

NEW DIMENSIONS SCHOOL OF HAIR DESIGN
CATALOG GLOSSARY

PAGE

| | |
|---|------------|
| SECTION 1.....GENERAL SCHOOL INFORMATION | 1-1 |
| ACCREDITATION | 1-2 |
| FINANCIAL AID SERVICING | 1-2 |
| STATE BOARD EXAMINATIONS | 1-2 |
| DESCRIPTION OF FACILITIES | 1-2 |
| SCHOOL OPENING AND OWNERS | 1-2 |
| CLASS START DATES | 1-2 |
| VACCINATION POLICY/TRANSFERS | 1-3 |
| ADMISSION REQUIREMENTS | 1-3 |
| ABSENCES AND TARDINESS | 1-3 |
| LEAVE OF ABSENCE (LOA) | 1-3 |
| WITHDRAWALS | 1-4 |
| RE-ENROLLEMNT | 1-4 |
| POLICY EXEMPTIONS | 1-4 |
| HOLIDAYS | 1-4 |
| GRADUATION REQUIREMENTS | 1-4/5 |
| DIPLOMA REQUIREMENTS | 1-4/5 |
| JOB PLACEMENT | 1-5 |
| OUR SCHOOL'S MISSION STATEMENT | 1-5 |
| PROGRAM OBJECTIVES | 1-5/6 |
| LICENSING REQUIREMENTS | 1-6 |
| SATISFACTORY ACADEMIC PROGRESS POLICY | 1-6/7 |
| DETERMINATION OF PROGRESS | 1-7/8 |
| APPEAL PROCESS | 1-8/9 |
| RIGHT TO PRIVACY AND RELEASE OF INFO. | 1-9 |
| ACCESS TO STUDENT FILES | 1-9 |
| COURSE OUTLINE FOR COSMETOLOGY | 1-10 |
| COSMETOLOGY CURRICULUM OUTLINE | 1-10/11 |
| COSMETOLOGY COURSE FORMAT | 1-11/12 |
| INSTRUCTIONAL METHODS | 1-12 |
| COURSE OBJECTIVES | 1-12 |
| LEVELS OF ACHIEVEMENT | 1-12/13 |
| UNITS OF INSTRUCTION | 1-13/16 |
| GRADING PROCEDURES | 1-16 |
| FINAL EXAMINATION | 1-16 |
| COURSE OUTLINE FOR MANICURING | 1-17 |
| LICENSING REQUIREMENTS | 1-17 |
| COURSE DESCRIPTION FOR MANICURING | 1-17 |
| MANICURING COURSE FORMAT | 1-17 |
| COURSE OBJECTIVES | 1-17 |
| UNITS OF INSTRUCTION | 1-17/19 |
| GRADING PROCEDURES | 1-19 |
| FINAL EXAMINATION | 1-19 |

| | |
|--|------------|
| COURSE OUTLING FOR INSTRUCTOR TRAINING | 1-19 |
| LICENSING REQUIREMENTS | 1-19 |
| INSTRUCTOR COURSE FORMAT | 1-19/20 |
| INSTRUCTIONAL METHODS | 1-20 |
| COURSE OBJECTIVE | 1-20 |
| COURSE DESCRIPTION | 1-20/21 |
| CURRICULUM OUTLINE | 1-21 |
| GRADING PROCEDURES | 1-21 |
| FINAL EXAMINATION | 1-22 |
| GRADUATION REQUIREMENTS | 1-22 |
| ALL CLASS SCHEDULES | 1-22 |
| ALL PROGRAM LENGTHS | 1-22 |
| TUITION AND FEES | 1-23 |
| METHODS OF PAYMENT | 1-23 |
| REFUNDS | 1-23/24/25 |
| ORIENTATION | 1-25 |
| DISMISSAL OF CLASS | 1-25 |
| NON DISCRIMINATION STATEMENT | 1-25 |
| INTERNAL COMPLAINT PROCEDURE | 1-25 |
| SCHOOL CLOSIING OR CANCELLATION | 1-25 |
| SCHOOL RULES AND REGULATIONS | 1-26/27 |
| STUDENT MISCONDUCT | 1-27 |
| STUDENT SUPPORT SERVICES | 1-28 |
| FACULTY | 1-28 |
| SECTION 2.....CONSUMER INFORMATION | 2-1 |
| STUDENT RIGHT TO KNOW POLICY | 2-2 |
| DRUG ABUSE INFORMATION | 2-2 |
| FAMILY EDUCATIONAL RIGHTS AND PRIVACY | |
| ACT OF 1974 (FERPA) | 2-3/4 |
| CLEARY CAMPUS SECURITY ACT | 2-4/5 |
| HARASSMENT POLICY | 2-5/6 |
| TITLE IV CONSUMER INFORMATION | 2-5/8 |
| VETERANS EDUCATION BENEFITS/WIA | 2-9 |
| COPYRIGHT INFRINGEMENT | 2-9/10 |
| VOTER REGISTRATION | 2-10 |
| STUDENT SUPPORT SERVICES | 2-10/11 |
| SECTION 3.....FINANCIAL AID INFORMATION | 3-1 |
| U.S. DEPT. OF EDUCATION REQUIREMENTS | 3-2 |
| FEDERAL PELL GRANT PROGRAM | 3-2 |
| FEDERAL DIRECT LOAN PROGRAM | 3-2 |
| OTHER FINANCIAL AID AVAILABLE | 3-2 |
| POLICY FOR CALCULATING A STUDENTS' NEED | 3-3 |
| REQUIRED LOAN ENTRANCE AND EXIT COUNSELING | 3-3/4 |
| HOW AND WHEN FEDERAL AID IS DISBURSED | 3-4/5 |
| TITLE IV FINANCIAL AID PACKAGING POLICY | 3-5 |
| CODE OF CONDUCT | 3-5 |

| | |
|--|-------|
| NSLDS | 3-6 |
| RETURN OF TITLE IV FUNDS (R2T4) POLICY | 3-6/9 |
| SECTION 4.....DISCLOSURES | |
| GAINFUL EMPLOYMENT DISCLOSURE(S) | 4-1/6 |
| NET PRICE CALCULATOR LINK | 4-7 |
| EMERGENCY EXITS ON LAST PAGE OF CATALOG | |

New Dimensions
School of Hair Design

Section 1
General School Information

Licensed by the Missouri State Board of Cosmetology
STATE BOARD OF COSMETOLOGY
P.O. BOX 1062
JEFFERSON CITY, MO. 65102
(573) 751-1052

ACCREDITATION:

The school is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc., (NACCAS). They are located at 3015 Colvin Street, Alexandria, VA. 22314. Their telephone number is (703) 600-7600.

FINANCIAL AID SERVICING:

New Dimensions uses a third party servicer for processing all financial aid and student loan applications. They are DJA Financial Aid Services, Inc., located in Wichita, Kansas. All students applying for financial aid must authorize the release of their financial information for the school to process any financial aid applications.

STATE BOARD EXAMINATIONS:

The Missouri State Board of Cosmetology is using Professional Credential Services, Inc. to administer all State Board Examinations. Candidates for licensure will be given two tests, one written and one practical. The student must complete and score 75% or better on each part of the examination to pass their test. Currently, the fee for all examinations is \$150.00. The written test results are available immediately upon completion of the exam. The practical test results are mailed to each candidate's home in approximately 10 days. All candidates taking their exam are allowed to continue to work until the release of their score. Upon passing the exam, the candidate will receive their license from the State Board office in Jefferson City. Should a candidate for licensure not pass their exam, they will be required to retake that portion they did not pass. Upon passing, the State Board will then issue a license to said candidate.

DESCRIPTION OF FACILITIES:

The school is a brick and metal building, approximately 8,500 sq. feet. We have modern equipment. The clinic area and facial rooms are totally separate from the classrooms. There is a break room with a refrigerator, microwave ovens and snack and pop machines. There is NO smoking inside the school building. A designated smoking area is available outside. The school also has 2 safe rooms in case of extreme weather.

SCHOOL OPENING & OWNERS:

New Dimensions School of Hair Design opened February 9, 1991. We are located at 621 Kentucky Ave., Joplin, Mo. The school is owned by Sharon Clements and her husband Dennis.

CLASS START DATES:

Classes start the first Monday of each month. Students wishing to enroll in any given month must apply at least two weeks prior. This is required by the State Board in order to get the student permit back to the school facility before the start of the class.

No student is allowed to earn any hours until the permit is received and posted in the school.

VACCINATION POLICY:

This school has no policy or requirements for vaccinations; however, we do recommend that your Tetanus vaccination is current and up to date. You will be using metal implements and risk cutting yourself.

ADMISSION REQUIREMENTS:

Applicants wishing admission to **New Dimensions School of Hair Design** are required by the Missouri State Board of Cosmetology to be at least 17 years of age, have a birth certificate or driver's license (for I.D.), a High School Diploma or GED. There are **NO** exceptions. (The Missouri State Board must approve home schooled diplomas prior to enrolling). Persons enrolling for instructor training must also submit a copy of their current Cosmetology license.

TRANSFERS:

Transfers are accepted based on our admissions policy. Credit for all hours completed are given based on the Missouri State Board of Cosmetology policy.

There will be no extra charges for transfer other than the enrollment fees and tuition charges. Transfer students are required to maintain satisfactory academic progress.

ABSENCES AND TARDINESS:

Students who are going to absent or late for class are required to call the school before 9:00 a.m. and inform an instructor. Absences will be excused if a doctor's note is provided. Tardiness will not be tolerated. Habitual tardiness may result in termination. The school is open by 8:30 a.m. Monday through Friday. Any student who has not clocked in by 9:00 a.m. and has not notified the school with an acceptable excuse will not be allowed to clock in that day. Acceptable excuses are sickness in family or family emergency. This will need to be verified. Any student who fails to meet the minimum standards due to family, employment or other circumstances beyond their control, may be granted an exception to the minimum satisfactory academic progress Policy.

LEAVE OF ABSENCE (L.O.A.):

A student wishing to take a leave of absence must make written request to the Director to be granted the leave, which cannot exceed 60 days in any 12 month period.

A L.O.A. up to six (6) months because of any medical condition, must also be requested in writing. The student must provide the school with a written recommendation from a doctor.

A student returning from a L.O.A., or other official interruption of training, must return to school in the same progress status as prior to the L.O.A.

If a student has not returned from a L.O.A. by the original return date, he/she will be withdrawn effective the day the L.O.A. occurs or the date the student notifies the school that they will not be returning to class.

WITHDRAWALS:

Any student who withdraws from his/her contracted course or fails to complete his/her training will have a progress report placed in their file with the date of the withdrawal. Withdrawals must be in writing and dated.

In the event of a withdrawal from school, there will be a \$100.00 Termination Fee. Refunds are covered in Section 3 of this catalog. Any student not excepted for enrollment will be entitled to a full refund of all monies paid.

RE-ENROLLMENT:

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

A student failing to meet minimum satisfactory academic progress requirements at the point of withdrawal, will be considered not making satisfactory academic progress at the point of re-entry. No Federally Funded Financial Aid monies will be disbursed while a student is considered not making satisfactory academic progress.

POLICY EXEMPTIONS:

The school reserves the right to exclude any student from any school policy providing the student is in good standing.

HOLIDAYS:

We observe New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and that Friday, and Christmas Eve and Christmas Day. We take a summer break the third week of June.

We also take the week between Christmas and New Years as our winter break. Class resumes on the day after New Year's Day.

GRADUATION REQUIREMENTS:

Credit hours are granted only upon the approval of the Missouri State Board of Cosmetology, which regulates the licensing and has the sole authority to extend credit hours for previous training or experience. The graduation requirements of New Dimensions School of Hair Design have been established in accordance with the Missouri Board of Cosmetology Guidelines.

DIPLOMA REQUIREMENTS:

To be eligible for graduation with a certificate from this school:

1. Student must have completed:
 - 1500 Clock Hours for Cosmetology
 - 400 Clock Hours for Manicuring
 - 600 Clock Hours for Instructor Training

2. Students must have fulfilled all of the programs academic requirements which are:
 - a. Student must pass all areas of the curriculum and earn:
 1. Cumulative average of at least 75%
 2. Completed all practical performances required by the Missouri State Board of Cosmetology
 - b. Pass Final examination with a 75% grade or higher
 - c. Have completed s student exit interview with the office
 - d. Satisfied all financial obligations to the school and returned any/or all borrowed materials

JOB PLACEMENT:

Although we do not guarantee job placement, every effort will be made to help the student find a position in the field of cosmetology or manicuring. Throughout the period of enrollment, we will have many calls come into the school from salon owners and manager wishing to interview any graduates or prospective graduates. All pertinent information related to job interviews is posted on the student bulletin board for review by any and all students.

OUR MISSION.....

OUR MISSION AT NEW DIMENSIONS IS TO EDUCATE, TRAIN, INSPIRE, AND ENCOURAGE STUDENTS IN THE ARTS & SCIENCES OF COSMETOLOGY & MANICURING IN ORDER TO PREPARE THEM AS MARKETABLE, PRODUCTIVE, SUCCESSFUL AND PROFESSIONAL INDIVIDUALS IN THE WORKPLACE.

PROGRAM OBJECTIVES

It is the primary objective of the school to successfully guide the student through the various phases of the curriculum so that he/she may be fully prepared for the State Board Examination. Obtaining one’s license is the purpose of cosmetology, manicuring or instructor training.

The secondary objective is to prepare the student with the different aspects of cosmetology to ensure a foundation for a successful and rewarding career. The better the education, the greater the chances for the cosmetologist to venture into the profession successfully.

We do not discriminate against race, religion, age, sex, color, or ethnic origin.

Once licensed as a cosmetologist, you can enter the beauty industry in any one of more of the following fields:

- | | | |
|----------------|---------------------|----------------------|
| Salon Manager | Cosmetic Consultant | Hairstylist |
| Make-up Artist | Salon Owner | Permanent Specialist |
| Beauty Editor | Platform Artist | Sales Demonstrator |
| Laboratory | Hospital/Nursing | |

If manicuring is your chosen field, there are many avenues you too can take:

Nail Salon Owner or Manager

Nail Art Specialist

Platform Artist

Sales Demonstrator

Laboratory Specialist

LICENSING REQUIREMENTS

Before a prospective student may be allowed to earn hours, it is a state requirement that the student register with the State Board of Cosmetology and hold a current student license. A person must be at least 17 years of age and of good moral character. Students are qualified to take the state board examination after having completed the required hours for their particular cosmetology training.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR ALL STUDENTS

Satisfactory Progress in attendance and academic work is required of all students at New Dimensions School of Hair Design.

We offer a 1500 clock hour Cosmetology program, a 400 clock hour Manicuring program and a 600 clock hour Instructor Training program. All programs lead to a certificate of completion upon finishing the course.

ATTENDANCE:

COSMETOLOGY STUDENTS

Full time: Full time students are enrolled for 40 clock hours per week

Enrollment time: 37.5 weeks

Minimum time: 26.8 clock hours per week (67%)

Maximum time: 56.25 weeks (150% of required time)

3/4 time: 3/4 time students are enrolled for 30 hours per week

Enrollment time: 50 weeks

Minimum time: 20.1 clock hours per week (67%)

Maximum time: 75 weeks (150% or required time)

Part time: Part time students are enrolled for 20 clock hours per week

Enrollment time: 75 weeks

Minimum time: 13.4 clock hours per week (67%)

Maximum time: 112.5 weeks (150% of normal time)

MANICURING STUDENTS

Full time: All manicuring students are enrolled for 25 clock hours per week

No 3/4 or part time is offered

Enrollment time: 16 weeks

Minimum time: 16.75 clock hours per week (67%)

Maximum time: 24 weeks (150% of normal time)

INSTRUCTOR TRAINING

Full time: All instructor trainees are enrolled for 40 clock hours per week

No 3/4 or part time is offered

Enrollment time: 15 weeks

Minimum time: 26.8 clock hours per week (67%)

Maximum time: 22.5 weeks (150% of normal time)

*All students receiving VA benefits must maintain an attendance average of at least 80%, evaluated monthly. Failure to maintain this attendance average in a monthly period will lead to a month of probationary status. If the minimum attendance average is not achieved at the end of the probationary period, the student will be terminated from VA benefits.

All students must maintain 67% attendance to be considered making satisfactory academic progress.

ACADEMIC: The following factors will be measured to determine academic progress:

- (1) Academic work (tests grades, homework)
- (2) Practical work (mannequins)
- (3) Clinical work (other students and clients)

Theory, practical and clinical work will be graded according to the following chart:

| | |
|----------|----------------|
| 100 - 95 | Satisfactory |
| 94 - 89 | Satisfactory |
| 88 - 83 | Satisfactory |
| 82 - 75 | Satisfactory |
| Below 75 | Unsatisfactory |

All students should maintain a minimum of 75% average in theory, practical, and clinical work to be considered making satisfactory academic progress. All academic and attendance grades are based on a cumulative basis.

Students with transfer hours will be applied as both attempted and completed for the purpose of determining maximum time frame for attendance hours.

*The Missouri State Board requires every student to attend a minimum of 15 hrs. per week, regardless of enrollment. Students not attending the minimum, will be terminated if the Board delegates so. This is the Law. The school will terminate such students who continue this practice more than 4 consecutive weeks or students who do not contact or attend school for 10 consecutive days, per the Missouri Board policy.

DETERMINATION OF PROGRESS

Attendance and academic satisfactory academic progress evaluations will be performed every two (2) months. Evaluations will be based on the amount of actual hours the student was in attendance, to determine satisfactory academic progress. For full time cosmetology students, there will be at least 3 evaluations, 3/4 time at least 5, and part time at least 7 evaluations. Manicuring students will receive 2 evaluations, one being performed at half way through the training, or at least one (1) month. Instructor trainees will also receive at least 2 evaluations, one also being performed at halfway through or at least one (1) month.

| EVALUATION PERIOD | MINIMUM % OF CLOCK HOURS TO BE COMPLETED | CUMULATIVE GPA (USING 100% SCALE) |
|--------------------------|---|--|
| EVERY 2 MONTHS | 67% | 67% |

Students must maintain a 75% grade average in theory, practical and clinical work to be considered making satisfactory academic progress. Students will be evaluated every 2 months, and 2 copies will be distributed, 1 to student, the other to student file. Students that are not satisfactory will be informed that they are now not eligible for Title IV funds. Absences due to unexpected emergency, i.e., sickness in immediate family or family emergency, may be excused if a doctor's note is provided.

If a student is making satisfactory academic progress, but due to circumstances beyond their control, may take an approved leave of absence or withdraw from school. That student may be re-admitted making satisfactory academic progress upon their return. If a student is making unsatisfactory academic progress, and takes an approved leave of absence, that student may be re-admitted making unsatisfactory academic progress. **1-7**

Students exceeding the maximum time frame will be terminated from enrollment. Students taking an approved leave of absence will have their contracted time and maximum time frame extended the same number of days as taken in the leave of absence.

Attendance progress will be based on the minimum hours required by the time of the evaluation period. The minimum requirements must be met in order to be considered making satisfactory academic progress. Minimum hour requirements are listed in this catalog, under attendance.

Academic progress will be based on theory, practical and clinical grades accumulated throughout the course of instruction to determine the cumulative grade point average for each evaluation period. As a minimum a 75% grade point average is required in theory, practical, and clinical portions for a student to be considered to be making satisfactory academic progress from one evaluation period to the next evaluation period in order to maintain Title IV eligibility.

If a student must repeat a unit and makes a minimum of 75%, they will be considered making satisfactory academic progress at the next evaluation period. At the time of evaluation and satisfactory academic progress is met, the student will regain eligibility for Title IV funds. If a student continues to maintain unsatisfactory academic progress from one evaluation period to the next, the student may be withdrawn unless there are unusual circumstances beyond the student's control, which will require adequate documentation.

A student returning from a leave of absence, or other interruption of training, must return in the same satisfactory academic progress status as prior to their leave. A student making satisfactory academic progress at the point of withdrawal may apply for re-enrollment in the school, and will be making satisfactory academic progress at the point of re-entry. If a student not making satisfactory academic progress re-enrolls in the school, they will be considered not making satisfactory academic progress at the point of re-entry.

Course incompletes, repetitions, and non-credit remedial courses have no effect on the satisfactory academic progress standards.

NOTE: No Title IV monies will be disbursed while a student is considered not making satisfactory academic progress. At the next evaluation period, if the student is deemed to be making satisfactory academic progress, according to the school's satisfactory academic progress policy standards, then Title IV monies may be disbursed.

APPEAL PROCESS Students who are terminated after failing to achieve the minimum requirements may appeal this decision within three (3) school days. The student must submit a written appeal together with any supporting documentation, reason(s) why the decision to be terminated should be reversed, and a request for re-evaluation of satisfactory academic progress. Reason such as death in family, injury or illness of student, or a situation out of student's control. The appeal should be addressed to New Dimensions School of Hair Design, Attn: Sharon Clements, Director. Should a student fail to appeal this decision, the decision to terminate will be final.

An appeals hearing will take place within three (3) school days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if applicable), an instructor and the school director.

A decision on the students' appeal will be made within three (3) school days after the hearing by the committee and will be communicated to the student in writing. The decision is final. The outcome of the appeal hearing will be documented and placed into the students' file. Should the student prevail upon their appeal and be determined as making satisfactory academic progress, the student may re-enter into the course and Title IV funding will be analyzed by the appropriate school official in order to ensure compliance with all Title IV and school regulations and/or policies

Some unusual circumstances which may lead to a successful appeal may include:

1. *Student injury/illness*
2. *Death of a students' relative*
3. *Other reason resulting in undue hardship to student*

NOTE: Any student who fails to meet the minimum standards due to family, employment, or other circumstances beyond their control, may be granted an exception to the minimum satisfactory academic progress policy. However, no Title IV funds may be disbursed until satisfactory academic progress is made. Students are to follow the same procedures outlined above. The same time frames will apply.

RIGHT TO PRIVACY AND RELEASE OF INFORMATION

In accordance with the right to privacy act, the student is informed of his/her rights at orientation. That is, information received or required of the student, and/or information pertaining to enrollment, will be maintained as private and confidential information. Parents, or sponsors of minor students, may request enrollment information, in writing, from the school office.

Furthermore, any release of information about students' enrollment in this school may not be released without prior written consent from the student. Release of information requests are available from the office if necessary.

ACCESS TO STUDENT FILES

Student records are kept on the school premises. They are located in the office and kept under lock and key. A student has the right to gain access to his/her cumulative records by making a request to do so.

Times available are any morning between 10:00 - 10:30 a.m.

In addition to this policy, any outside request for information regarding student's records may only be released upon signed authorization by the student, as indicated in the student right to privacy policy. The file must remain in the school office, and the director or the school must be present when the file is being reviewed.

Student consent is not required and the school may disclose personally identifiable information without consent to the following parties:

School official with legitimate educational interests, U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education, lawfully issued subpoenas and court orders, state and local officials, public health officials and emergency medical personnel, authorized organizations conducting educational research, the I.N.S. if student has signed form I-20 or is attending on a M-1 or J-1 visa, accrediting agencies, alleged victim of a crime, parent of a dependent student (as defined by the I.R.S.) and the parent of a student under 21 regarding the violation of a law abusing alcohol or drugs.

COURSE OUTLINE FOR COSMETOLOGY STUDENTS

TEXTBOOKS

We use the Milady Standard Textbook of Cosmetology, included in the student kit. Other reference materials are provided by the school in the form of informational handouts and worksheets.

COURSE DESCRIPTION FOR COSMETOLOGY (SOC 39-5012.00)

This is a course of study in the basic services, theories and principles of cosmetology arts and sciences. The minimum length of the course is 1500 clock hours, covering a period of no less than nine months. The units of study and the completion of hour requirements of each unit, for the Missouri State Board of Cosmetology are as follows:

| | |
|--|-----|
| Shampooing of all kinds | 40 |
| Hair coloring, Rinses and Bleaches | 130 |
| Hair cutting and Shaping | 130 |
| Permanent Waving and Chemical Relaxing | 125 |
| Hairsetting, Pin curls, Fingerwaving & Thermal | 225 |
| Comb outs and Styling techniques | 105 |
| Scalp Treatments and Diseases | 30 |
| Facials, Eyebrows and Arches | 40 |
| Manicuring, Hand & Arm Massage | 110 |
| Cosmetic Chemistry | 25 |
| Salesmanship and Shop Management | 10 |
| Sanitation and Sterilization (Bacteriology) | 30 |
| Anatomy | 20 |
| Stale Law | 10 |
| *Miscellaneous (not less than) | 470 |

FOR A TOTAL OF: 1500

The cosmetology course offered by New Dimensions includes additional units of study other than those required by the Missouri State Board of Cosmetology. Miscellaneous hours of study shall include product knowledge, safe use of chemicals and skin protection techniques, theory of color, pH, hair structure and career and employment information.

CURRICULUM OUTLINE 1500 CLOCK HOURS

| SUBJECT | ACADEMICS | PRACTICAL | CLINIC | TOTAL |
|--------------------------|------------------|------------------|---------------|--------------|
| Orientation | 04 | 0 | 0 | 04 |
| Hygiene/Grooming | 05 | 0 | 0 | 05 |
| Visual Poise | 05 | 0 | 0 | 05 |
| Personality Development | 05 | 0 | 0 | 05 |
| Professional Ethics | 04 | 0 | 0 | 04 |
| Bacteriology | 10 | 0 | 0 | 10 |
| Sanitation/Sterilization | 15 | 0 | 28 | 43 |
| Draping | 05 | 0 | 0 | 05 |
| Shampooing/Rinsing | 23 | 15 | 42 | 80 |

| | | | | |
|---|------------|------------|------------|-------------|
| Scalp/Hair Care | 10 | 17 | 17 | 44 |
| Hair Shaping | 15 | 25 | 106 | 146 |
| Hair/Disorders | 23 | 0 | 0 | 23 |
| Hairstyling/Comb outs | 32 | 30 | 88 | 150 |
| Care of & Wigs | 15 | 0 | 0 | 15 |
| Permanent Waving & Chemical Relaxing | 50 | 30 | 88 | 168 |
| Hair Color, Rinses, Bleaches | 20 | 50 | 75 | 145 |
| Thermal Straightening | 11 | 12 | 12 | 35 |
| Manicure/Pedicure | 22 | 30 | 68 | 120 |
| Nail/Disorders | 09 | 0 | 0 | 09 |
| Theory of Massage | 09 | 04 | 04 | 17 |
| Facials (Arches) | 11 | 14 | 20 | 45 |
| Facial Make up | 24 | 0 | 0 | 24 |
| False Eyelashes | 11 | 0 | 0 | 11 |
| Hair Removal | 13 | 04 | 06 | 23 |
| Cells | 05 | 0 | 0 | 05 |
| Skin/Disorders | 18 | 0 | 0 | 18 |
| Anatomy | 30 | 0 | 0 | 30 |
| Electricity/Therapy | 15 | 0 | 0 | 15 |
| Cosmetic Chemistry | 31 | 0 | 0 | 31 |
| Hair setting | 54 | 80 | 91 | 225 |
| Salon Management | 20 | 0 | 0 | 20 |
| Missouri State Law | 20 | 0 | 0 | 20 |
| TOTAL HOURS= | 545 | 311 | 645 | 1500 |

COURSE FORMAT

The first hour of each day 9:00 - 10:00 a.m., Monday through Friday, is spent in academic theory class learning cosmetology academics, human relations, psychology, salesmanship, self-improvement and state law. Tests are given at the completion of each chapter as the subjects are covered in class.

FRESHMAN CLASS

The first four weeks of practical training are spent learning the fundamentals and basics of haircutting, hair setting, permanent waving and iron curling, all done on mannequins. Emphasis is placed on hair structure and chemistry to help the newer student better understand what he/she is working with. Time is also spent learning about bacteriology and sanitation, a very important part of the cosmetology business.

JUNIOR CLASS

After the fourth week, the student will begin training in the clinic where he/she will practice servicing the public. The student will not be given anything they cannot handle. The first several haircuts will be demonstrations. The technical skills and theory of hair color are included at this time. Mannequin work will also continue to prepare the student for the State Board Examination.

SENIOR CLASS

The student will continue training in the clinic. During the last two months of the student's training, time will be spent on advanced haircutting and styling techniques. Mannequin work will still continue to fully prepare the student for the State Board Examination.

INSTRUCTIONAL METHODS

Audio visuals, demonstrations, participation and lecture classes are integrated with supervised clinical experience throughout the course. The usual courses are supplemented by guest artists, product technicians and other educational methods.

COURSE OBJECTIVES

Upon completion of the 1500 hour course, the student shall have acquired the technical abilities and the academic theories in compliance with the requirements of the Missouri State Board of Cosmetology. The skills and theories of each service shall be presented in a progressive manner permitting each student to acquire the maximum degree of technical ability and knowledge in a minimal length of time.

The student successfully completing the course will have a thorough knowledge of the following objectives:

- To provide competent and professional cosmetology services offered in any full service salon.

- The ability to use professional products correctly and safely.

- The confidence to analyze and test the quality and condition of any hair, skin, or nails for correct selection of products to be used or services to be performed.

- The proficiency as both a hairstylist and a salesperson to explain services and products to the client in a logical and intelligent manner.

- The fundamental knowledge to manage a salon after a reasonable amount of experience as a observant employee.

- The privilege of entering an industry with opportunities available to those who have the ambition and desire to achieve.

LEVELS OF ACHIEVEMENT

200 HOURS Student should be able to do the following work on a mannequin: set pin curls in shapings, place rollers in shapings, wrap a perm in 60 minutes, section hair and cut basic 90 degree haircut in 45 minutes, manicure with hand and arm massage, French braid, finger wave back of head.

500 HOURS Student will be able to do the following work on a client: apply semi-permanent color, do an eyebrow arch, do a facial, do a blow dry & iron curl, do design haircuts, wrap a perm in 45 minutes, pull a frost in 30 minutes.

800 HOURS Student will be able to do the following work on a client: duplicate a style from a magazine picture, create finger wave designs, wrap a spiral perm, apply bow and lash tint, apply permanent color, apply double process bleach/toner, do a high frequency scalp treatment.

1500 HOURS The student should be able to perform all services required to work in a full service salon in a professional and efficient manner.

UNITS OF INSTRUCTION (*BREAKDOWN OF CURRICULUM OUTLINE AND SKILLS
TAUGHT PER SUBJECT AREA*)

HAIRSETTING SKILLS, STYLING AND COMB OUTS

FACE, FEATURES AND HEAD **345 HOURS**

SECTIONS OF THE HEAD

TECHNICAL TERMINOLOGY

ELEMENTS OF DESIGN

WET SETTING SKILLS AND DESIGNS

COMB OUT SKILLS AND TECHNIQUES

CLASSIC HAIRSTYLES

THERMAL HAIRDRESSING SKILLS

CUSTOMER CONSULTATION

SAFETY, SANITATION, RELATED THEORIES AND EVALUATION

HAIR SHAPING

155 HOURS

FIVE COMPONENTS

SECTIONS FOR CUTTING

LENGTH AND DESIGN STRANDS

ELEVATION STRANDS

DEMONSTRATION

MEDIUM ELEVATION

HIGH ELEVATION

LOW ELEVATION

THEORY OF TAPERING

TAPERING PROCEDURE

TAPERING DEMONSTRATION

SAFETY, SANITATION, RELATED THEORIES AND EVALUATION

PERMANENT WAVING AND CHEMICAL RELAXING

WRAPPING THE CONCAVE ROD

168 HOURS

PLANNING THE NINE SECTIONS

WRAPPING THE COMPLETE PERM

WRAPPING THE STRAIGHT ROD

ROD AND STRAND RELATIONS

CHEMICAL RELAXING

REARRANGING
 REVERSE PERM
 SPIRAL PERM
 PIGGYBACK PERM
 VERTICAL PERM
 STACK PERM
 PONYTAIL PERM
 CHEMISTRY OF PRODUCTS
 ROD AND BASE RELATIONS
 SELECTING RODS
 READING CURL DEVELOPMENT
 PRODUCT KNOWLEDGE
 CUSTOMER RELATIONS
 CUSTOM PERMING
 SAFETY, SANITATION, RELATED THEORIES AND EVALUATION
HAIR COLORING, BLEACHES & RINSES **145 HOURS**
 HAIR COLOR TRIANGLE
 TEMPORARY RINSE
 SEMI-PERMANENT COLOR
 PRE-DISPOSITION TESTING
 HAIR COLOR RECORD
 TINT APPLICATIONS
 BLEACHING AND TONING
 FROSTING AND WEAVING
 COLOR FILLERS
 THE pH CHART
 VIRGIN BLEACH
 CUSTOMIZED HAIR COLOR
 GLOSSARY OF COLOR TERMS
 PRODUCT KNOWLEDGE
 SAFETY, SANITATION, RELATED THEORIES AND EVALUATION
SHAMPOOING AND RINSING **80 HOURS**
 GREETING THE CLIENT
 DRAPING AND BRUSHING
 ANALYSIS OF HAIR AND SCALP
 CUSTOMER CONSULTATION
 TYPES OF SHAMPOO
 ORIENTATION OF FACILITIES AND EQUIPMENT
 CONDITIONING RINSES
 SAFETY, SANITATION, RELATED THEORIES AND EVALUATION
MANICURING AND PEDICURING **120 HOURS**
 IMPLEMENTS AND EQUIPMENT
 PRODUCTS AND SUPPLIES

KILLS AND TECHNIQUES
 SERVICE PROCEDURES
 CUSTOMER CONSULTATION
 PRODUCT KNOWLEDGE
 SAFETY, SANITATION, RELATED THEORIES AND EVALUATION
FACIALS, SKIN CARE, AND MAKE UP **41 HOURS**
 PREPARATION
 MANIPULATIONS AND PROCEDURES
 IMPLEMENTS AND EQUIPMENT
 MATERIALS AND PRODUCT KNOWLEDGE
 PREPARING THE CLIENT
 MAKE UP AND CUSTOMER CONSULTATION
 SKIN CARE RECORD
 COSMETIC SALES
 SAFETY, SANITATION, RELATED THEORIES AND EVALUATION
CARE AND STYLING OF WIGS **15 HOURS**
 INTRODUCTION
 FITTING THE WIG
 CUTTING THE WIG
 CLEANING AND STYLING
 PRODUCT KNOWLEDGE
 TOUPEE PATTERN
 FITTING THE TOUPEE
 TOUPEE HAIRCUT
 SAFETY, SANITATION, RELATED THEORIES AND EVALUATION
SALON MANAGEMENT **41 HOURS**
 RECEPTION DUTIES
 THE APPOINTMENT BOOK
 SALARY RELATED INFORMATION
 CUSTOMER RELATIONS
 EMPLOYMENT RESUME
 APPLYING FOR EMPLOYMENT
 JOB INTERVIEWS
 HOW TO GET STARTED IN A SALON
 CAREER AND EMPLOYMENT INFORMATION
 HOW TO SEEK EMPLOYMENT
 PAYROLL DEDUCTIONS
 PREPARATION OF EMPLOYMENT APPLICATION
 LEGAL ASPECTS OF SALON OPERATIONS
 SAFETY REGULATIONS
 RELATED THEORIES AND EVALUATION
COSMETOLOGY THEORY AND MISCELLANEOUS **390 HOURS**
 ORIENTATION

HYGIENE AND GOOD GROOMING
POISE
PERSONALITY DEVELOPMENT
ETHICS
SANITATION AND STERILIZATION
BACTERIOLOGY
COSMETIC CHEMISTRY
SCALP AND HAIR CARE
DISEASES AND DISORDERS OF THE SCALP, HAIR, SKIN AND
NAILS
THERMAL HAIR STRAIGHTENING
HAIR REMOVAL
CELLS
ANATOMY
ELECTRICITY AND LIGHT THERAPY
FINAL EVALUATION

GRADING PROCEDURE

WRITTEN CLASS RELATED QUIZZES AND ORAL DISCUSSIONS ARE INCLUDED IN EACH UNIT OF INSTRUCTION. TESTS ARE GIVEN AT THE END OF EACH ACADEMIC THEORY CHAPTER AND/OR UNIT OF INSTRUCTION. THE MINIMUM PASSING GRADE FOR THE WRITTEN TESTS IS **75%**. THE MINIMUM PASSING GRADE FOR THE WRITTEN PORTION OF THE STATE BOARD EXAMINATION IS **75%**.

PRACTICAL EACH WEEK THE STUDENT WILL RECEIVE A PRACTICAL PROGRESS CHART, WE CALL A PROJECT SHEET. ALL PRACTICAL WORK DONE ON CLIENTS, MANNEQUINS, OR OTHER STUDENTS MUST BE CHECKED BY AN INSTRUCTOR AND SIGNED OFF ON THE PROJECT SHEET. THE GRADES ON THESE SHEETS REPRESENT THE PRACTICAL PORTION OF THE GRADING SYSTEM. STUDENTS MUST MAINTAIN A **75%** GRADE. THE MINIMUM PASSING GRADE ON THE PRACTICAL PORTION OF THE STATE BOARD EXAMINATION IS **75%**.

Academic theory, practical and clinical work will be graded according to the following chart:

| | |
|-------------|----------------|
| 100 - 95 | Satisfactory |
| 94 - 89 | Satisfactory |
| 88 - 83 | Satisfactory |
| 82 - 75 | Satisfactory |
| 75 or below | Unsatisfactory |

All students should maintain a minimum of **75%** average in academic theory, practical, and clinical work to be considered making satisfactory academic progress.

FINAL EXAMINATION

THE FINAL EXAMINATION WILL BE GIVEN TO THE STUDENT ON THE FIRST FRIDAY MORNING AFTER THE STUDENT CLOCKS **1400** HOURS. A GRADE OF **75%** IS REQUIRED TO PASS. SHOULD A STUDENT NOT PASS THEIR FINAL EXAMINATION, THEY MAY RETAKE THE TEST ONE TIME. SHOULD STUDENT NOT PASS THE SECOND TEST, THEY WILL NOT RECEIVE A CERTIFICATE OF GRADUATION UPON COMPLETION OF THEIR 1500 CLOCK HOURS.

COURSE OUTLINE FOR MANICURING STUDENTS

TEXTBOOK

We use the Milady's Arts & Sciences of Nail Technology, included in the student kit. Other reference materials are provided by the school in the form of hand out and worksheets.

LICENSING REQUIREMENTS

Before a prospective student may be allowed to earn hours, it is a state requirement that the student register with the State Board of Cosmetology and hold a current student license. A person must be at least 17 years of age and of good moral character. Students are qualified to take the state board examination after having completed the required hours for their particular cosmetology training.

COURSE DESCRIPTION FOR MANICURING (SOC 39-5092.00)

This is a course of study in the basic services, theories and practices of Manicuring Arts & Sciences. The minimum length of the course is 400 clock hours covering a period of no less than 16 weeks. The units of study and the completion requirements of each unit, for the Missouri State Board of Cosmetology are as follows:

| | |
|--|------------|
| Manicuring, Hand & Arm Massage, and the treatment of the Nails | 220 |
| Salesmanship and Shop Management | 20 |
| Sanitation and Sterilization | 20 |
| State Law | 10 |
| Use and application of certain chemicals | 40 |
| Miscellaneous (Not less than) | 90 |
| For a total of: | 400 |

The Manicuring course offered by New Dimensions School of Hair Design includes additional units of study other than those required by the Missouri State Board of Cosmetology.

COURSE FORMAT

The first hour of each day, 10:30 - 11:30 a.m., Monday through Friday is spent in academic theory class learning Manicuring theory, Human Relations, Psychology, Salesmanship, Self-Improvement and State Law. Tests are given over academic theory as the subjects are completed. The course is taught through audio/visual aids, additional textbooks, academic theory and practical work, and outside demonstrations.

COURSE OBJECTIVES

Upon completion of the 400 hour course, the student shall have acquired the technical abilities and the academic theories in compliance with the requirements of the Missouri State Board of Cosmetology.

UNITS OF INSTRUCTION

| | |
|---|------------------|
| MANICURING AND PEDICURING | 110 HOURS |
| IMPLEMENTS AND EQUIPMENT | |
| PRODUCTS AND SUPPLIES | |
| SKILLS AND TECHNIQUES | |
| SERVICE PROCEDURES | |
| CUSTOMER RELATIONS | |
| PRODUCT KNOWLEDGE | |
| SAFETY, SANITATION, RELATED THEORIES AND EVALUATIONS | 15 HOURS |
| AND ARM MASSAGE | |
| HAND MASSAGE TECHNIQUES | |
| ARM MASSAGE TECHNIQUES | |
| SAFETY, SANITATION, RELATED THEORIES AND EVALUATION | 95 HOURS |
| NAIL TIPS, WRAPS AND ACRYLICS | |
| NAIL TIPS | |
| SUPPLIES | |
| APPLICATION | |
| MAINTENANCE | |
| REMOVAL | |
| NAIL WRAPS | |
| SUPPLIES | |
| APPLICATION | |
| REMOVAL | |
| PAPER WRAPS | |
| SUPPLIES | |
| LIQUID NAIL WRAPS | |
| SUPPLIES | |
| ACRYLIC NAILS | |
| ACRYLIC NAILS OVER FORMS (SCULPTURED NAILS) | |
| ACRYLIC NAILS OVER TIPS (TIPS AND OVERLAYS) | |
| ACRYLIC NAILS OVER NATURAL NAILS (OVERLAYS) | |
| ODORLESS ACRYLICS | |
| ALL RELATED PRODUCT KNOWLEDGE | |
| SAFETY, SANITATION, RELATED THEORIES AND EVALUATION | |
| MANICURING THEORY AND MISCELLANEOUS | 80 HOURS |
| ORIENTATION | |
| PROFESSIONAL IMAGE | |
| BACTERIOLOGY AND SALON SAFETY | |
| PHYSIOLOGY | |
| NAIL AND ITS DISORDERS | |
| SKIN AND ITS DISORDERS | |
| CLIENT CONSULTATION | |
| RELATED THEORIES AND EVALUATION | |

| | |
|---|-----------------|
| STATE LAW | 10 HOURS |
| SANITATION AND STERILIZATION | 20 HOURS |
| SALESMANSHIP AND SHOP MANAGEMENT | 20 HOURS |
| ANATOMY | 10 HOURS |
| CHEMICAL USE AND APPLICATION | 40 HOURS |

GRADING PROCEDURES

WRITTEN

CLASS RELATED QUIZZES AND ORAL DISCUSSIONS ARE INCLUDED IN EACH UNIT OF INSTRUCTION. TESTS ARE GIVEN AT THE END OF EACH ACADEMIC THEORY CHAPTER AND/OR UNIT. THE MINIMUM PASSING GRADE IS **75%**. THE MINIMUM PASSING GRADE ON THE PRACTICAL PORTION OF THE MISSOURI STATE BOARD EXAMINATION IS **75%**.

PRACTICAL

EACH WEEK THE STUDENT WILL RECEIVE A PRACTICAL PROJECT SHEET. ALL PRACTICAL WORK DONE ON CLIENTS, HANDS, FINGERS, OR OTHER STUDENTS, MUST BE CHECKED BY AN INSTRUCTOR. THESE PRACTICAL PROJECT SHEETS REPRESENT THE PRACTICAL PORTION OF THE GRADING SYSTEM. **75%** IS CONSIDERED SATISFACTORY. THE MINIMUM PASSING GRADE ON THE MISSOURI STATE BOARD EXAMINATION IS **75%**.

Academic theory, practical and clinical work will be graded according to the following chart:

| | |
|-------------|----------------|
| 100 - 95 | Satisfactory |
| 94 - 89 | Satisfactory |
| 88 - 83 | Satisfactory |
| 82 - 75 | Satisfactory |
| 75 or below | Unsatisfactory |

All students should maintain a minimum of 75% average in academic theory, practical, and clinical work to be considered making satisfactory academic progress.

FINAL EXAMINATION

THE FINAL EXAMINATION WILL BE GIVEN TO THE STUDENT ON THE FIRST FRIDAY MORNING, **ONE WEEK PRIOR TO THE COMPLETION** OF THE 400 CLOCK HOURS. A GRADE OF **75%** IS REQUIRED TO PASS. ANY STUDENT NOT PASSING THEIR FINAL EXAM, MAY RETAKE THE TEST ONE TIME. IF STUDENT DOES NOT PASS THE EXAM THE SECOND TIME, THEY WILL NOT RECEIVE A CERTIFICATE OF GRADUATION UPON COMPLETION OF THEIR 400 HOURS.

COURSE OUTLINE FOR INSTRUCTOR TRAINEES

TEXTBOOKS

We use the Milady Standard Textbook of Cosmetology along with: On Becoming a Cosmetology Teacher, relating Textbook, Workbook, and Review Book.

LICENSING REQUIREMENTS

Before a prospective student may be allowed to earn hours, it is a state requirement that the student register with the State Board of Cosmetology and hold a current instructor trainee license. A person must be at least 17 years of age, have a high school diploma or GED certificate, and also hold a valid, current Cosmetology license. Instructor trainees may only train in what they are licensed as, i.e., a person with a Manicuring license could not train for an instructor of Hair.

COURSE FORMAT

The first hour of each day, Monday through Friday, will be spent in academic theory

ADDITIONAL HRS. TO BE USED BY
SCHOOL 82.5*

TOTAL HOURS REQUIRED BY
MISSOURI STATE BOARD 370 230 (600 total)

(**Hours used to review content of course in cosmetology for which student is training)
INSTRUCTOR TRAINEES MAY REQUEST CREDIT FOR WORK EXPERIENCE UPON ENROLLMENT IN THE COURSE. THREE (3) YEARS OF SALON EXPERIENCE MAY BE SUBSTITUTED FOR 300 HOURS OF TRAINING. INSTRUCTOR TRAINEES MAY ALSO REQUEST CREDIT FOR COLLEGE COURSES IN TEACHING METHODOLOGY, NINE (9) COLLEGE CREDITS MAY BE SUBSTITUTED FOR 300 HOURS OF TRAINING. ANY SALON EXPERIENCE, OR COLLEGE HOURS LESS THAN NINE (9) WILL BE PARTIALLY REDUCED AT THE BOARD'S DECISION.

ANY LICENSED COSMETOLOGIST OR MANICURIST MAY NOW, WITH THREE (3) YEARS OF CURRENT WORK EXPERIENCE, SCHEDULE WITH THE STATE BOARD OF COSMETOLOGY TO TAKE THE INSTRUCTOR EXAMINATION WITHOUT ANY FURTHER EDUCATION. FOR INFORMATION REGARDING THIS, AND THE APPLICATIONS, CONTACT THE BOARD OFFICE.

GRADING PROCEDURE

WRITTEN:

Class related quizzes and oral discussions are included in each unit of instruction. Tests are given at the end of each academic theory chapter and/or unit of instruction. The minimum passing grade is **75%**. The minimum passing grade on the written portion of the State Board examination is **75%**.

PRACTICAL

Students will be required to complete a Notebook containing five (5) Lesson Plans, written according to teaching methods. Student will also be required to teach a class to the cosmetology students. This will be recorded for review and critiquing. Lesson plans will be checked for accuracy. Video will be critiqued for thoroughness. Instructor trainee will also help on the clinic floor throughout their period of enrollment. Instructor trainees will be encouraged to teach with total professionalism, without being rude or degrading to other students. No "grade" will be given as students will be rated on a scale system of 100%. A minimum of **75%** is required to complete the course and receive a certificate of graduation.

Theory, practical and clinical work will be graded according to the following chart:

| | |
|----------|----------------|
| 100 - 95 | Satisfactory |
| 94 - 89 | Satisfactory |
| 88 - 83 | Satisfactory |
| 82 - 75 | Satisfactory |
| Below 75 | Unsatisfactory |

All students should maintain a minimum of 75% average in theory, practical, and clinical work to be considered making satisfactory academic progress.

FINAL EXAMINATION

The final examination will be given to the student the first Friday morning after clocking 550 hours. A grade of **75%** is required to pass. If student does not pass the final exam on the first attempt, they may retake the test one time. If student does not pass the exam on the second attempt, they will not receive a certificate of graduation upon completion of their hours.

GRADUATION REQUIREMENTS

1. Complete hours required by the State Board
2. Complete Theory Chapters
3. Complete Notebook with five (5) Lessons
4. Teach a "Mini" class and be recorded
5. Read two (2) required books
6. Complete all Assignments with at a minimum 75% grade
7. Pass Final examination with a minimum 75% grade

ALL CLASS SCHEDULES

COSMETOLOGY

| | | |
|-----------|------------------------|-------------|
| FULL TIME | 9:00 A.M. TO 5:30 P.M. | MON. - FRI. |
| 3/4 TIME | 9:00 A.M. TO 3:00 P.M. | MON. - FRI. |
| PART TIME | 9:00 A.M. TO 1:00 P.M. | MON. - FRI. |

MANICURING

| | | |
|---------------------------|-------------------------|-------------|
| FULL TIME | 10:30 A.M. TO 4:00 P.M. | MON. - FRI. |
| (No part time is offered) | | |

INSTRUCTOR TRAINING

| | | |
|---------------------------|------------------------|-------------|
| FULL TIME | 9:00 A.M. TO 5:30 P.M. | MON. - FRI. |
| (No part time is offered) | | |

PROGRAM LENGTHS

| | | |
|---------------------|-----------|------------|
| COSMETOLOGY: | FULL TIME | 37.5 WEEKS |
| | 3/4 TIME | 50 WEEKS |
| | HALF TIME | 75 WEEKS |

| | | |
|--------------------|-----------|----------|
| MANICURING: | FULL TIME | 16 WEEKS |
|--------------------|-----------|----------|

| | | |
|--------------------|-----------|----------|
| INSTRUCTOR: | FULL TIME | 15 WEEKS |
|--------------------|-----------|----------|

TUITIONS AND FEES

| | COSMETOLOGY 1500 HRS | MANICURING 400 HRS. | INSTRUCTORS 600 HRS. |
|----------------|-----------------------------|----------------------------|-----------------------------|
| TUITION | \$11, 697.51 | \$3119.16 | \$784.35 |
| REG. FEE | 100.00 | 100.00 | 100.00 |
| KIT/BOOKS | 650.00 | 320.00 | 200.00 |
| 7.825% TAX | 52.49 | 25.84 | 16.15 |
| TOTALS: | \$12,500.00 | \$3565.00 | \$1,100.50 |

METHODS OF PAYMENT

New Dimensions School of Hair Design offers visa and MasterCard. We also have monthly payment schedules to fit any budget. Tuitions set up on monthly payments are interest free.

We are approved for Vocational Rehabilitation and WIA through the Department of Elementary and Secondary Education. We are fully accredited with NACCAS and certified with the U.S. Department of Education. Financial Aid through the Federal Title IV programs is available, if you qualify.

REFUND POLICY (Applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure)

- A. **THE REGISTRATION FEE IS DUE AT TIME OF ENROLLMENT, AND MAY NOT EXCEED \$100.00.**
- B. **IF BUYER IS REJECTED FOR TRAINING BY THE SELLER, BUYER WILL RECEIVE A 100% REFUND OF ALL MONIES PAID.**
- C. **IF THE BUYER, OR GUARANTOR (IF BUYER IS OF MINOR AGE), CANCELS THIS AGREEMENT AND REQUESTS A REFUND IN WRITING WITHIN THREE (3) BUSINESS DAYS OF SIGNING THIS AGREEMENT, REGARDLESS OF WHETHER OR NOT THE BUYER ACTUALLY STARTED TRAINING, THE BUYER WILL BE ENTITLED TO A 100% REFUND OF ALL MONIES PAID. IF AFTER THE THREE (3) BUSINESS DAYS, BUT PRIOR TO STARTING CLASS, THE BUYER WISHES TO WITHDRAW, THE BUYER WILL BE ENTITLED TO A REFUND OF TUITION PAID TO THE SELLER, LESS THE REGISTRATION FEE OF \$100.00. CANCELLATION MUST BE IN WRITING.**
- D. **ALL SUMS PAID TO THE SELLER SHALL BE SUBJECT TO THE FOLLOWING REFUND POLICY:**

| <u>HOURS OF ATTENDANCE</u> | | <u>REFUND</u> |
|---|----------|------------------------|
| Percentage length completed to total length of course, per contract | | amount of tuition owed |
| 0.01% | to 4.9% | 20% |
| 5% | to 9.9% | 30% |
| 10% | to 14.9% | 40% |
| 15% | to 24.9% | 45% |
| 25% | to 49.9% | 70% |
| 50% | and over | 100% |

- E. STUDENTS WHO ARE TITLE IV RECIPIENTS, AND WITHDRAW FROM THEIR COURSE BEFORE THE PERIOD OF ENROLLMENT, REFUNDS WILL BE CALCULATED BY THE FEDERAL REFUND POLICY, DETERMINED BY THE U.S. DEPARTMENT OF EDUCATION.
- F. IF BUYER IS OF MINOR AGE, NOTICE OF TERMINATION MUST BE MADE WITH GUARANTOR.
- G. REFUNDS WILL BE MADE WITHIN THIRTY (30) DAYS AFTER THE SCHOOL HAS DETERMINED THAT THE STUDENT HAS WITHDRAWN FROM CLASS
- H. ENROLLMENT TIME IS DEFINED AS ACTUAL TIME ELAPSED BETWEEN THE ACTUAL STARTING DATE AND THE BUYER'S LAST DATE OF PHYSICAL ATTENDANCE IN SCHOOL. CANCELLATION OR TERMINATION DATE IS DETERMINED BY THE POSTMARK ON WRITTEN NOTIFICATION OR THE DATE NOTICE OF CANCELLATION IS DELIVERED TO THE SCHOOL ADMINISTRATION OFFICE IN PERSON. IN CASES INVOLVING LEAVE OF ABSENCE, REGARDLESS OF DURATION, THE TERMINATION DATE IS THE EARLIER OF THE DATE THE BUYER NOTIFIES THE SCHOOL THAT HE/SHE IS NOT RETURNING OR THE DATE THE BUYER WAS SCHEDULED TO RETURN TO SCHOOL AND DID NOT.
- I. IN CASES INVOLVING LEAVE OF ABSENCE, REGARDLESS OF DURATION, THE TERMINATION DATE IS THE EARLIER OF THE DATE THE BUYER NOTIFIES THE SCHOOL THAT HE/SHE IS NOT RETURNING OR THE DATE THE BUYER WAS SCHEDULED TO RETURN TO SCHOOL AND DID NOT.

(J) IN THE EVENT BUYER WISHES TO WITHDRAW OR IS TERMINATE AFTER THREE (3) BUSINESS DAYS OF STARTING CLASS, BUYER IS NOT ENTITLED TO A REFUND ON BOOKS, SUPPLIES, MATERIALS OR INCIDENTAL FEES.

(K) IN THE CASE OF BUYER PROLONGED ILLNESS OR ACCIDENT, DEATH IN THE FAMILY OR OTHER CIRCUMSTANCE THAT MAKES IT IMPRACTICAL TO COMPLETE THE COURSE, THE SELLER MAY MAKE A SETTLEMENT THAT IS FAIR AND REASONABLE TO BOTH PARTIES.

(L) IF A SCHOOL IS PERMANENTLY CLOSED AND NO LONGER OFFERING INSTRUCTION AFTER THE BUYER HAS ENROLLED, THE BUYER SHALL BE ENTITLED TO A PRO-RATA REFUND OF ALL MONIES PAID.

IF A COURSE IS CANCELED SUBSEQUENT TO A BUYER'S ENROLLMENT, THE SCHOOL SHALL AT its OPTION: PROVIDE COMPLETION OF THE COURSE AT ANOTHER LOCATION WITH BUYER'S APPROVAL: OR 2- PROVIDE A FULL REFUND OF ALL MONIES PAID.

If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of monies paid; or
2. Provide completion of the course.

If the student does not notify the school that he/she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution.

- * academic counseling or advising
- * class
- * examinations
- * other academically related activities

The school shall refund unearned tuition, fees and other charges as set forth in the applicable state, accrediting agency or federal regulations (whichever is more favorable to the student) to the student attending the institution for the time who withdraws or otherwise fails to complete the period of enrollment. In the case of state or federal regulations, the school shall make a return to Title IV refund of tuition, fees, and other charges as defined below.

A statutory schedule is used to determine the amount of Title IV aid that a student has earned as of the date he/she ceases attendance. Title IV aid to be returned is determined by the amount of Title IV aid that the student actually earned opposed to the amount of Title IV the student actually received. The amount of Title IV aid to be returned is determined by subtracting the amount earned from the amount of Title IV aid that was actually disbursed to the student, not including what aid could have been disbursed. The amount of aid that was actually disbursed, rather than the total amount of aid that was disbursed and could have been disbursed, is used because the only amount of aid that needs to be returned is the amount of disbursed aid that exceeds the amount of earned aid. Any student obligations after Title IV refund has been calculated will be applied to the following school refund policy. Our refund, using the above chart, is a refund by the school to a student attending such institution for the first time of not less than that portion of tuition, fees, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student. The refund should be rounded downward to the nearest 10% of that period, less any unpaid charges owed by the student for that period of enrollment for which the student has been charged, and less a reasonable administrative fee. For a student terminating training after completing more than 60% of the period of enrollment, the school may retain the entire contract price of the period of enrollment, including tuition, fees, and other charges. A reasonable administrative fee may not exceed the littlest of 5% of the tuition, fees, and other charges assessed by the student or \$100.00.

The "portion of the period of enrollment for which the student has been charged that remains" shall be determined as follows: in the case of a program measured in clock hours, by dividing the total number of hours comprising the enrollment for the which the student has been charged into the number or hours remaining to be completed by the student in that period as of the last day of recorded attendance by the student.

Any monies due a student who withdraws, shall be refunded within 45 days.

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

ORIENTATION

Orientation is scheduled for the first day of class. During this time the school catalog, Students' Right to Privacy, accessing student files, satisfactory academic progress Policy, Title IV funding and financial aid, Campus Security Act, school rules and all school policies will be discussed with the student.

The enrollment agreement will be signed and dated and that date will be the official enrollment date for the student.

Introduction of all staff members and a tour of the facility will also take place. Student kit and textbooks will be issued at this time as well.

DISMISSAL OF CLASS

In the case of **extremely** bad weather or some unforeseen event, the school policy is as follows:

If the Joplin R-VIII School District is dismissed, our school is dismissed.

Listen to the Local News or Radio for a report if we are dismissed.

Students are advised to stay home if the roads are unsafe, or they may come in later in the day. Students are also advised, however, that they are to call in to the school by 9:00 a.m. if they are not attending or are to be late. Students may call Ms. Sharon on cell, if they wish. That number is: **(417) 437-8667**...Joplin.

NON DISCRIMINATION STATEMENT

New Dimensions School of Hair Design complies with the provisions of Title IV of the Civil Rights Act of 1964. The school, in its admissions, instruction, and graduation requirements, practices no discrimination on the basis of race, religion, age, sex, color, or ethnic origin.

New Dimensions School of Hair Design does NOT recruit students already attending or admitted to another school offering a similar program of study.

INTERNAL/ STATE COMPLAINT PROCEDURE

A student, at any time, may file an internal complaint with the school, or a complaint with the Missouri State Board of Cosmetology. Internal complaints may be submitted through the owner, or private session with an instructor. The complaint, if reasonable, will be taken care of immediately. If more information is needed from the complainant, a letter should be written outlining additional information. Any complaint, of value, will be documented in that student's file and the advising file. Complaint forms for the Missouri State Board of Cosmetology are available in the office or on-line on the State Board's website:

pr.mo.gov/cosbar.

SCHOOL CLOSING OR COURSE CANCELLATION

In the event of a permanent closure of the school, the student will be entitled to a pro-rata refund of hours completed, as per the refund policy in Section 3 of this catalog.

In the event that the course of instruction offered by the school is canceled prior to the date on which the student actually commences training, the school will provide a full refund of all monies paid by the student.

If a course is canceled by the school after the date on which the student actually commences training, the student will be entitled to a refund of the cost of tuition according with the policy set forth in the enrollment agreement.

A list of all students who were enrolled at the time of school closure including the amount of each pro-rata refund shall be submitted to the schools accrediting agency, NACCAS.

SCHOOL RULES AND REGULATIONS

1. School hours are Monday through Friday, 9:00 a.m. to 5:30 p.m. The clinic is open Monday through Thursday, 10:30 a.m. to 4:30 p.m., 10:30 am to 4:00 p.m. on Fridays.
2. Tuition payments are due the first Monday of each month. Tuition not paid by the 5th of the month, will be assessed a 10% late charge.
3. Uniform apparel is required by the State Board. Black slacks and a plain white shirt are required of all students. School related T-shirts may be ordered throughout the period of enrollment and may be worn. (Shirts may not be sleeveless, see through, or above the waist with the stomach showing, nor a leggings or shorts allowed). Closed toed shoes are required to be worn on the feet. (Socks or hose are preferred, but not required.)
Students attending school improperly attired will be sent home to change. Anyone sent home must clock out.
4. Smoking, eating or drinking is NOT allowed in the clinic or classrooms at any time. Eating and drinking must be done in the break room. Smoking is permitted only in the designated "smoking area".
5. A vacation period of one (1) week is authorized upon submissions of proper advance notice.
6. Personal telephone calls will not be allowed. All students must ask permission to use the school phone. No student is allowed to leave a client to answer the telephone, unless in the case of emergency.
7. Cellular phones are not allowed to ring during school hours. All students must put their cell phone in their locker while at school. Cell phones may be used when students are clocked out. Anyone using their phone inappropriately, will have it confiscated for the remainder of the day. The school has a phone students can be contacted on.
8. Lunch is 30 minutes. All students are required to clock out for lunch and write their time out on the appointment book, if on the floor. This ensures we know where you are, and we don't schedule you for a client.
9. Tardiness will not be tolerated. Habitual tardiness may result in suspension. *See Tardiness Policy.
10. Timecards must be kept in the rack at all times. No student is to clock in or out for another student. Students caught timing in or out for each other may be terminated.
11. Inspection of stations and materials will be made each Monday morning after theory class,
12. Any broken materials, lost items, etc., are the student's responsibility to replace.
13. All clinical services are given to students at discounted price. Immediate family members will receive a 10% discount, if their student does the service.
14. There is no disruption or rudeness to students, instructors, or any person working with students. Disruption may result in termination.
15. Students are prohibited from instructing other students unless asked to do so BY AN INSTRUCTOR. Students will NOT question the decision of an instructor on the clinic floor. If the student has a problem or question, it needs to be discussed

- off of the clinic floor. **STUDENTS WILL NOT REFUSE A CLIENT**
16. Students are responsible for keeping the school and their respective work areas clean at all times. Sanitation is done on a daily basis. If sanitation is not done by a student, they may not clock in the next day until their job is completed.
 17. Part and 3/4 time students with outside jobs, must give their work schedule to an instructor on Monday morning.
 18. Students must check in with an instructor upon arriving at school, and students who must leave early for the day must obtain prior approval.
 19. Students must notify the school if they will be absent, and will be responsible for obtaining any missed assignments from an instructor.
 20. School equipment is not to be moved, handled, or operated unless asked to do so by an instructor.
Kits are not to be removed from the building for any reason, as this is Missouri State Law.
 21. The use of alcoholic beverages and narcotics are not allowed on school premises. Failure to observe this rule will result in termination and/or arrest. Any student returning from lunch or otherwise, with alcohol on their breath will be sent home for the day.
 22. Fighting is prohibited on the school property. Failure to observe this rule will result in termination and/or arrest.
 23. Any student not working on a mannequin, studying, carrying out an assignment, servicing a client, or carrying out another duty, will be sent home for the day.
 24. ***NO CHILDREN ARE ALLOWED IN SCHOOL.*** We are sorry, but we are not a day care facility and having children in the school is disruptive to the learning process.
 25. Students are to park in the designated parking spaces. The “Student of the Month” is the only student allowed to park in the front of the building.
 26. Students will NOT throw trash or empty ashtrays from the car onto the parking lot. This will not be tolerated and may result in termination.
 27. No racial comments or slurs shall be permitted. This is discriminatory and will NOT be tolerated. Ethical behavior is expected by all students and staff at all times. Failure to follow this rule may result in termination.
 28. Students will not sit at station and work on mannequins.
 29. Students will not fraternize with instructors, and instructors will not fraternize with students. This type of behavior is considered unprofessional and may result in termination.

STUDENT MISCONDUCT

WHEN A STUDENT VIOLATES SCHOOL RULES AND REGULATIONS, AND/OR FAILS TO CONDUCT HIMSELF/HERSELF IN A REASONABLE MANNER, A CONFERENCE WILL BE HELD BETWEEN THE STUDENT(S), THE INSTRUCTOR, AND THE DIRECTOR TO DISCUSS THE VIOLATION. THE PROBLEM WILL BE STATED IN WRITING AND PLACED IN THE STUDENTS FILE.

AFTER A STUDENT HAS BEEN FORMALLY NOTIFIED OF “UNDESIRABLE

CONDUCT”, AND HAS HAD A CONFERENCE WITH THE DIRECTOR AND MISCONDUCT CONTINUES, TERMINATION MAY OCCUR.

EACH STUDENT IS A RESPONSIBLE ADULT AND SHOULD CONDUCT HIMSELF/HERSELF IN A MATURE MANNER AT ALL TIMES. WE EXPECT YOU TO OBSERVE ALL OF THE SCHOOL RULES AND REGULATIONS AT ALL TIMES.

STUDENT SUPPORT SERVICES

THERE ARE MANY SERVICES AVAILABLE TO HELP SUPPORT AND ADVISE THE STUDENT. OUTSIDE AGENCIES ARE AVAILABLE FOR BATTERED WOMEN/CHILDREN, FOOD, CLOTHING, CHILDCARE ASSISTANCE, HOUSING ASSISTANCE, DRUG OR ALCOHOL PROBLEMS, ETC.

ANY STUDENT MAY CHECK WITH THE SCHOOL OFFICE ANYTIME, FOR HELP IN ANY OF THESE AREAS.

| | |
|-----------------------------|--|
| Faculty.....Sharon Clements | Owner, Director, Instructor Theory and Practical, Student Records, Financial Aid |
| | Instructor Theory and Practical, Student Records, Financial Aid |
| Dennis Clements | Theory and Practical |
| Melissa Erwin | Substitute Instructor |

The School at this current time, has no intentions of changing any of its Academic Programs.

Section 2
Consumer Information

STUDENT RIGHT-TO-KNOW

The Student Right-to-Know Act requires schools to disclose Completion and Graduation Rates for a specific cohort of the student body.

Students counted in the cohort are students who have entered the school and attended at least 15 days in a program of up to and including 1 year in length.

New Dimensions School of Hair Designs cohort is determined as 9-1/8-31 as required by the U.S. Department of Education and NACCAS.

Requirements for disclosing this information have been broken down into four steps:

- 1) Determine the cohort
- 2) Calculate the rates
- 3) Disclose the rates
- 4) Report the rates

New Dimensions School of Hair Design has determined the cohort year as 9-1/8-31. The rates are then calculated and disclosed to every prospective student before enrollment in the school, contained in the school information packet. The Rates are also reported to the U.S. Department of Education on the annual Graduation and Completion Rate survey that we are required to submit via the Departments' website.

***A copy of the report in its entirety is available from the school office upon request.**

DRUG ABUSE INFORMATION

The Drug-Free Schools and Communities Act (public law 101-226) requires that any school that participates in any Student Financial Assistance programs must provide information to students, faculty and employees to prevent drug & alcohol abuse.

At orientation, all students are given our "Drug and Alcohol Abuse" booklet which contains information on preventing drug and alcohol abuse. It also contains the sanctions under the law, counseling, treatment, and rehabilitation available.

Our policy at New Dimensions School of Hair Design pertaining to drug or alcohol abuse is as follows:

New Dimensions School of Hair Design perceives the distribution and/or use of illegal drugs as a direct effort to interfere with its obligations to provide quality education to every student. Such use must be seen as criminal acts. All resources will be utilized to remove and prosecute any individual, student or staff, involved with drugs.

***A copy of our "Drug and Alcohol Abuse" booklet, in its entirety, is available from the office upon request.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

U.S. Department of Education
Washington, D.C. 20202

The FERPA is a Federal law designed to protect the privacy of a student's educational records. The law applies to all schools which receive funds under an application from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's educational records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

1. Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible to inspect the records personally. The school may charge a fee for copies.
2. Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
3. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - A. School employees who have a need-to-know
 - B. Other schools to which a student is transferring
 - C. Parents when a student over 18 is still dependent
 - D. Certain Government officials in order to carry out lawful functions;
 - a. Lawfully issued subpoenas and court orders
 1. Grand Jury Subpoenas
 2. Law Enforcement Subpoenas
 3. Ex Parte orders
 - b. Health or safety emergency (period of emergency only)
 - c. Disclosures to the Immigration and Naturalization Service (INS)
(Student has signed a Form I-20, or attending on a M-1 or J-1 visa)

- E. Organizations doing certain court order subpoenas
- F. Accrediting organizations
- G. Individuals who have obtained court orders or subpoenas
- H. State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may disclose, without consent, “directory” type information such as a student’s name, address, telephone number date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose the information about them. Schools must notify parent and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student hand book, or newspaper article) is left to each school.

Schools must adopt a written policy complying with the FERPA. Schools must give the parent or eligible student a copy of this policy upon request.

If you wish to see your child’s education record, or if you are over 18 or are attending college and would like to see your records, you should contact the school for the procedure to follow.

If you have any questions about FERPA, or if you have a problem in securing your rights under this Act, you may call or write to:

U.S. DEPARTMENT OF EDUCATION
400 MARYLAND AVE., S.W.
WASHINGTON, D.C. 20202-4605
(202) 260-3887
www.ed.gov/offices/OM/fpco

CLEARLY CAMPUS SECURITY ACT

The Campus Security Act requires schools to prepare and distribute an annual security report that outlines institutional security policies and various crime statistics.

Schools must compile the required crime statistics in accordance with the definitions used in the Federal Bureau of Investigation’s Uniform Crime Reporting (UCR) system.

Annually, required by the U.S. Department of Education, the school files its campus crime report via the U.S Department of Education’s website.

A copy of the report is printed. At orientation, all students are given a copy of the most recent campus crime report in its entirety.

CAMPUS SECURITY (CONT'D)

On October 1, the new crime report is distributed to all enrolled students and employees and the new report is placed in the orientation packet for future new students to receive a complete copy at their orientation.

***An additional complete copy of our most recent crime report is available from the office upon request.**

CAMPUS SECURITY ACT INFORMATION DISCLOSURE

Under the Crime Awareness Campus Security Act, the School is required to provide you with the following safety information about our facility.

All criminal actions must be reported to an instructor or the owner immediately. The authority to which a crime is reported will assist the student or client in reporting a crime to the Joplin Police Department or other appropriate security force.

The facility is open Monday through Friday according to the class schedules.

The building may also be open for other educational classes or trade type events for licensed professionals in cosmetology arts and sciences, through the owner/s. Only the owner/s shall have keys to the building.

An instructor made aware of a crime will notify the rest of the staff as soon as possible, perhaps even prior to notifying the police or other authority, depending on the situation. It is critical that all staff be aware of any report of crime and that the police or other authority, be notified immediately.

This information will be provided to every enrolling student prior to contract signing with their catalog. Students will receive a copy of campus security data during orientation.

Staff and students are reminded about security and safety procedures, including crime prevention, personal safety and dangerous weather procedures.

If there are student organizations meeting off campus, appropriate safety procedures will be explained prior to the meeting. At this time we have no off campus student organizations.

Students and staff will be notified of emergency response and evacuation procedures. Internally, staff will evacuate students and clients through the closest exits, if possible. The school has evacuation plans posted throughout the facility. Externally, the staff will notify students and staff of emergency response and evacuation procedures using cell phones, telephones, email and text messaging.

The school will test the emergency response and evacuation procedures annually.

HARASSMENT POLICY

Harassment is defined as any physical, verbal or nonverbal behaviors that cause another to be uncomfortable. It includes creating a hostile, offensive or intimidating atmosphere which interferes with the learning environment.

Reporting Guidelines

New Dimensions takes any case of harassment very serious and the following guidelines are provided to effectively deal with any form of harassment. If you experience or are a witness to any harassment, please follow these steps:

- 1) Let the person know that you are extremely uncomfortable with their behavior and ask them to stop immediately.
- 2) If you feel that this situation is much too intimidating to handle yourself or they refuse to stop after asking them to stop, immediately go to an instructor or owner to report it.

School Responsibility

After the suspected harassment has been brought to the attention of the school administration, the situation

will be dealt with through an investigation. You may not know the outcome but cases of harassment may result in termination from the course of study. An environment conducive to learning is New Dimension's number one priority.

TITLE IV CONSUMER INFORMATION

Federal Pell Grant

Pell Grants are the foundation of federal student aid. These grants are awarded based on a student's Expected Family Contribution (EFC), Cost of Attendance, and enrollment status, and do not need to be repaid. For the 2014-2015 award year, maximum Pell Grant amounts will range up to \$5,730.00. Award amounts are not affected by other aid sources. The student should work with the school's Financial Aid Director for assistance in completing the application.

How to apply

All students who have submitted a valid Free Application for Federal Student Aid (FAFSA) will be considered for Federal Pell Grant and Supplemental Educational Opportunity Grant eligibility.

To receive a copy of your financial application and receive notification of the grant amount that you are eligible for, please take the following steps:

1. Students will first have to create a Personal Identification Number (PIN) to complete the FAFSA at www.pin.ed.gov.
2. Complete the FAFSA at www.FAFSA.ed.gov and include our school code #0310100. Also, when completing the financial section(s), please link to the IRS using the Data Retrieval Tool. This will verify your financial information prior to submitting application to the Department of Education.
3. Check your e-mail for your financial award notification letter.
4. Contact the school to notify us that your application has been submitted.

Types of Federal Stafford Loans

Federal Stafford Loans are available as subsidized, unsubsidized, or a combination of both types. Students are not required to make payments on either loan type while enrolled at least half time at an eligible educational institution. However, students may choose to make regular or interest only payments while enrolled.

Subsidized Stafford Loans are awarded based on each student's demonstrated financial need, as determined by the school and by FAFSA. These loans are interest free while the student is enrolled at least halftime at an eligible educational institution or during authorized grace and deferment periods. Interest is charged when the loan is in a repayment or forbearance status.

Unsubsidized Stafford Loans are awarded regardless of each student's demonstrated financial need. These loans begin to generate interest immediately after disbursement. These charges may be deferred during at least half-time enrollment, grace, and deferment Periods, but they will be capitalized (added to the outstanding loan balance).

Federal Stafford Loan Amounts

Federal Stafford Loan funding will vary for each student. The type and amount of each loan is determined by demonstrated financial need, class level, other financial aid, and previous borrowing totals. The maximum borrowing amount and program clock hours

will vary from state to state. For more information, please contact the school at (417)782-2875.

Interest Rates

Federal Direct Student Loans first disbursed on or after July 1, 2014 and prior to July 1, 2015, interest rates, for undergraduate students, effective for both Sub and Unsub are 2.612% with add-on of 2.05% and a cap of 4.66%.

Fees

All Federal Stafford Loans may be subject to an Origination and Default fee of up to 2%, taken from the value of the loan at the time it is disbursed to the school. The loan amounts listed above and on financial aid award notifications represent the gross amount (amount before the fees have been paid). Students should consider these loan fees when choosing their loan provider.

Repayment

Student loan repayment begins after the loan grace period, or 6 months after the student

graduates, leaves school, or drops below half-time enrollment. Standard repayment will initially be scheduled for fixed monthly payments over a 10 year period. Other repayment options are available to fit student's individual needs.

Credit Balance

A credit balance in your student account is created when you have excess financial aid remaining after all eligible charges on your account have been paid in full. This credit balance will be paid directly to the student. However, if the student withdraws from class, the financial aid may be adjusted and they may owe a portion or all of the refund back to the school.

Professional Judgment

Professional Judgment (PJ) may be used on a case-by-case basis only, to alter the data elements used to calculate a student's EFC. Such a decision will be documented in the student's file; this will also be reported to DJA so that it is reported to the CPS, the Central Processing System.

Dependency Override

Dependency overrides can be done on a case-by-cases basis for students with special circumstances such as students who are living in shelters, motels, cars, or parks, or who are temporarily living with other people because they have nowhere else to go. Students are also considered homeless if they are fleeing an abusive parent(s) who would otherwise provide the student with support and a place to live. A student is considered homeless if he or she lacks a fixed, regular, and adequate housing environment. Homeless youth determinations will be made on a case-by-case basis. In addition to documenting such a decision in the student's file, DJA will be notified so the dependency override can be reported to CPS, the Central Processing System.

Verification

Verification is a review process in which the accuracy of various data reported by the student and/or parents on the FAFSA. Each award year student FAFSAs are randomly chosen to provide documentation to verify that all information submitted on the FAFSA is correct. If a student is chosen for verification, the proper verification paperwork will be completed and submitted to DJA for processing.

How to apply for a Federal Stafford Loan

Students should complete the following steps with the school's financial aid director to apply for a Federal Stafford Loan:

1. You must first apply for a PIN. That can be done at www.pin.ed.gov
2. Complete the FAFSA, and processing must be complete.
3. Students applying for the first time at New Dimensions must complete Entrance Counseling and do an Entrance Interview, completed the required paperwork, and watch a loan video.
4. You can complete your MPN, Master Promissory Note, at www.studentloans.gov. We can do this at the school or it can be done off campus. Once completed, a copy must be printed and submitted to the school for the student's file. The school OPEID# is 0310100, and must be submitted on the application.

Federal Parent Loans (PLUS)

Federal PLUS Loans are long-term, low interest loans awarded to parents of undergraduate students. PLUS funds can be used to supplement other sources of aid to help meet the family contribution portion of the cost of education. Parents at all income levels are eligible for consideration pending credit approval.

Eligibility for a PLUS Loan

To qualify for a PLUS loan, the student for whom the funds are intended must be attending school on at least a half-time basis in an approved program. Eligibility is also based on a borrower's creditworthiness. Students whose parents are unable to obtain credit approval for a PLUS loan may qualify for additional funding through the Federal Stafford Loan program.

Federal PLUS Loan Amounts

The amount available in Federal PLUS Loan funding will vary for each borrower. The maximum amount of each loan is based on the students expected costs and other financial aid amounts.

Rates

PLUS Loans are 2.612% with an add-on of 4.60% and a cap of 7.21%.

These rates apply for the life of the loan.

Fees

All Federal PLUS Loans may be subject to an origination and insurance fee of up to 4%, taken from the value of the amounts listed above and on financial aid award notifications represent the gross amount (amount before the fees have been paid).

Repayment

Standard loan repayment begins 60 days after the loan has been fully disbursed for the academic year. Interest will begin to accrue at the time of the first loan disbursement. Repayment will initially be scheduled for fixed monthly payments over a 10-year period. Parents now have the choice of making payments while the student is in school or deferring payments until the student graduates. If you choose to pay after graduation, interest will accrue from the time of full disbursement. You can choose to pay the interest monthly, or you can defer both interest and principle until the student graduate. If you choose not to pay the interest monthly, it is capitalized no more than four times per year.

How to Apply for a Federal PLUS Loan

Parents of undergraduates should complete the following steps to apply for a Federal

PLUS Loan: You must first apply for a PIN. That can be done at www.pin.ed.gov

1. Complete the FAFSA and processing must be complete.
2. You can complete your MPN, Master Promissory Note, at www.studentloans.gov. We can do this at the school or it can be done off campus. Once completed, a copy must be printed and submitted to the school for the student's file. The school OPEID# is 0310100, and must be submitted on the application.

Academic Year

The definition of an academic year at New Dimensions is one in which a student completes 1040 hours in a 26 week period.

Award Year

The definition of an award year is the twelve month period beginning on July 1, and ending on June 30 of the next year. (E.g. July 1, 2014/June 30 2015.....14/15 award year).

Veterans Education Benefits

New Dimensions is approved for VA Educational Benefits for the training of veterans and veterans' children in accordance with the rules and regulations administered by US Department of Veteran Affairs, the individual State Approving Agencies, and the financial aid office, are available to advise you on eligibility for veterans' educational benefits. Contact the office for information about filing of proper forms to plan your benefits.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or the school.

PLEASE NOTE: Students are responsible for their tuition payments, not the Department of Veterans Affairs. <http://www.gibill.va.gov/Workforce>

Investment Act (WIA) and Vocational Rehabilitation

At the **Missouri Career Center**, the staff will assist you in determining your eligibility for assistance with the costs of training through several available programs for those who qualify. The Joplin office is located at:

Missouri Career Center
730 S. Wall Ave.
Joplin, MO 64801
Phone (417)629-3000

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of reproducing, and/or distributing copyrighted material without permission of the copyright owner. The copyright owner has been granted exclusive rights under section 106 of the Copyright Act (Title 17 of the United States Code). Infringement also includes file-sharing context, uploading or downloading substantial portions of copyrighted work. Using copyrighted material(s) without the copyright owners permission is illegal.

Copyright infringement penalties include both civil and criminal penalties. Anyone found liable of copyright infringement may be ordered to pay actual damages of "statutory" damages of not less than \$750.00 and not more than \$30,000.00 per each

work infringed. The court may award up to \$150,000.00 per work infringed for “willful: infringement. The court may also, in its own discretion, assess other fees, such as an attorneys’ fees. See Title 17, United States Code, Section 504 and 505 for more details. See the website of U.S. Copyright Office at www.copyright.gov for more information. The school practices no copyright infringement and will expel any student or staff involved in unlawful use or distribution of copyrighted material(s).

Voter Registration Information

In the state of Missouri you must be a registered voter before you will be allowed to vote in any election. You must be a U.S. citizen, a resident of the Missouri, and be at least 18 years of age by the day of the election. You cannot be declared incapacitated, be imprisoned, be convicted of a felony or misdemeanor related to voting, or on probation or parole after a felony conviction.

Register to vote by filling out the application found at <http://www.sos.mo.gov/elections/>, at the office of the local election authority – Local Election Authority Contact Information at any Department of Motor Vehicles office, or state agency providing a service to the public (i.e. WIC, Social Security Services, etc.)

The registration deadline is 5:00 pm on the fourth Wednesday prior to the election. When you register, your name will appear on the election register at your polling place. This allows you to sign in quickly when you arrive on Election Day.

Student Support Services

AA, Alcoholics Anonymous (417)673-8591 www.aa.org

AEL Learning Center (Adult Basic Education and Literacy)
123 Main Street Joplin, MO. 64801 (417)625-5263

Behavior Management Associates PC (Counseling)
2701 Cunningham Ave., #A Joplin, MO. 64804 (417)782-1910

Carthage Crisis Center (Temporary assistance, food and housing)
100 S. Main Street Carthage, MO. 64836 (417)358-3533

Children’s Haven (Children/families in crisis)
711 S. Picher Avenue Joplin, MO. 64801 (417)782-4453

Crosslines
131 S. High Street Joplin, MO. 64801 (417)782-8384

Freeman East
932 E. 34th Street Joplin, MO. 64804 (417)347-111

Futures (Dept. of Family Services)
601 Commercial Joplin, MO. 64801 (417)629-3050

Joplin Police Department

(417)623-3131

Lafayette House (Abused women resource center)

1809 Connor Avenue

Joplin, MO. 64804

(417)782-1772

Ozark Center, Crisis Intervention Services (Drugs, alcohol, suicide assistance)

3006 McClelland Blvd

P.O. Box 2526

Joplin, MO. 64803

(417) 347-1111

(417)347-7720

Emergency 800-247-0661

HELP LINES

24-Hour Addictions Referral Network

1-800-577-4740

**American Lung
Association**

**1-800-LUNG-USA
(1-800-586-4872)**

**National Suicide
Prevention Lifeline**

**1-800-SUICIDE
(1-800-784-2433)**

Section 4
Financial Aid Information

U.S. Department of Education requirements:

- Need based & non-need based financial aid available
- Need based & non-need based state and local aid programs
- How to apply for aid and how eligibility is determined
- How the school distributes aid among students
- Rights and responsibilities of students receiving aid
- How and when student rights and responsibilities are disbursed
- Terms of and schedules for repayment and required exit counseling
- Satisfactory academic progress Policy (outlined in Section 2)

FEDERAL PELL GRANT PROGRAM

The Pell Grant program awards grants to needy undergraduates to help them meet their cost of postsecondary education.

Students apply directly to the Department of Education on a Federal application, FAFSA (Free Application Federal Student Assistance). The students EFC (Expected Family Contribution) is determined and reported on the SAR (Student Aid Report), which is mailed directly to the student.

The Pell Grant is determined by comparing the students EFC with the school's cost of attendance on the annual payment schedule. Duration of student's eligibility must be checked.

FEDERAL DIRECT LOAN PROGRAM

The Direct Loan program is also designed to supplement the cost of postsecondary education. Direct Loans, however, are a loan program, and like all loans, must be repaid. This loan is available, to those who qualify, at a reduced interest rate. Repayment of the Direct Loan usually does not begin until six (6) months after the student has graduated from school. Deferment of repayment may be granted by the lender to borrowers who qualify and request them. The Direct Loan program allows for deferment of the principle plus accrued interest. The Department of Education charges an insurance premium to the borrower. *No loans may be disbursed until student has been in attendance for 30 days.*

OTHER FINANCIAL AID AVAILABLE (STUDENT SUPPORT SERVICES)

New Dimensions School of Hair Design also is approved through Vocational Rehabilitation, the Private Industry Council (P.I.C.) and Veterans Administration for funding. The Vocational Rehabilitation program and the P.I.C. program both must be checked into by the student prior to enrollment in the school. Each offers different types of financial help, but require a student to go through their orientation procedures and processes before a student may begin any type of formal training.

The Veterans Administration has required paperwork that must be submitted prior to enrollment, and approval must be given as well for any student requesting Veterans benefits for schooling. Available also to qualifying students may be gas assistance, housing assistance, and day care assistance.

POLICY FOR CALCULATING A STUDENT'S NEED

Need analysis determines the EFC or the FC. These calculations are done by the Central Processing System (CPS), using the following two formulas mandated by Congress:

1. The EFC formulas- Yields the EFC (Expected Family Contribution) which is used to award Pell Grant aid.
2. The Congressional Methodology- Yields the FC (Family Contribution), which is used to award Stafford Loans.

Each formula contains the following variables:

Income and assets measure family's financial strength
Basic subsistence expenses are taken into consideration
Offsets for certain expenses are deducted from the income
Asset reserves protect part of the family's net assets

By using the appropriate worksheets, a financial aid administrator can calculate the EFC and FC just as they would be obtained from the automated processor. The worksheets are used to:

1. Calculate and estimated EFC
2. Calculate an official FC
3. Recalculate and EFC (correction)
4. Recalculate an FC (correction)
5. Recalculate and FC (adjustment)

These formulas are used to determine a student's eligibility or ineligibility to participate in the Title IV Financial Aid Programs.

Copies of the school's budget and cost of attendance worksheets for student financial assistance programs are in the office. Copies are available upon request.

REQUIRED STUDENT LOAN ENTRANCE AND EXIT COUNSELING POLICY

Schools are required by law to give both entrance and exit counseling to all Student Loan borrowers. Entrance counseling must be conducted before loans are delivered.

Entrance counseling In conducting entrance counseling the school must:

1. Emphasize the seriousness of the repayment obligations.
2. Describe the consequences of default'
3. Emphasize that the borrower must repay the full amount of their loan regardless of any dissatisfaction with the educational services received.
4. Explore all sources of aid and stress the constraints on the different sources.
5. Urge students to read and save all loan documents.
6. Review requirements for Satisfactory Academies Progress.

7. Review school's refund policy.
8. Provide debt management counseling.

New Dimensions School of Hair Design uses a standard form that covers all of the above requirements. This form is reviewed with the student prior to applying for the loan proceeds, signed and dated and retained in the student's file.

Exit counseling During exit counseling, the school must:

1. Provide information about average Direct Loan borrower indebtedness and repayment amounts.
2. Provide information on anticipated monthly payment amounts.
3. Review loan repayment options.
4. Recommend to the borrower debt management's strategies that would facilitate repayment.
5. Repeat entrance counseling items.

We use a standard form that covers all of the above requirements. This form is reviewed with the student prior to leaving the school on their last date of attendance, or completion date, and a copy is signed and dated and retained in the student's file. (If a student does not return to the school for some reason, and formal exit counseling is not available, a form letter is sent to the student via the U.S. mail requesting signature on the exit interview form, and return to the school for placement in the student's file).

HOW AND WHEN FEDERAL FINANCIAL AID IS DISBURSED

Federal Pell Grants

Federal Pell Grant applications (FAFSA) are required to be filled out and started with their processing when a student enrolls in the school. This allows us to let the student know how much Pell Grant Aid they may or may not receive. A student's EFC determines how much Pell Grant aid they may receive. All Pell Grant awards are paid in two payments. Pell Grants are disbursed as follows:

- 1 - 520 clock hours, first half of award
- 521-1040 clock hours, second half of award

I.e., \$3,000.00 Pell Award would be disbursed as follows:

| | |
|----------------------|-------------|
| 1-520 clock hours | \$1,500.00 |
| 521-1040 clock hours | \$1,500.00 |
| Total award | \$3,000 .00 |

***All students must maintain satisfactory academic progress as outlined in the**

school's satisfactory academic progress policy, section, to be eligible for disbursement of Pell Grant Award or Federal Loans

A student may apply for a Loan at enrollment. The loans takes approximately 2-3 weeks to process. Student Loans, like Pell Grant awards, come in two disbursements. Student Loans are disbursed as follows:

1-520 clock hours first half of loan
521-1040 clock hours second half of loan

I.e., a \$3,500.00 Student Loan would be disbursed as follows:

1-520 clock hours \$1,732.00
521-1040 clock hours \$1,732.00
Total payments \$3,464.00 (loan is less insurance

premiums)

Payment period 1

1 - 520 hours \$3989.15

Payment period 2

521 - 1040 hours \$3188.69

Payment period 3

1041 - 1500 hours \$2820.76

Students must be aware of the above payment periods. If a student applies for a Direct Loan, they are only paid in 2 payment periods (in most cases), 1 - 520 & 521 - 1040, therefore leaving the student responsible for the remainder of tuition in the 3rd payment period, 1041 - 1500, payable to the school from their previous loan credit balance refunds, less any Pell funds.

*All students must maintain satisfactory academics progress as outlined in the school's satisfactory academic progress Policy, section 1, to be eligible for disbursement of Federal Student Loan monies.

The school in its determination of satisfactory academic progress, will check the individual student's progress to be sure that student is eligible for the disbursement of the funds. Student Loans may be held up to thirty (30) days for a student who is eligible to become eligible for the disbursement. After the thirty (30) days, if the student remains ineligible, the funds are returned to the lender and no aid is disbursed.

TITLE IV FINANCIAL AID PACKAGING POLICY

Within statutory and regulatory guidelines, a school has flexibility in formulating its packaging policies and procedures. The packaging policy takes into account the mission and philosophy of the school. The school's packaging model describes the manner in which aid is awarded.

All applicants are treated identically and are awarded aid in the following manner:

- A. Federal Pell Grant
- B. External or private sources; Vocational Rehabilitation, P.I.C., etc.
- C. Self-help; Student Loan
- D. Gift aid (outside grants or scholarships)

Procedure: The first step in packaging is to determine student need, by subtracting the student's EFC from the students COA for the Student Loan program. Then, using the Pell Grant payment and disbursement schedules, the Pell amount should be determined. From there, the awarding of aid depends on the payment policies of the institution.

This institutions practices of Code of Conduct are as follows:

There are NO revenue-arrangement with a lender, as well as the banning of gifts and staffing assistance by all officers, employees and agents of the institution. This institution utilizes only Federal Direct Loans. **3-5**

Students can view their financial aid history on StudentAid.gov. Simply log in using your federal student aid PIN to access your information from the **National Student Loan Data System (NSLDS)**.

Once logged in to your *My Federal Student Aid* account, you will be able to:

- 1) View your federal student aid history, including loan detail, grant detail and overpayment detail.
- 2) Get your loan servicer's contact information.
- 3) Find out how much Pell Grant eligibility you may have left.
- 4) Download your federal student aid history into a text file using the *MyData* download function.
- 5)

The site is completely accessible on tablets and smartphones.

IMPORTANT NOTE: The NSLDS Student Access site will continue to be available and student aid recipients should continue to visit NSLDS.ed.gov exclusively to:

- 1) Update their address.
- 2) Submit an enrollment change.
- 3) Complete exit counseling.
- 4) Provide an organization authorization to their account.

Return of Title IV Funds (R2T4) Policy

This policy applies to all eligible students receiving Title IV funds, specifically the Federal subsidized and unsubsidized loans, Plus loans and Pell Grants. Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from their program of enrollment for any reason, including medical withdrawal, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive.

If the student withdraws prior to completing over 60% of a term, they may be required to repay a portion of the federal financial aid that they received for that term. A pro rata schedule is used to determine the amount of federal student aid funds they will have earned at the time of withdrawal. Federal aid includes Federal Stafford Loan (subsidized and unsubsidized), Plus Loan and Pell Grants.

Students earn their financial aid in proportion to the amount of time in which they are enrolled. Therefore, a student who withdraws in the second week of class has earned less of their financial aid than a student who withdraws in their sixth week. Once 60% of the hours are completed, a student is considered to have earned all of their financial aid and will not be required to return any funds.

Student Early Withdrawal

The policy for withdrawal of a student is the same whether the student withdraws **3-6**

Voluntarily or is withdrawn due to some action requiring termination. When a student discontinues training at the school, the following steps must be taken:

Student meets with their instructor and/ or the owner to discuss reasons for withdrawal and try to resolve the reasons for the drop.

1. The Return to Title IV calculation must be completed. The form is completed and submitted to DJA Financial Aid Services, who completes the process.
2. The student completes an exit interview.
3. The student's file is checked for complete and correct documentation.

Withdrawal Date

The last date of attendance is the last day the student clocks out.

Post Withdrawal Process

1. The school will notify DJA Financial Aid Services that the student has withdrawn.
2. DJA will notify the school as to what is needed to complete the student's financial aid file.
3. The school will gather the required information, as well as complete the R2T4 clock hour form and submit to DJA.
4. DJA will review all documentation to complete file, process accordingly, and calculate the Post-withdrawal disbursement based on the R2T4 form provided.
5. DJA will prepare and forward an award letter, indicating the Post-withdrawal disbursement, if any, then originate, post, and call down the funds.
6. If a disbursement needs to be made, the school will then make that disbursement to the student at that time.

Disbursements during a student's enrollment at the school will be monitored closely as to prevent post-withdrawal disbursements, if possible.

Calculation of Return to Title IV

The Federal Return of Title IV Funds formula dictates the amount of Federal Title IV aid that must be returned to the Federal government by the school and/or the student. The Federal formulas requires a Return of Title IV aid if the student received Federal financial assistance in the form of Direct Loans, Pell Grants, or Plus Direct Loans and withdraws on or before 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before completion of 60% of the hours in the payment period. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g. if 40% was earned, 60% was unearned). The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period completed is calculated by dividing the total number of clock hours completed in the payment period by the number of completed clock hours in the payment period as of the withdrawal date. The school is responsible to return any funds that were disbursed to the school during the payment period that were not earned by the school.

Refund and Repayment Compliance Requirements

A student who withdraws prior to completion of 60% of the payment period may be

required to repay some of the Federal funds that were received for the payment period. The R2T4 included with the Institutional Refund will outline any charges the student must return to the Department of Education.

The following Title IV refund distribution is used for all Federal Title IV aid that must be returned to the Federal government or the lending institution by the school and/ or the student:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant

All refunded Title IV funds that are due to the Department of Education by the school are made within 45 days of the date the school determined the student withdrew.

Any student not receiving Federal financial aid, monies due are issued to the party responsible for tuition payments.

A student who withdraws prior to completion of 60% of the payment period may be required to repay some of the Federal funds that were received for the payment period.

The R2T4 included with the institutional refund will outline any charges the student must return to the Department of Education.

The following Title IV refund distribution is used for all Federal Title IV aid that must be returned to the Federal government or the lending institution by the school and/or the student:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Plus Direct Loan
4. Federal Pell Grant

All refunded Title IV funds that are due to the Department of Education by the school are made within 45 days of the date the school determined the student withdrew. Any student not on financial aid; monies due are issued to the party responsible for the tuition payments.

Institutional and student responsibility in regard to the Federal Return of Title IV Funds Policy

The financial aid officer's responsibility in regard to the Return of Title IV funds policy include:

1. Providing each student with the information given in this policy;
The school's refund policy is in the enrollment contract and the school catalog.
2. Identifying students affected by this policy and completing the Return to Title IV funds calculation;
DJA will do the calculations and inform the school
3. Informs the student of the result of the Title IV Funds calculation and any balances owed to the school as a result of the required return of funds.
4. Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
5. Notifying student of eligibility for a Post-withdrawal disbursement, if applicable;

6. If a student fails to attend the exit interview, a letter will be sent to the student. It will explain the responsibilities of repaying the loan and where to get information concerning their loan. .

A student can contact the financial aid office at any time if they have questions concerning their loan or need information concerning loan consolidation.

The student's responsibilities in regard to the Return of Title IV Funds policy include:

1. Becoming familiar with the Return of Title IV Funds policy and how withdrawing effects eligibility for Title IV aid;
2. Resolving any outstanding balance owed to New Dimensions School of Hair Design resulting from a required return of unearned Title IV aid.

The following is one example of an R2T4 process:

Student begins training January 1, 2012. The student misses on February 9 and 10. On March 1 the student stops coming to school but does not notify the school that they are officially withdrawing from the program. The school waits 5 days, and determines on March 9 that the student is not returning to the school, and a R2T4 is completed.

The student received \$2600 in Pell, \$1750 in Subsidized Direct Loans and \$2800 in Unsubsidized Direct Loans. The number of scheduled hours the student could have earned is 400 hours (55 days X 8 hour per day- this includes dates in which the student was not present).

In a payment period there are 520 hours that can be earned. The student completed 400 or 76.92% of the total hours. Therefore, all money aid has been earned and the school is not required to return any funds. The student is now liable for the unpaid difference on the Subsidized Direct Loans and Unsubsidized Direct Loans according to the agreement in the master promissory note to the Department of Education.

Section 4 Disclosures-Cosmetology

New Dimension School of Hair Design **Undergraduate certificate in newdimensionsschoolofhairdesign.com** **Program Length: 38 weeks**

Students graduating on time:

86% of Title IV students complete the program within 38 weeks¹.

Program Costs*

\$12,500 for in-state tuition and fees.

\$12,500 for out-of-state tuition and fees.

\$802 for books and supplies

\$23,710 for off-campus room and board.

Other Costs:

State Board Exam Fee \$140.00

Visit website for more program cost information: newdimensionsschoolofhairdesign.com

*The amounts shows above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money:

87% of students who attend this program borrow money to pay for it².

The typical graduate leaves with **\$11,227** in debt³.

The typical monthly loan payment is **\$115** per month in student loans with **4.29%** interest rate⁴.

The typical graduate earns **not provided** per year after leaving this program⁵.

Graduates who got jobs:

74% of program graduates got jobs according to the accreditor job placement rate⁸.

Program graduates are employed in the following fields:

Cosmetology: <http://onetonline.org/link/summary/39-5012.00>

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

Licensure Requirements⁶:

This program meets licensure requirements in **Missouri**

Additional Information:

Date Created: 02/01/2017

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

Footnotes:

1. The share of students who completed the program within 100% of normal time (38 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 4.29% interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate: N/A
8. Accreditor Job Placement Rate:
Name of the accrediting agency this placement rate is calculated for:
NACCAS

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

<http://newdimensionsschoolofhairdesign.com>

What types of jobs were these students placed in?

The job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: Cosmetology, hairdressing, manicuring, stylist, salon owner, salon manager

When were the former students employed?

This rate is based on program completers who were employed within 180 days of completion and were employed at least 13 weeks.

How were completers tracked?

Completer/alumni survey (100% response rate)

Disclosures-Manicuring

New Dimension School of Hair Design Undergraduate certificate in Manicuring Program Length: 16 weeks

Students graduating on time

N/A* of Title IV students complete the program within 16 weeks¹

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

Program Costs*

\$3,565 for tuition and fees

\$3,565 for books and supplies

\$3,565 for off-campus room and board

Other Costs:

No other costs provided.

Visit website for more program cost information: newdimensionsschoolofhairdesign.com

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it²

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

The typical graduate leaves with

N/A* in debt³

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

The typical monthly loan payment

N/A* per month in student loans with N/A* interest rate⁴.

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

The typical graduate earns

not provided per year after leaving this program⁵

Graduates who got jobs

N/A* of program graduates got jobs according to the accreditor job placement rate⁸

*Program does not have enough completers to calculate a placement rate as required.

Program graduates are employed in the following fields:

Manicuring: <http://onetonline.org/link/summary/39-5092.00>

Manicurists and Pedicurists: <http://onetonline.org/link/summary/39-5092.00>

Licensure Requirements⁶

This program meets licensure requirements in

Missouri

Additional Information:

No additional notes provided.

Date Created: 2/1/2017

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

Footnotes:

1. The share of students who completed the program within 100% of normal time (16 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate: N/A
8. Accreditor Job Placement Rate: N/A

Disclosures-Instructor Training

New Dimension School of Hair Design Undergraduate certificate in Instructor Training Program Length: 15 weeks

Students graduating on time

N/A* of Title IV students complete the program within 15 weeks¹

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

Program Costs*

\$1,101 for tuition and fees

\$1,101 for books and supplies

\$1,101 for off-campus room and board

Other Costs:

No other costs provided.

Visit website for more program cost information: newdimensionschoolofhairdesign.com

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

N/A* of students who attend this program borrow money to pay for it²

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

The typical graduate leaves with

N/A* in debt³

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

The typical monthly loan payment

N/A* per month in student loans with N/A* interest rate⁴.

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

The typical graduate earns

not provided per year after leaving this program⁵

Graduates who got jobs

N/A* of program graduates got jobs according to the accreditor job placement rate⁸

*Program does not have enough completers to calculate a placement rate as required.

Program graduates are employed in the following fields:

Instructor: <http://onetonline.org/link/summary/25-1194.00>

Licensure Requirements⁶

This program meets licensure requirements in
Missouri

Additional Information:

No additional notes provided.

Date Created: 2/1/2017

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

Footnotes:

1. The share of students who completed the program within 100% of normal time (15 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate: N/A
8. Accreditor Job Placement Rate: N/A

Net Price Calculator

Please read. This calculator is intended to provide *estimated* net price information (defined as estimated cost of attendance — including tuition and required fees, books and supplies, room and board (meals), and other related expenses — minus estimated grant and scholarship aid) to current and prospective students and their families based on what similar students paid in a previous year.

By clicking below, I acknowledge that the estimate provided using this calculator does not represent a final determination, or actual award, of financial assistance, or a final net price; it is an estimate based on cost of attendance and financial aid provided to students in a previous year. Cost of attendance and financial aid availability change year to year. The estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State.

Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award that includes Federal grant, loan, or work-study assistance. For more information on applying for Federal student aid, go to <http://www.fafsa.ed.gov/>

Note: Any information that you provide on this site is confidential. The Net Price Calculator does not store your responses or ask for personal identifying information of any kind.

Net Price Calculator is available on our website at <http://newdimensionsschoolofhairdesign.com/NPCalc2015/npcalc.htm>