cold water.

Wear gloves when dealing with chemicals that require such precaution.

Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your service guest.

## **INDUSTRY REQUIREMENTS**

Students interested in pursuing a career in Esthetics and or Makeup Artistry should:

Develop finger dexterity and a sense of form and artistry.

Enjoy dealing with the public.

Stay current on the latest fashions and beauty techniques.

Make a strong commitment to your education.

Be aware that the work can be tedious and physically demanding because of long hours standing and using your hands at shoulder level.

## **STUDENT SERVICES**

**Advising:** Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. Dolly Monroe Beauty Academy also gives advice and information to students on these subjects:

- a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
- b. Advice provided in regards to employment opportunities but with no guarantee of employment.
- c. Opportunities for continuing education following graduation.

## **GRADUATION REQUIREMENTS IN COURSES**

Students must receive the required number of clock hours of training and meet all state requirements as well as have all assignments completed in entirety.

Satisfactorily pass all practical exams.

Complete the required theory hours and pass all written theory exams.

Pay all tuition costs or make satisfactory arrangements for payment of all debts owed to the school.

Once the student has met all requirements, and upon graduation he or she will receive a **Diploma**.

Dolly Monroe Beauty Academy reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the school's administration and/or the student fails to complete all listed requirements or fails to pass the exams. Dolly Monroe Beauty Academy will not release the student's official transcripts until all graduation requirements are met.

A student who withdraws will receive a transcript that will include the number of hours for which the school has completed training only if the student does not owe any outstanding debts to the academy. For the purposes of transfer or graduation, hours will not be released by the school until all monies owed to it have been paid and all academic requirements pertaining to those hours have been completed.

The state of Florida requires 220 hours of education to become licensed as an esthetician/facial specialist.

Following graduation, students are not required to take a state board practical and written examination before receiving their Florida facial specialist license. This license is a protected license and must be renewed every other year. The state board gives these licenses and there is a charge not included in tuition upon completion and graduation of the Dolly Monroe Beauty Academy programs.

Upon graduation, the school will issue one (1) transcript to the student. If the student misplaces or loses the transcript, the school will charge a fee of \$25.00 for a replacement. The school has 30 days to send the replacement.

## **GRADUATION, EMPLOYMENT PLACEMENT, AND JOB OPPORTUNITIES**

Many wonderful career opportunities are available within the beauty industry. In addition to esthetics, this industry also offers opportunities in areas such as skin care, makeup, product education, platform artistry, and salon management.

Dolly Monroe Beauty Academy does not guarantee employment upon graduation.

## **STUDENT KIT—Esthetics and Makeup Artistry Program (300 Hours)**

Students are responsible to purchase a Dolly Monroe Beauty Academy Kit at an additional cost of \$3,350 from the tuition. Please note that students are responsible for the purchase of stationery and replacement supplies. Student kits are subject to change without prior notification based on inventory and product availability.

The following items are contained in the 300 Hour Dolly Monroe Beauty Academy kit:

<b>Makeup &amp; Lash Kit</b>	<b>Facials &amp; Wax Kit</b>	<b>Necessities Kit</b>
Brow Pencil Set Eyeliner Mascara Primer Powder Set Blush palette Lip Set Brush set Eyeshadow Palette Foundation Set Pack of disposables applicators Strip lash set Starter Lash Kit - Classic	Complete Student Dermalogica Kit Tint Kit Facial Brush Set School Uniform Linen Set Starter Wax Kit- Soft Wax	School Uniform Facial Brush Set Complete Student Dermalogica Kit Linen Set

E books: Milady's Standard Esthetics: Fundamental ISBN 9780357263792  
Standard Makeup Artistry Fundamentals & Worksheets published: 4/28/19 "Textbooks listed are the most recent editions available."

**\*student kits are subject to change at any time without notice due to the supply and demand of the industry and its manufacturers, supplies, and resources available at the time of purchase. Dolly Monroe Beauty Academy is not held responsible or liable for the discontinuance or delayed shipments of products of supplies of its third-party suppliers\***

**STUDENT KIT—Esthetics and Makeup Artistry Program (600 Hours)**

Students are responsible to purchase a Dolly Monroe Beauty Academy Kit at an additional cost of \$4,500 from the tuition. Please note that students are responsible for the purchase of stationery and replacement supplies. Student kits are subject to change without prior notification based on inventory and product availability.

The following items are contained in the 600 Hour Dolly Monroe Beauty Academy kit:

<b>Makeup &amp; LashKit</b>	<b>Facials &amp; Wax Kit</b>	<b>Necessities Kit</b>
Airbrush Kit Brow Pencil Set Eyeliner Mascara Primer Powder Set Blush Set Lip Set Brush set Eyeshadow Palette Foundation Set Pack of disposables applicators Strip lash set Director's Makeup Chair Vanity Makeup Mirror Makeup Carrying Case Ring Light Starter Lash Kit - Classic & Volume	Complete Student Dermalogica Kit Tint Kit Facial Brush Set Chemical Peel Kit Micro-Needling Machine Dermaplaning Scalpels School Uniform Linen Set Starter Wax Kit- Soft Wax Starter Wax Kit - Hard Wax	School Uniform Facial Brush Set Complete Student Dermalogica Kit Linen Set Micro-Needling Machine Dermaplaning Scalpels

E books: Milady's Standard Esthetics: Fundamental ISBN 9780357263792 published: 4/28/19 "Textbooks listed are the most recent editions available."

**\*student kits are subject to change at any time without notice due to the supply and demand of the industry and its manufacturers, supplies, and resources available at the time of purchase. Dolly Monroe Beauty Academy is not held responsible or liable for the discontinuance or delayed shipments of products of supplies of its third-party suppliers\***

### **INSTITUTIONAL REFUND POLICY**

Should a student's enrollment be terminated, withdraw or canceled for any reason, all refunds will be made according to the following schedule:

- a. Cancellation can be made in person, by Certified Mail or by termination.
- b. All monies will be refunded if the school does not accept the applicant or if the applicant cancels within three (3) days business days of signing the enrollment agreement and making initial payment with the exception of the non-refundable \$150 application fee.
- c. If a student (or in the case of a student under legal age, his or her parent or guardian) cancels his or her contract and demands his or her money back in writing, within three (3) business days of signing the enrollment contract, but before the first class, will result in a refund of all monies paid towards tuition. This policy applies regardless of whether or not the student has actually started training.
- d. Cancellation after the third (3) Business Day of signing the enrollment contract, but before the first class, will result in a refund of all monies paid, with the exception of the application fee of \$150.00.
- e. Cancellation after attendance has begun but through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- f. For cancellation of any obligation, other than a book and supply assessment for supplies, materials and kits are not returnable because of use, within 3 working days from the student's signing an enrollment agreement or contract.
- g. Cancellation after completing more than 40% of the program will result in no refund and all fees will be due to the institution.
- h. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- i. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
- j. Unofficial withdrawals are monitored every 8 days and a determination is made to withdraw a student who has been absent from school for 8 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

A student's account may be sent to collections for nonpayment.

If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

If a student on an approved leave of absence notifies the school that he/she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Below is an example of a pro rata refund for the program:

The amount listed is the amount a school may retain based on the number of hours completed to the total program hours.



300 Hour Program				
Percentage of Program Completed	0%-10%	11%-25%	26%-39%	40%-100%
Dollar Amount of Total Tuition Owed to the School /Percentage Equivalent	\$1,125.00 25%	\$2,250.00 50%	\$3,375.00 75%	\$4,500.00 100%

600 Hour Program				
Percentage of Program Completed	0%-10%	11%-25%	26%-39%	40%-100%
Dollar Amount of Total Tuition Owed to the School /Percentage Equivalent	\$2,250.00 25%	\$4,500.00 50%	\$6,750.00 75%	\$9,000.00 100%

## FINANCIAL AID

### Federal Title IV Financial Aid Programs

Dolly Monroe Beauty Academy is pending approval by the U.S. Department of Education (DOE) to participate in several of the DOE's Title IV Student Financial Assistance programs. These programs, which consist of a grant and several loans, are listed below and a brief description of each is provided. Dolly Monroe Beauty Academy students who meet the DOE's eligibility requirements may apply to receive funds under these programs.

### Pell Grants

### Federal Direct Subsidized Loan Federal Direct Unsubsidized Loan Federal PLUS Loan

#### What is a Federal Pell Grant?

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelors or professional degree. A professional degree would include a degree in a field such as pharmacy or dentistry. Pell grants are based on need and the cost of education at the eligible school the student chooses to attend. The most a student can receive in an award year, if eligible, is \$6,195.

#### FEDERAL DIRECT SUBSIDIZED LOAN:

The subsidized loan program is based on need. As an undergraduate, a student may borrow up to \$3,500 for the first year and \$4,500 for the second year. However, a student cannot borrow more than the cost of attendance at his/her school less any other financial aid he/she may receive. Interest rates are fixed rates and will not begin until the student goes into repayment. Payments will begin 6 months after graduation or the date the student withdraws.

#### FEDERAL DIRECT UNSUBSIDIZED LOAN:

The unsubsidized loan program is not based on need. Independent undergraduates may borrow up to \$6,000 per academic year and dependent students may borrow up to \$2,000 per academic year. Interest rates are fixed rates and will begin on the first day of the student's first disbursement. Students may or may not pay the interest while attending school but the principle is not due until 6 months after graduation or the date of withdrawal.

#### FEDERAL PLUS LOAN:

The Plus Loan is designed for dependent students. Parents of dependent students may borrow up to the total cost of education per academic year for a child enrolled at least half-time. Interest rates are fixed rates for the life of the loan. If parents are denied a Plus Loan, the student may borrow up to an additional \$4,000 on their unsubsidized loan.

More detail on these Title IV financial aid programs and how to qualify and apply for them are available from the Office of Financial Aid. Additional information is also available in the Dolly Monroe Beauty Academy Student Handbook.

### **RETURN TO TITLE IV POLICY**

The Academy uses a pro rata formula to determine whether any financial aid funds received for a student must be returned to the U.S. Department of Education (DOE). If a student has completed more than 60% of scheduled clock hours, no return of financial aid funds to DOE is required.

Students should understand that, even if financial aid funds must be returned to the DOE, the student is financially liable to the Academy for any unpaid tuition and fees after he or she has completed more than 40% of his or her scheduled clock hours. This means that the student himself or herself is not entitled to a refund.

The following is an explanation of paragraph 2 and 3 above:

All students should understand that once they have completed 40% of the scheduled hours of their academic program, students are financially obligated to the Academy for the full cost of the program. Withdrawal after attendance has begun, but through 40% completion of the program, will result in a pro rata refund computed on the number of scheduled hours to the total program hours.

Students who receive Title IV student financial aid must understand that even though they were awarded Title IV funds, students are only entitled to all of the funding if there is a determination that the student has completed at least 60% of the scheduled hours in each of the payment periods that the Title IV funds are requested.

If the student completes less than 60% of the scheduled hours in the payment period, the Academy will perform a calculation required by the U.S. Department of Education to determine how much of the Title IV funding must be returned to the Department because the student did not earn the full amount. After this calculation, the Title IV-recipient may still owe and will be personally liable for any unpaid tuition and fees.

To be eligible for financial aid, you must make satisfactory academic progress toward your program of study. Satisfactory Academic Progress Policies are discussed within the academy catalog.

### **MAKE UP WORK**

Students must complete all required assignments and exams. To accommodate students, makeup test days and worksheet periods are scheduled by the Instructors, Administrative Director, and Academy Director. Students must complete make up work at the scheduled time. Students will be allowed two attempts towards their final exams and/or practicals. Students that fail to complete and pass the final exams/practicals with a score of 85% or higher after a second attempt will be required to retake the exam a third time at the students cost of \$50.00 per each retake examination required by the student.

Students who are behind in the number of hours completed or who have scheduled time off may not come in during their unscheduled time to make up hours. Make-up work and assignments must be scheduled by the student with their educator, Administrative Director, and the Academy Director. Students must comply with the conditions of the all academic, attendance, and student conduct policies in order to make up missed hours.

Time missed in a class can be made up at the end of the program in order to ensure that it does not interfere with the student's current class or student salon area schedule. The student's presence must be approved by the directors as well as the educator who is facilitating the class and is conditioned on the student's presence not exceeding the class-size limit.

If a student does not follow through with his or her commitment for the make-up hour(s), he or she may be denied future make-up hour requests or accommodations.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Federal, state and accreditation regulations require students make Satisfactory Academic Progress (SAP) to be eligible to receive Federal Student Aid. SAP measurements include multiple quantitative and qualitative evaluations (Cumulative Grade Point Average, Maximum Time Frame, and Rate of Progress.) The student satisfactory academic progress policy

applies to all students. Students must meet the minimum requirements for academics and attendance at the scheduled evaluation point. Students enrolled in Dolly Monroe Beauty programs must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress policy is provided to all students prior to enrollment. The policy is consistently applied to all students regardless of full time, part time, on campus/in person, or hybrid. Evaluations are maintained in the student file.

Dolly Monroe Beauty Academy has incorporated those standards into its own and requires all students to meet the standards of SAP identified below.

The SAP policy identifies:

What cumulative grade-point average you need to maintain.

- How quickly you need to be moving toward graduation (for instance, what percentage of clock hours you should have successfully completed by the end of each SAP evaluation point)
- How a grade of incomplete, a withdrawal, a repeated course, or transfer of clock hours from another school will affect your satisfactory academic progress.
- How often the Academy will evaluate your academic progress; What will happen if you fail to meet the SAP standards at any evaluation point.
- When you can appeal the Academy's decision that you have not made satisfactory academic progress and the conditions for that appeal; and,
- How you can regain satisfactory progress and, if you are a Title IV student financial aid recipient, how you can regain eligibility for federal student aid after failing a SAP standard.

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met.

These standards have multiple components:

- A minimum cumulative grade point average requirement (CGPA)
- A minimum successful completion rate based on all clock hours attempted (taken); and,
- A maximum time frame (MTF) requirement to successfully complete all required clock hours for your program of study.

Each student must achieve the minimum CGPA of 85% within the MTF established, achieving the required completion rate of 90% at each evaluation point.

Failure to meet these standards may result in dismissal from the program and in ineligibility to earn the diploma.

## **EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT**

Formal satisfactory progress evaluations in both attendance and academics will occur when the enrolled students of the 300-hour Esthetics Program students reach 150 and 300 scheduled clock hours. Formal satisfactory progress evaluations in both attendance and academics will occur when the enrolled students of the 600-hour Advanced Esthetics & Makeup Artistry Program students reach 150, 300, 450, and 600 scheduled clock hours. Student's successful course completion percentage is based on the number of successfully completed credit hours (those with a 75% cumulative grade or higher) divided by the cumulative number of credit hours attempted by the student at that time. The following grading system is used to evaluate a student's academic ability: Grades and attendance (satisfactory academic progress) records are reviewed and signed by the student and maintained in the student's financial file. The following grading scale is used for theory and practical progress:

**A = 90 – 100% B = 80 – 89% C = 75 – 79% Failing = 74% Below**

Practical and clinical work is graded by a signature on the student's practical clinic floor worksheet or guest service ticket. A signature from an instructor represents a passing grade, which means all elements of the practical grading criteria were

met. No signature indicates a failing score, which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application.

Students are required to continue and/or repeat the practical application exams until they receive a signature from an instructor and a passing grade of 85% or higher. Students must make up for failed or missed tests and incomplete assignments.

### **NONCREDIT, REMEDIAL COURSE AND REPETITIONS**

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

### **TRANSFER HOURS**

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for determining when the allowable maximum time frame has been exhausted. The institution will only accept up to 100 transferred clock hours. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

### **TRANSFER STUDENTS**

Dolly Monroe Beauty Academy will accept transfer hours from other schools based on a transcript evaluation of the student's comprehension of the course material. A maximum of 100 hours will be accepted for all programs; Transfer students must attend a minimum of 200 hours of the 300 hour Esthetics Program, and 500 of the 600 hour Advanced Esthetics & Makeup Artistry Program—at Dolly Monroe Beauty Academy to complete the Dolly Monroe Beauty Academy culture and educational program. The hours transferred will be credited to the equivalent coursework. Dolly Monroe Beauty Academy will consider accepting clock hours or credits converted to clock hours after carefully evaluating the transfer student's academic records. The acceptance or denial procedure and processing must occur prior to any student's enrollment. The following conditions apply:

The cost for transfer students for all programs is \$15.00 per hour to attend at Dolly Monroe Beauty Academy; this does not include the cost of a complete and current Dolly Monroe Beauty Academy student kit or registration fee.

In order for a student to qualify as a transfer student and for hours to transfer from another institution, the student must submit the following to the school Advisor at least two weeks prior to the student's class start date:

- A verifiable transcript from the previous institution showcasing the hours of training & education completed:
- The transcript must be an official academic transcript reflecting the clock hours or credits earned and being requested for transfer should be sent directly from the former institution to Dolly Monroe Beauty Academy. Alternatively, the Academy will accept a sealed transcript from the former institution delivered by the student. If there is any question as to the validity of a transcript delivered by the student, an official transcript sent directly to the school from the former institution will be required.
- A school/course catalog from the previous institution for the Director to adequately compare the curriculum
- Pay the \$150.00 non-refundable application fee and complete the required application/admissions procedures
- The course or subject matter for which a student is seeking to transfer clock hours or credit hours must be comparable to courses or subject matter in the curriculum taught by Do Monroe Beauty Academy.
- The student must have earned a grade of 75% or higher for all clock or credit hours he or she is trying to transfer.
- Students cannot transfer more than 100 of the total clock hours required for a program's completion.
- If the clock or converted credit hours are accepted on transfer, the student will be placed into an existing class based on the level of completion recorded on their transcript.
- Transfer students will pay per clock hour for the remaining hours to fulfill graduation requirements

Upon the receipt of the required documents and completion of all admissions requirements & procedures, the school's Advisor will verify the completed hours with the previous institution accordingly and will apply applicable hours

completed up to the 100-hour maximum transfer credit hours. Any hours completed not directly related to or in correlation with the Dolly Monroe Beauty Academy Program Curriculum will not be applied. Notification of transfer hour acceptance or denial will be provided to the student upon determination by the Director's final decision. There is no required examination for transfer hours, however all exams are still required to be passed with at least 75%, and all examination and attendance policies and requirements still apply.

Please note that students transferring to another school may not be able to transfer all hours they earned at Dolly Monroe Beauty Academy; the number of transferable hours depends on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution. It is the student's responsibility to confirm whether credits or hours will be accepted by another institution. Dolly Monroe Beauty Academy currently has no written agreements regarding transfer credits with other institutions.

Each transfer request is evaluated on an individual basis and the decision of the Dolly Monroe Beauty Academy Director of education to accept or reject transfer clock hours is final.

#### Transfer Students Under A Teach-Out Agreement

1. If Dolly Monroe Beauty Academy has signed a teach-out agreement with another institution, clock or credit hours earned by students from that institution will be accepted according to the terms of the teach-out agreement.
2. The transfer student will receive credit for the hours, tests and services completed. Their hours will be transferred into the appropriate program and they will finish out with the remaining hours of the current Dolly Monroe Beauty Academy.

#### Transfer Students from a Closed Institution

Previously earned clock or credit hours for students transferring from a closed institution which did not have a teach-out agreement with Dolly Monroe Beauty Academy will be considered under the Transfer of Clock Hours/Credit Hours Policy. It will be the sole responsibility of the transferring student to obtain an official copy of his or her transcript from the closed institution or from the official repository that is permanently storing the closed institution's academic transcripts.

#### Transferability of Dolly Monroe Beauty Academy Credits

The transferability of credits or clock hours to another institution is determined by the receiving institution. It is the student's responsibility to confirm whether clock hours earned at Dolly Monroe Beauty Academy will be accepted by another institution of the student's choice.

### **QUANTITATIVE AND QUALITATIVE FACTORS**

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

A minimum cumulative theory grade level of 75 percent (C) or higher.

A minimum cumulative academic level of 85 percent (B+) or higher on practical completion.

To determine whether a student meets the academic requirements for satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75 percent (C) or higher.

A minimum cumulative attendance of 90 percent of their scheduled hours.

\*\*To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.

The U. S. Department of Education requires that students who receive Title IV financial assistance meet minimum standards of academic performance and progress in order to maintain their eligibility for financial aid.

Dolly Monroe Beauty Academy has incorporated those standards into its own and requires all students to meet the standards of SAP identified below.

Each student must achieve the minimum CGPA of 85% within the MTF established, achieving the required completion rate of 90% at each evaluation point.

Failure to meet these standards may result in dismissal from the program and in ineligibility to earn the diploma.

**MAXIMUM TIME FRAME**

Students must complete the educational program within the maximum time frame, which is based on attending at least 100 percent of the scheduled hours. The MTF is calculated using the total clock hours required for each program and is computed from the very first clock hours in which the student enrolled and originally began his or her studies in the program. The MTF that any student must complete his or her program of study is 125% or 1.25 times the total number of clock hours required for the program of study

Program	Length	Maximum Time Frame
300-hour HYBRID ESTHETICS Program – Part Time	20 weeks	25 weeks
600-hour ADVANCED ESTHETICS & MAKEUP ARTISTRY Program – Full Time	20 weeks	25 weeks

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 100% of the scheduled contracted hours. Student’s that exceed the maximum time frame may be withdrawn from the program.

**COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME**

Full-time day students attend five (4) days (Monday through Thursday, 30 hours per week, from 9:00 AM to 5:00 PM.

Part-time Hybrid students attend five (4) days online(Monday through Thursday) self-paced, totaling 7.5 hours online, and one day in person (Friday) 9:00 am - 5:00 pm for a total of 15 hours per week.

The state of Florida requires 220 clock hours for the esthetic/facial specialist course. For a student enrolled in the Dolly Monroe Beauty Academy requirements are 300 clock hours for the ESTHETICS program and 600 clock hours for the ADVANCED ESTHETICS & MAKEUP ARTISTRY PROGRAM. Students are expected to complete the course in no more than 125 percent of the program length. If a student is never absent, he or she should complete the course within 20 weeks for both, full-time student and part-time students.

At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 125%-time frame allowed

SAP is evaluated at the end of each term. Students must complete 90% of clock hours in each term before receiving any financial assistance. Students must make satisfactory progress toward the completion of course requirements in their selected program of study. Students are considered to be meeting satisfactory academic progress requirements if they meet the following criteria.

- Students will receive grades at the end of each grading period utilizing the official grading scale for their program. Grades are based on assignments, research activities, case studies, exams, quizzes, clinical rotations,, practicums, and skill evaluations given with each lesson of learning.
- Students are required to maintain an adequate rate of progress toward successful completion of their program.
- All periods of the student’s enrollment count when accessing progress. In addition to the CGPA and rate of progress requirements, students must successfully complete all required course hours of their program within the maximum time frame.
- Students must demonstrate the ability to complete their program within the MTF allowed, not to exceed 125% or (1.25) times of the program's time frame.

Each program is broken down into evaluation periods. At the end of each evaluation period the student’s CGPA and rate of progress will be evaluated. The evaluation will ensure that the total program weeks do not exceed the maximum time frame. A student failing to maintain the minimum standards of academic progress will be notified of such and will face administrative actions.

**Satisfactory Academic Progress Benchmarks**

<b>Programs</b>	<b>Beginning Evaluation Point</b>	<b>Second Evaluation Point</b>	<b>Third Evaluation Point</b>	<b>Ending Evaluation Point</b>	<b>Minimum CGPA</b>	<b>Rate of Progress</b>
Advanced Esthetics & Makeup Artistry Program	150	300	450	600	85%	90%
Esthetics Program	150	N/A	N/A	300	85%	90%

**FINANCIAL AID WARNING**

**Failure to Meet Satisfactory Academic Progress - Financial Aid/Academic Warning**

Dolly Monroe Beauty Academy may allow for an initial status of academic progress or financial aid *warning* for students that are not considered meeting standards for academic progress or Dolly Monroe Beauty Academy may elect to put the student on academic *probation* without *warning*.

A student not receiving Title IV aid whose CGPA is below 85% or whose successful completion rate is less than 90% of all clock hours attempted for the first time will be placed on academic warning until the next evaluation point.

A student receiving financial aid, who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP, will be placed on aid a Financial Aid/Academic Warning (FA/AD Warning). When a student fails to meet CGPA and/or ROP, SAP requirements, the student is placed on FA/AD Warning for the next evaluation period and the student is allowed Federal Student Aid eligibility for one semester/payment period. No SAP Appeal is required. If the student meets the SAP requirements at the end of the FA/AD Warning period, the student is removed from FA/AD Warning status. See

the next section for the result if the student is not meeting SAP requirements at the end of the FA/AD Warning period. Please see Failure to Meet Satisfactory Academic Progress below.

### **Failure to Meet Satisfactory Academic Progress – SAP Suspension and Financial Aid/Academic Probation**

Students who fail to meet SAP requirements at the end of a FA/AD Warning period are placed in a temporary SAP Suspension status. Students have five calendar days (excluding scheduled breaks and LOAs) to complete the appeal once the form is sent. An appeal is a process by which a student who is not meeting SAP standards petitions the school for reconsideration of Federal Student Aid eligibility and to remain in school. While a student's school status is SAP Suspension, there will be no disbursement of any Federal Student Aid funds. An approved SAP Appeal is required. Students who do not submit an appeal will be dismissed.

Students are placed on Financial Aid Probation (FA/AD Probation status) after a successful appeal and agree to an Academic Plan. Students in the FA/AD Probation and SAP Meeting Plan statuses are eligible to remain in school and receive Federal Student Aid, if qualified, for one additional evaluation period or the duration of the Academic Plan. Students on an Academic Plan will be evaluated after each evaluation point for CGPA and after each grading period for MTF.

Students with an extended Academic Plan must be making progress toward the plan at the first scheduled SAP evaluation point included in the plan. If the student is making progress, the student will be removed from FA/AD Probation status and will be updated to SAP Meeting Plan status. The student must continue to meet the Academic Plan requirements. If the student is not meeting the Academic plan at any SAP evaluation point, the student will be re-evaluated to ensure the student can still meet SAP standards within the academic plan timeframe. At the end of the next evaluation point(s), the school will recalculate the student's SAP to determine if the student has met the Academic Plan requirements and Federal Student Aid eligibility, if qualified. If the student has not met the Academic Plan requirements, the student will be dismissed.

If the student's SAP appeal is denied, the student will be dismissed. Upon dismissal, a student will be unregistered from all enrolled courses, and the student will not be charged for the unregistered courses.

### **Non- Title IV Students**

A non-Title IV student who fails to meet the minimum SAP standards by the next evaluation point following academic warning will be placed on academic probation. Students who have been placed on academic probation may appeal that action based on mitigating circumstances. If the appeal is successful, the student will be removed from probation but must meet SAP requirements by the next evaluation point or will be academically dismissed.

Non-Title IV students whose appeals were not accepted as well as those who chose not to appeal will remain on academic probation until the next evaluation point. They must accept an academic improvement plan prepared by the Education Director and must comply with the terms and conditions of that plan.

The student must meet the required SAP standard by the next evaluation point or must be satisfying all terms and conditions of his or her academic improvement plan. Otherwise, the student will be academically dismissed from the schools' programs.

**Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)** When the school determines that students cannot complete their program within MTF, the students will be dismissed. Students who are active or completed and are retaking courses to increase their CGPA are subject to the MTF calculations. Students who violate MTF prior to



obtaining the required CGPA for graduation will also be dismissed. Students who are dismissed and want to return to the same program are advised they will not regain eligibility for Federal Student Aid assistance. For students who appeal to return to the same program and for whom the appeal is approved, the student will be placed in FA Suspension status. Therefore, these students will not be eligible for Federal Student Aid funds. **SAP Appeal is required to return after dismissal for MTF. Please see SAP Appeal Procedures section.**

### **SAP Appeal Procedures**

No later than five calendar days from the end of the evaluation point, Dolly Monroe Beauty Academy will perform SAP calculations and notify students in writing who did not meet SAP standards. Each student who does not meet SAP standards receives written notification of the results of their SAP evaluation and if applicable SAP appeal decision including:

- Financial Aid/Academic Warning
- SAP Suspension
- Financial Aid/Academic Probation
- FA Suspension
- Dismissal from a program for failure to meet SAP requirements
- Approval or denial of SAP appeal
- Return to SAP Met status

### **SAP Appeal Procedures**

All SAP appeals must be documented. Students must complete the SAP appeal form five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP Appeal form. Students in a LOA school status at the time of a SAP evaluation point will be notified upon their return. If a student fails to submit a written appeal five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP Appeal form, the student is dismissed from the academy. SAP appeals must identify the circumstances that interfered with the student's academic success and describe how circumstances have changed to allow the student to meet SAP standards by the next SAP evaluation point.

Acceptable circumstances for a SAP decision appeal are:

1. The death of a relative of the student
2. The personal injury or illness of the student
3. Special circumstances as determined by Dolly Monroe Beauty Academy

Appeal approval is determined on an individual basis. Each appeal is unique and assessed individually during the review process. Variables evaluated to inform appeal decisions include but are not limited to:

1. The completeness of the appeal
2. The student's accurate and comprehensive identification and description of:
  - a. the circumstances leading to his/her failure to meet SAP
  - b. the student's resolution to those circumstances
3. The validity of the circumstances leading to the appeal

- a. Appeal reasons are evaluated to determine the degree to which one or more “special” circumstances prevented the student from achieving SAP.
4. The student must be able to complete the program within the 125% maximum time frame. No appeal will be allowed for any student who cannot graduate within the maximum completion time frame.
5. The student’s CGPA, ROP, and/or MTF. These variables are assessed to ensure that appeals are
  - b. approved only for students who have a reasonable chance of success long-term (i.e., graduation).
6. Prior SAP appeals made by the student

Dolly Monroe Beauty Academy may consider information from other sources, such as prior appeals, when deciding to approve or deny a student’s SAP appeal. Based on these data, a determination is made by the Board Members appointed by Dolly Monroe Beauty Academy, regarding whether to grant a SAP appeal and allow the student to remain enrolled at Dolly Monroe Beauty Academy. A student whose SAP appeal is denied is informed within five calendar days after the appeal decision, SAP status and their dismissal from the academy. The reason for appeal denial is documented in the student’s academic record two business days after the appeal decision. . If a Title IV recipient’s appeal is denied, all Title IV financial aid will be terminated. The student would then be considered as a Non-Title IV recipient student and would be placed on academic probation.

Approved SAP appeals are approved pending the student’s agreement to comply with the requirements outlined in his/her Academic Plan including the timelines for retaking previously failed coursework. Students whose appeals are pending their agreement to abide by the Academic Plan are informed of their approval status and resulting SAP status and are required to sign their Academic Plan three calendar days (excluding scheduled breaks and LOAs) after receipt. Failure to sign the Academic Plan in a timely manner will lead to dismissal. The appeal decision is final.

### **ACADEMIC DISMISSAL**

Any student who fails to meet SAP at the end of Financial Aid Probation or Academic Probation period will be dismissed from the Academy.

Any student who has been academically dismissed will not be considered for readmission to Dolly Monroe Beauty Academy until the next new-class start date. The student must first submit a written request for readmission to the Academy director, explaining how changed circumstances will permit the student to resume and successfully complete their studies.

If that request is approved, the student will have to do the following: reapply for admission; satisfy all admissions criteria in effect at the time; satisfy any outstanding financial obligations to the institution; and, retake any failed classes before proceeding to other courses.

Any student who cannot successfully complete all of his or her program within the 125% maximum time frame is not eligible for readmission.

A student who does not achieve the minimum standards is no longer eligible for TITLE IV unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

**SAP appeal procedures specific to certain status are listed below:**

### **SAP Appeal Procedures – SAP Suspension**

Five calendar days (excluding scheduled breaks and LOAs) after the date of notification to the student regarding being placed on SAP Suspension, the student may submit a written appeal and supporting documents to the Administrative and the Director of Education. If a student fails to submit a written appeal five calendar days (excluding scheduled breaks and LOAs) after the date of notification of placement on SAP Suspension or the appeal is denied, the student is dismissed.

### **SAP Appeal Procedures – Dismissals**

Students interested in enrolling in a new program after dismissal based on failure to meet SAP requirements in their most recent program or students selecting to re-enroll into a program from which they have been previously dismissed based on a failure to meet SAP requirements must contact the Administrative Director and Director of Education to determine the student's eligibility and requirements to re-enter. Requirements to reenter may require a SAP Reentry Appeal.

### **TERMINATION APPEAL PROCEDURE**

If a student is terminated due to receiving the maximum amount of coaching sessions, or due to the reasons outlined under termination on the Student Advisory Form, the student may appeal the termination decision. A student has five (5) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to the school's Administrative Director and Director of Education on the schools Termination Appeal Form describing why they were terminated, 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 continue through the program without incident.

An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's learning leader, the administrator, and the school director. A decision on the student's appeal will be made within three (3) business days by the director of education and will be communicated to the student in writing. This decision will be final.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.

### **OTHER FACTORS THAT MAY AFFECT SAP INCOMPLETES, WITHDRAWALS, TRANSFERS**

- In addition to the final grades issued by Dolly Monroe Beauty Academy, there are additional factors which also affect a student's SAP, such as incomplete grades, withdrawing from a course, withdrawal from a course or the school, associated courses and transfer credits, program transfers.
- Withdrawing from a course, failing a course, or retaking or repeating a course may directly affect a student's SAP calculation that includes CGPA, ROP and MTF. Each qualitative and quantitative measure for these circumstances is outlined in the "Grade Identification" and is defined in the Grading Systems section of this catalog.
- Please also refer to the Retaken/Repeated Courses section of this catalog for additional information regarding the impact on a student's SAP.
- When a student elects to change programs or earn an additional credential, all shared courses and their grades will be associated to the new program. All shared courses with passing grades of 75% or higher for theory, 85% or higher for practical and exams count toward CGPA, credits attempted, and credits earned.
- Withdrawing or failing a required course necessitates a student to retake the course. The SAP calculation will reflect the original and subsequent course, which can lower the ROP and lengthen the student's time in the program for purposes of MTF.

- Dolly Monroe students who complete their academic program requirements and do not have the required CGPA to graduate from the program can repeat courses within their academic program but will be placed on Extended Enrollment and will no longer be eligible for Federal Student Aid funds, if qualified, and will not be charged for tuition for the repeated courses taken after they complete their academic program requirements.
- Completed students in an Extended Enrollment status who exceed MTF will be dismissed. These students are eligible to appeal. Please refer to the “Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)” and “SAP Appeal Procedures” sections in this catalog. Completed students with approved appeals will return to Dolly Monroe Beauty Academy in an Extended Enrollment status, will not be charged for courses in that program, and are not eligible to receive Federal Student Aid funds.

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

If the student needs to take off more time than allotted in the contract or more than 5 consecutive calendar days, he/she must drop and re-enroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

The following additional grades may be assigned but they have no percent (grade) value:

“I” Incomplete

“T” Transfer Credit

“W” Withdrawal

“I” – A grade of “I” (Incomplete) is not a final course grade, has no percent (grade) value, and is not included in either CGPA or successful completion rate calculations. Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject, but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of work that must be completed.

“T” – Transfer clock hours and converted credit hours are not assigned any percent (grade) value and are not included in CGPA determinations. The transfer hours are included in a calculation of total hours successfully completed.

“W” – A grade of “W” is assigned to a student who has withdrawn from a course. It has no percent value and is not included in either CGPA or successful completion rate calculations.

### **Repeated Courses**

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the clock hours taken for the repeated course will be included in the SAP calculations.

### **Change of Program**

A student who wishes to change programs must complete a new enrollment agreement. All courses and clock hours successfully completed in the previous program that are applicable to the new program will be transferred. The maximum time frame, MTF, for the new program will be calculated reducing the MTF by the number of successfully completed clock hours transferred.

A student who is on academic probation at the time of the program change will remain on academic probation in the new program for one semester and must achieve the minimum SAP standard by the end of that time to remain enrolled in the college.

## Additional Diploma

A student who has successfully completed any one of the Academy's programs and who wishes to enroll in another Academy program must complete a new enrollment agreement. He or she must also meet all requirements for admission. Satisfactory academic progress will be evaluated solely on the student's academic performance in the new program.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

A student who has failed SAP can only regain satisfactory academic progress by achieving a CGPA of 85% and a successful completion rate of 90% of all clock hours attempted. Satisfactory progress must be attained before the maximum time frame, MTF, is reached for the program.

## **RE-ESTABLISHMENT OF FINANCIAL AID ELIGIBILITY**

A Title IV student who has been placed on financial aid probation will have his or her financial aid eligibility reinstated upon successful appeal based on mitigating circumstances.

Any Title IV student whose appeal was not accepted or who did not appeal but who attains the required SAP standard or is complying with the academic improvement plan by the next evaluation point will be eligible for reinstatement of his or her financial aid.

## **LEAVE OF ABSENCE**

Dolly Monroe Beauty Academy understands unforeseen circumstances arise which may require a temporary break in a student's education. Dolly Monroe Beauty Academy Leave of Absence (LOA) policy is available to active students enrolled in a program, who meet the established criteria, and follow the appropriate process. The Leave of Absence refers to the time in which the student is not in attendance at the school. As such, Dolly Monroe Beauty Academy considers the student as a "withdrawn" student for Federal Student Aid purposes but allows the student to remain enrolled at the school. Dolly Monroe Beauty Academy performs a Return to Title IV calculation for each leave of absence in a Title IV eligible program based on the student's last date of recorded attendance and sends an Exit Interview to loan recipients.

To be placed on Leave of Absence, the Student must:

1. Complete and sign the school's Leave of Absence Request Form in writing prior to LOA occurring
  - a. The form must include:
    - i. LOA begin date
    - ii. LOA return date
    - iii. Reason for LOA including a statement to return
    - iv. Signature and date
2. Be approved by the School's Administrative Director and Director of Education in writing prior to LOA occurring
3. Must meet the institution's Satisfactory Academic Progress Policy Requirements
4. Must have a Cumulative grade of 75% or higher at the time of request for a LOA.

Students may request a leave of absence in writing under the following conditions:

1. Leaves must be a minimum of 14 days and a maximum of 60 days. Students may not arbitrarily decide to “take” a leave of absence.
  - a. Please note, that a student may take more than one LOA but the total number of days cannot exceed 180 within a 12 month period. The student must enter a new LOA Agreement for each occurrence as an automatic extension will not be granted.
2. Students who request and receive an approved administrative LOA during a course are required to repeat the course if the student does not earn a passing grade for the course.

Acceptable reasons for a Leave of Absence include:

- a. Student medical (including pregnancy)
- b. Family care (unexpected medical care for a child and/or spouse or death of an immediate family member)
- c. Military duty (see following section on military leaves of absence)
- d. Natural disaster per FEMA
- e. Jury duty (selected for trial)
- f. Emergencies leave of absence
- g. Regulatory changes implemented by a regulating agency affecting the program during the program which may impact the student (State Changes)
- h. Incarceration (Student incarcerated during program)
- i. Rehabilitation (Student enters rehabilitation during the program)
- j. Other special circumstances beyond the student’s control (compliance approval required)

Full time students who fail to return to school or online students who do not have active attendance within three days of the scheduled return date are withdrawn from school. A leave of absence does not provide debt relief from institutional payments if a student has a cash payment obligation.

If students fail to return from a leave of absence, their last day of attendance is their last day of attendance prior to the beginning of their LOA. Therefore, the six-month grace period on their federal loans includes the time period of their scheduled LOA. This results in their loan repayments beginning sooner or immediately following the scheduled end of their leave of absence.

If the student is receiving Title IV financial aid, no aid will be disbursed during the LOA. If a student does not return from a LOA within the 180-day maximum, the student’s enrollment in the Academy will be terminated. Any Federal Direct Loans that this student has will enter repayment 6 months from his or her last date of attendance at Dolly Monroe Beauty Academy.

VA students will be terminated from VA educational benefits while on an approved leave of absence.

## **VA BENEFITS**

### **VA Pending Payment Compliance**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **CODE OF CONDUCT POLICY**

Disrespect for the Academy's instructional process and its learning environment by a student's misconduct will not be tolerated. Any student whose inappropriate behavior disrupts classroom instruction, salon training, clocks in and leaves campus, or any student who refuses to perform a skill when and as directed by the educator in the salon may be subject to suspension from the classroom or salon and will be sent home for the remainder of the day. The hours that the student misses because of the suspension must be made up and the over- contract fee will be applied to those hours. Any student who commits a second instance of unacceptable behavior in either the classroom or salon area is subject to termination.

### **STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY**

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

Review their education records, Seek to amend inaccurate information in their records, and Provide consent for the disclosure of their records.

Current Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested at \$0.25 per page, for graduated students.

Dolly Monroe Beauty Academy complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which is designed to protect students' rights with regard to educational records maintained by the school. Under FERPA, a student has the following rights:

1. The right to inspect and review his/her educational record(s) within 45 days after submitting a written request to the Authorized School Official to view those records. The Authorized School Official must make arrangements and notify the student as to when and where the records may be reviewed.
2. The right to make a written request for correction or amendment of any information that the student believes to be inaccurate;
3. The right to a hearing to appeal the school's denial of his or her request to amend or correct their records;
4. The right to have his/her records kept confidential and not released without the student's written consent, except for directory information which includes the student's name; program of study; dates of attendance; honors or awards received; and, participation in school-sponsored activities;
5. The right to submit a written request to keep his/her directory information confidential;
6. The right to have confidential information from his/her file released directly to the student; and,
7. The right to file a complaint with the U.S. Department of Education (DOE) against Dolly Monroe Beauty Academy for claims that the school failed to comply with the provisions of FERPA, at DOE/Family Policy Compliance Office, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Under FERPA, Dolly Monroe Beauty Academy has the following rights, without a student's consent:

1. The right to disclose personally identifiable information contained in a student's education records to the school officials with legitimate educational interests. A school official is a Dolly Monroe Beauty Academy employee in an administrative, supervisory, academic or research, and support staff position. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility;
2. The right to disclose personally identifiable information contained in a student's education records to persons or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in emergency, seek to protect the health or safety of students or other persons; and,
3. The right, after making a reasonable attempt to notify a student, to disclose the student's education records to officials of another school in which a student seeks or intends to enroll.

### **General Release of Information**

Except under the special conditions described in this policy, a student must provide written consent each time before the school may disclose personally identifiable information from the student's education records. The written consent must:

State the purpose of the disclosure,

Specify the records that may be disclosed,

Identify the party or class of parties to whom the disclosure may be made, and

Be signed and dated.

### **FERPA Disclosures to Parents**

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules.

Note that the IRS definition of a dependent is quite different from that of a dependent student for Federal Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student.

A school may inform parents of students under age 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parent's information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

### **Release of Information to Regulatory Agencies**

Disclosures may be made to authorized representatives of the U.S. Department of Education and the National Accrediting Commission of Career Arts & Sciences (NACCAS), and The Commission on Massage Therapy Accreditation (COMTA) for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department of Education, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department of Education to perform certain administrative functions or studies.

The Dolly Monroe Beauty Academy provides and permits access to student and other school records as required for any accreditation process initiated by the school.

### **Disclosures in Response to Subpoenas or Court Orders**



FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

#### Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34

CFR 99.31[a] [13]). A separate provision permits a school to disclose to anyone the results of any disciplinary hearing against an alleged perpetrator of a crime of violence in which that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a] [14]).

#### Directory Information

The academy does not publish "directory information" on any student.

#### Record Maintenance

All requests for releases of information are maintained in the student's file if the educational records are kept. Student records are maintained for 6 years.

#### Amendment to Student Records

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the School Director and bring any supporting documentation to show that the record is incorrect.

### **STUDENT RESPONSIBILITY FOR CATALOG INFORMATION**

**Each student is responsible for knowing the information in this catalog. Dolly Monroe Beauty Academy reserves the right to change policies and/or to revise curriculum.**

### **CAREER OPPORTUNITIES**

Career opportunities for estheticians and makeup artist include but are not limited to Salon Owner, Independent artist, Film and television, Runway, Print, Red carpet and celebrity, Theatre, Costume makeup, Bridal, Spa/Medical, Funeral home, Product Development Education, Brand representative or retail, Beauty writer

### **DOLLY MONROE BEAUTY ACADEMY 2019 ANNUAL GRADUATION & PLACEMENT STATISTICS REPORT**

#### TAMPA ESTHETICS PROGRAM

GRADUATION RATE: 98%

PLACEMENT RATE: 98%

### **STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES**

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Dolly Monroe Academy. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

#### **Attendance and Documentation of Time**

The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does not round hours unless a student is clocked in prior to class start times. To ensure proper credit for clock hours, students are required to clock in/out approximately four times a day: when they arrive at school, if they leave the premises (even for lunch), returning to class (even from lunch), and when they leave at the end of the day.

The school is open from 9:00 AM to 5:00 PM for students.

All courses require continuous attendance.

The prescribed attendance schedule must be maintained each week.

Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may "clock in" and will be assigned special projects or assignments pertaining to their course of study. Students are never excused from mandatory theory class to work in the clinic.

**Students should understand that, although they may be able to miss up to 10% of their regularly-scheduled class times, they are still required to complete the total number of hours required for their program of study within the maximum time frame.**

### **PAST CONTRACT HOURS POLICY**

At the time of enrollment, each student is given a date by which their studies should be completed, based on the total number of clock hours in their program. This completion date is included in their Enrollment Agreement.

During the contracted enrollment period, applicant students must maintain a 90% attendance average each month to complete the program by the contracted end date. The student can miss 10% of his or her scheduled hours before having to pay extra instructional charges. The student may use the 10% excused absences for vacation, doctor appointments, illness, etc.; however, the student may not be out of school more than 5 consecutive calendar days or he or she will be terminated.

Attendance is required of each student and is necessary for the successful completion of each program of study. Students are expected to attend 100% of all classes. The maximum time frame is 125% of the total clock hours needed for program completion.

If the student must attend additional program hours beyond his or her contracted end date due to not meeting a 100% attendance or to complete academic graduation requirements, hours missed will be treated as over contract hours and the student will be charged an additional \$25.00 for each hour scheduled to complete after the contracted end date is reached up to the maximum time frame allowed for a student to complete his or her program of study. The maximum time frame is explained in the "Satisfactory Academic Progress Policy".

### **Title IV financial aid funds cannot be used to pay over-contract fees.**

Any payment arrangements that a student requires must be agreed upon by the Academy and the student. As indicated under the "Certification of Graduation Policy", all financial obligations must be completed before a student is certified as a graduate and a diploma can be issued. Title IV financial aid funds cannot be used to pay over-contract fees.

### **SUSPENSIONS**

Dolly Monroe Beauty Academy will impose a 1-day suspension for each of the following events:

A suspension day is treated as an over-contract day and the hours missed must be made up at the rate of \$25 per hour. A student will be suspended for 1 day, if tardy more than 3 times in one month. Students must be on time as tardiness inhibits the learning experience. A student's failure to call in prior to his or her scheduled class or clinic time or failure to submit an absence request in advance is considered a "no show." A student who is a "no show" will be suspended for 1 day. A student will be suspended for 1 day, if unexcused absences have occurred more than 3 times in one month. Excused absences include the following: Requested time off, submitted in writing 5 days in advance and approved by the Academy Director; Student's illness or that of a student's child, provided that documentation from a physician, nurse practitioner, physician assistant or other medical professional is submitted; Documented serious illness or death of an immediate family member; Car accident; Jury duty; or, Documented mitigating circumstances beyond the student's control. Students who accumulate 3 suspensions will be subject to termination.

\*\*Refer to the school enrollment contract for the Enrollment Contract Period definition.

Please note that if a student misses more than 5 consecutive calendar days, the student may be terminated from the program.

Students who are late or cannot attend school must contact the school and talk to the school service desk team immediately. Students must notify the school by 8:00 AM..

Students must request time off from school from the Director of Education.

Students are required to be in attendance a minimum of eight (7.5) hours per day, 30 hours per week for the full-time schedule; 15 hours per week for part-time students. Holidays such as Thanksgiving, Christmas, and New Year’s Day will be set according to the calendar each year. Students cannot bank hours and attend over 30 hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made with the Advisor to make up those hours, the hours missed will count against the hours allowed to miss and overtime charges will occur.

Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 1:00 PM and 1:30 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:00 PM.

**Observe the appropriate breaks for your school schedule. Breaks are as follows:**

Student Schedule Breaks Lunch

Student Schedule	Breaks	Lunch
7. 5 hours/day	15 min. in the morning and afternoon	30 minutes
6 hours/day	15 min. in the morning and afternoon	n/a
4 or 5 hours/day	15 minutes at midpoint	n/a

**Documentation of time:** Students may not leave the school premises during regular hours without an instructor’s permission.

- a. Students who leave the school premises or those who leave early must document their time by clocking out on the time clock, and having an instructor book them out.
- b. Students must clock out on the time clock for any reason including for lunch for the proper duration that they are not inside the school facilities. Students will not receive credit for the hour if they fail to clock in/out.
- d. Students may not clock in or out for another student.
- e. Students must keep a record of all services each day on the service tracking sheet, which must be completed daily and turned in every 100 clock hours.

**Professional Image:** A professional image is a requirement for successful participation in school.

**Students must maintain the following professional dress code:**

Students are required to wear their academy provided black scrubs.

Clothing must be professional, clean, and free of stains and tears.

Shoes should be closed toed, professional, and comfortable for all students.

Hair must be clean and styled prior to arriving at school.

If extra layers must be worn, they must also be black and free of graphics

Jackets with no hoods.

Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.

**The following is a list of examples of unacceptable dress:**

- a. Tank or sleeveless tops, crop tops.
- b. Printed T-shirts other than those with a Dolly Monroe logo; acceptable T-shirts must be clean and professional
- c. Sweatpants, leggings, and sweatshirts, shorts, skirts, ripped jeans
- d. Sandals, flip flops, slides
- e. Hats, visors, bandanas, caps, bonnets, or beanies
- f. Hooded sweatshirts, jackets, or tops

Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire

### **Sanitation and Personal Services**

Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.

Students must clean their stations, including the floor, after each service.

Workstations must be cleaned at the end of the day, prior to clocking out for the day. All students must participate in team clean every on the days designated by the instructor.

For students to perform or receive a service, students must do the following prior to starting the service:

- a. Notify an instructor.
- b. If a service guest comes in and the service desk personnel needs the student giving the personal service or the student receiving it to take care of the service guest, then the students must reschedule their personal service and complete the assigned service guest reservation.
- c. Personal services are considered rewards and scheduled for students who are up to date with all projects, exams, and worksheets. School assignments and successful learning are the priority.

### **Communication Guidelines and Professional Conduct**

Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.

Only emergency calls are permitted on the business phone. Students may use the student phones for

a limited time. Please keep your calls to three (3) minutes or less.

b Cell phones/apple watches/airpods, or anything alike, are not permitted during class.

c Students may not gather around the reception desk, reception area, or offices.

d Food, and drinks, are allowed only in the lunchroom.

e Dolly Monroe Beauty Academy Tampa is a smoke-free campus.

f Stealing or taking school property, or another's personal property is unacceptable and is grounds for immediate termination and any charge or fees to replace the stolen property will be added to the students billing ledger.

g Students should only contact instructors via Student Portal/Prestige, or via school phone. Contacting an instructor/staff member via social media, text, personal email are not acceptable forms of communication, especially for the hybrid students who may need help with online assignments.

### **Learning Participation Guidelines**

Peer teaching and tutoring are encouraged. However, taking credit for another's work or cheating during exams is unacceptable and grounds for termination.

Students will be expected to maintain an average of 75 percent on all theory exams and assignments.

Students must take all reservations assigned to them. This includes last-minute walk-ins.

Students may not be released from required theory class to take a service guest.

Only service desk personnel may schedule or change guest service appointments.

All services must be checked, and the service ticket initiated by an instructor.

Students are expected to be continuously working on school-related projects, assignments, reading, or exam preparation during school hours.

Students will receive clock hours during the times they fully participate in their learning experience.

When students are not scheduled with service reservations or are not scheduled to attend theory or a specialty class, they may focus on the following:

- a. Completion of worksheets or activities
- b. Completion of theory assignments
- c. Performing a service on another student
- d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books

Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.

e. Students may not service outside of school unless authorized to do so by school administration. Conducting unauthorized services outside of school will be reported to the state board and may result in your inability to receive a professional license. Students are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. Dolly Monroe Beauty Academy is not responsible for any lost or stolen articles.

f. Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.

g. All assignments are due the end of each day by 5:00 PM for full time students and Thursdays at 12:00 AM for hybrid students.

h. If a student fails to complete an assignment in entirety, the student will be placed on the Back on Track list and will remain on the list until the following 100 clock hour review, if he or she completes the assignments.

## **COACHING AND CORRECTIVE ACTION**

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. The school team will coach all students to correct noncompliant or destructive behavior.

The following actions may be inspected for noncompliance:

**Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or suspended when they do not comply with guidelines.

**Professional Image Standards:** Professional image standards were created to provide guidance and direction to students as they develop their professional image and persona. Students may be clocked out and released for the day when they do not meet professional image standards.

**Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.

Communication Guidelines and Professional Conduct: It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.

Learning Participation Guidelines: The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be released from school, suspended, or terminated.

### **Corrective Action Steps**

Once a student has received five (5) coaching sessions, the student may be suspended from school for three (3) days. Suspended students may only be readmitted to school upon paying the administrative termination fee of \$150.00. If a student receives two (2) more coaching sessions after readmission from a three (3) day suspension, the student's attendance may be permanently terminated. A student may be terminated without prior coaching sessions for improper and/ or immoral conduct. Refer to the school Advisory.

When monitoring students for unofficial withdrawals, the school is required to count any days that a student was out of school on suspension as a part of the 5 consecutive days of non-attendance used to determine whether the student will be returning to school.

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates the students' respect of these guidelines.

## **ACCOMMODATION PROCEDURES FOR STUDENTS WITH DISABILITIES**

### Grievance Procedures for Students who have Complaints based on Disability

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### Accommodation Procedures for Students with Disabilities

Non-Discrimination Policy — It is the policy of Dolly Monroe Beauty Academy to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which are Federal laws that prohibit discrimination based on disability. Dolly Monroe Beauty Academy does not discriminate based on disability against a qualified person with a disability regarding application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of Dolly Monroe Beauty Academy. This applies to all students and applicants for admission to the school. Dolly Monroe Beauty Academy will provide reasonable accommodations to students with disabilities.

Definition of an Individual with a Disability — an individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with

The phrase physical impairment means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase mental impairment means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity, for example, a

student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase major life activities mean functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

### **The School's Responsibilities to Students with Disabilities**

The school must provide academic adjustments, auxiliary aids, and reasonable accommodations to students with disabilities that are necessary to ensure students are not denied the benefits of, or excluded from participation in, the school's program. The school must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The school must ensure that it provides physical access to students with disabilities. It is also the responsibility of Dolly Monroe Beauty Academy to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at the Dolly Monroe Beauty Academy Campus is: India Calloway; Owner; 10359 Cross Creek Blvd Suite E Tampa, FL 33647; (813) 388-5532; india.calloway@dollymonroe.edu

When a student informs a school staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the student to the school's Advisor.

### **Procedures for Students and the School**

Documentation of disability by students — Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the Advisor named above for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. The documentation of disability is kept at all times in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only.

Student requests for accommodations and interactive discussion within the initial interview

During the initial interview, the student and the advisor will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in the school's program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from the school. The Advisor and the student should discuss accommodations needed during all phases of the program, and for classroom instruction, skills-based instruction, and skills practice.

The documentation (or observation) must show the nature of the student's disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations.

There are no pre-set accommodations for specific disabilities. Instead, the Advisor and the student must discuss and determine what the student's limitations are, and how they can be accommodated.

Here are some examples:

A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need a specific kind of chair.

A student with a learning disability or attention deficit disorder may need extra time to take exams, such as ninety minutes to take an exam instead of the sixty minutes allowed to other students. These students may need to take their exams in a location that is quiet and has no distractions, such as an office rather than the classroom.

A student with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.

A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.

A student with a hearing impairment may need instructors to use voice amplification systems or may need to utilize a sign language interpreter.

A student with diabetes may need periodic breaks to check his or her blood sugar level.

Decision about accommodations and ensuring implementation of accommodations — The Advisor will decide the accommodations to be provided to the student. The Advisor will consider any past accommodations that have been effective for the student and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The School is not obligated to provide accommodations that would result in an undue financial or administrative burden on The School. If the Advisor decides that a requested accommodation might impose such a burden, the Advisor will discuss the issue with the school owner, who will consider the overall financial resources of The School. The School owner will make the final decision.

### **Grievance Procedures for Students who have Complaints based on Disability**

The Dolly Monroe Beauty Academy is responsible for providing a grievance procedure to students who feel they have been discriminated against based on disability.

The grievance procedure provides students the opportunity to file a complaint. The school then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If the school determines that discrimination occurred, the school must take appropriate steps to correct the discrimination and prevent it from reoccurring.

Grievance complaints — A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:

An instructor or other students refer to the student in a derogatory way related to the student's disability.

An instructor generally refers to students with types of disability in a derogatory way.

Other students refuse to work with the student because the student is disabled.

A school staff member refuses to provide a service to the student that the staff member provides to other students.

A school staff member takes negative action toward the student after the student asked for accommodations for a disability.

A guest presenter at the school makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.

A student's request for accommodation was denied by the school, or an instructor did not implement an accommodation for the student that was approved by the school.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or e-mails, if available.

A student may ask the Advisor to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

For students attending the academy, the complaint must be sent to

India Calloway; School Owner; 10359 Cross Creek Blvd Suite E Tampa FL 33647, (813)388-5532, india.calloway@dollymonroe.edu



**Investigation of the Complaint** — when the School Director receives a written complaint, the School

Director will immediately begin an objective investigation. The School has the right to contract with an independent investigator to conduct any investigation. After reviewing all the evidence gathered, the School Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that the school should have provided to the student.

The School Owner will review all the information provided by the student in the appeal, the decision by the School Director, the interview records made by the School Director and the documents gathered by the School Director. The School Owner will issue a written decision to the student within fourteen days after receiving the student's appeal. The School Owner will determine whether the decision should be revised or remain the same. If the School Owner determines that the decision should be revised, the School Owner will ensure that any necessary changes in the remedies are implemented.

## **STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY**

The Dolly Monroe Beauty Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school and then in January of each year. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The School's anti-harassment policy applies to all persons involved in the operation of the School and prohibits unlawful harassment by any employee of the School, as well as students, customers, third parties, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, the School, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

As part of the School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication.

The School will provide training to key staff members to enable the School to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively.

The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### **Definitions**

Sex Discrimination is defined as treating individuals differently based on sex regarding any aspect of services, benefits, or opportunities the School provides such as:

Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service.

Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner.

Deny any person an aid, benefit, or service

Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service

Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates based on sex in providing any aid, benefit or service to students or employees.

Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment is defined as 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.

Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation using drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

#### Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- I. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment.
- II. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- III. it creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually

oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body.

Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

## Complaint/Grievance Procedure

The following grievance procedures shall be used to address sex discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Learning Leader, supervisor, or the School Owner, as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the School Owner for student-related complaints or if the complaint involves an employee. To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 7 days from the date of the alleged discriminatory incident. All documentation pertaining to the complaint/grievance will be confidential.

The complaint/grievance once received will be maintained in the student's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

All complaints involving a student will be referred to the campus's owner. The owner's contact information is listed below and has the responsibility of overseeing all student complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

India Calloway - Advisor

813-388-5532

india.calloway@dollymonroe.edu

The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or School Owner, these employees also receive training on the School's grievance procedures and any other procedures used for investigating reports of sexual harassment.

## Investigation of Complaints

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to investigate will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, the School will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the School will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred.

Both parties will receive written notice of the outcome of the complaint. Written notice will include:

- i. Whether the School found that the alleged conduct occurred, and whether it constituted discrimination
- ii. Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant
- iii. Any other steps the School took to eliminate the hostile environment, if the School found one to exist, and prevent recurrence; and
- iv. Any appeal opportunities

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or

discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the School’s disciplinary process. To the extent that an employee or contract worker is not satisfied with the Academy’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

The School should make appropriate referrals to law enforcement. The School will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously. The School will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

#### Retaliation Prohibited

The School prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

#### Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The School will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the danger. The School reserves the right to notify parents/ guardians of dependent students regarding any health or safety risk, or a change in student status.

### **SEXUAL HARASSMENT POLICY**

Dolly Monroe Beauty Academy is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual’s employment, work opportunity, education, or other benefit.

Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or

Such conduct or communication has the purpose or effect of substantially interfering with an individual’s work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff,

female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency. Sexual harassment may include but is not limited to:

Verbal harassment or abuse of a sexual nature

Subtle pressure for sexual activity

Inappropriate or unwelcome touching, patting, or pinching of a sexual nature

Intentional brushing against a student's or an employee's body

Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status

Demanding sexual favors accompanied by implied or overt promises of preferential treatment regarding an individual's employment or educational status

Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)

Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures

Leering of a sexual nature

Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action.

Each staff member is responsible to immediately report alleged discrimination and/or harassment to his or her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

## **HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY**

Dolly Monroe Beauty Academy is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act using cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in the Dolly Monroe Beauty Academy

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment.

Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the Dolly Monroe Beauty Academy.

Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying, or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation.

Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and/or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying, or discrimination to his or her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

## **SOCIAL NETWORKING POLICY**

Dolly Monroe Beauty Academy Schools respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications, which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Myspace, Twitter, YouTube, Friendster, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the Dolly Monroe Beauty Academy culture.

The academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, or engaging in conduct that would be unbecoming of a Dolly Monroe Beauty Academy or its Advisors nor misrepresent Dolly Monroe Beauty Academy culture. Dolly Monroe Beauty Academy reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

## **REGULATORY AND ACCREDITATION AGENCIES**

The academy is currently licensed by The Commission for Independent Education, Florida Department of Education (FLDOE). Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, telephone number (850) 245-3200, or toll free (888) 224-6684.

The academy is recognized as an Accredited Institution by The Commission on Massage Therapy Accreditation (COMTA) 202-888-6790 COMTA 900 Commonwealth Place Suite 200-331 Virginia Beach, VA 23464

## **GRIEVANCE/COMPLAINTS PROCEDURE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school's management team, which consists of the School Director, the Administrative Director, the Admissions Representative, the Education Leader, and the Operations Leader. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. Dolly Monroe Beauty Academy will maintain records of the complaint and response in accordance with the published record retention policy.

Students may refer unresolved grievances to the following addresses in writing:

Commission for Independent Education  
325 West Gaines Street Suite 1414  
Tallahassee, FL 32399-0400  
(850) 245-3200 or toll free: (888) 224-6684.

The Commission on Massage Therapy Accreditation  
900 Commonwealth Place Suite 200-331

Virginia Beach, VA 23464  
202-888-6790

**DOLLY MONROE BEAUTY ACADEMY ADMINISTRATION AS OF AUGUST 2021**

Owner: India Calloway, Licensed Esthetician, Dolly Monroe Beauty Academy; License #FB9758501, Expires 10/31/2022  
Academy Director of Education: Deiana Preda, Full time Licensed Esthetician, License #FB9721071, Expires 10/31/2022  
Administrative Director: Burganndi Austin, Full time  
Administrative Coordinator: Alexa Keldie, Full time  
Admissions/Placement Specialist: Amber Willare, Full time, Licensed Esthetician, License #FB9749970, Expires 10/31/2023  
Customer Relations Specialist: Kayla Ward, Full time, Licensed Esthetician, License #FB9782353, Expires 10/31/2022  
Learning Leader/Instructor: Ashely Bell, Licensed Cosmetologist, License #CL1270348, 10/31/2023  
Learning Leader/Instructor: Nirene Pomales, Licensed Esthetician, License #FB9767811, 10/31/2022  
Learning Leader/Instructor: India Calloway, Licensed Esthetician, License #FB9758501, Expires 10/31/2022

Advisory Committee Members: Charlene Bell, Theresa Lewis, Galaliz Infantas, Ediana Jimenez

Licensed by the commission for independent education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.