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2018 CATALOG

JANUARY 2018 — DECEMBER 2018

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

Erin Tracey

Vanguard College (Slidell)

Vanguard College (Baton Rouge)

Vanguard College (Metairie)

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VISION STATEMENT

Extraordinary cosmetology schools are easily distinguished from ordinary ones. They are innovative, visionary, and committed to creating a competitive advantage for their students. Their faculty and staff work at peak levels, inspired by a shared purpose, a spirit of partnership and an overwhelming sense of unity and pride. Their leaders actively develop their organizations infinite potential by maximizing every resource. Everyone continually searches for new ways to stretch to unprecedented levels of performance, innovation, and growth. This is the philosophical basis for which Vanguard College was founded. Our vision is to be an extraordinary cosmetology school.

Your pursuit of the American dream can start here. A career in cosmetology can offer freedom of expression, flexibility, and boundless opportunity. We believe the power of success is when preparation meets opportunity. Vanguard College has more than 40 years of experience in preparing individuals for a career in cosmetology. Vanguard College is the exclusive Paul Mitchell Partner School for the Southeast Louisiana area. Our curriculum provides specialty classes in hair color, haircutting, texture, makeup, skin and nails.

In June 2000, Vanguard College came under the ownership of Mark and Lisa Palermo. Prior to their acquisition of Vanguard College Mark and Lisa have achieved more than 10 years of success as distributors for John Paul Mitchell Systems, makers of Paul Mitchell Salon Hair Care. With headquarters in Slidell, Vanguard Salon Systems, Inc. continues to lead the field in post cosmetology school education and business consulting for approximately 3000 salon entrepreneurs in Louisiana. The strategic alliance between Vanguard College, Paul Mitchell Advanced Education, Vanguard Salon Systems, and John Paul Mitchell Systems allows our students the opportunity for professional industry careers.

MISSION STATEMENT

Vanguard College is to be a premier cosmetology-training center with ability to provide a student, stylist, professional educator, or platform artist with the resources to succeed and prosper at any level they choose.

Our unique approach to Cosmetology Education will provide you with the knowledge and artistic ability to create your own design and a specific image for your clients. Cut, color or perm individuality and expressiveness are always the keys to success.

Our main concern is that you, as a participant in our institution, receive the training experience that will enable you to achieve the standard of success and level of confidence needed to become an innovator in the beauty industry.

Vanguard College prepares graduates for employment in the beauty industry.

SCHOOL FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. Vanguard College is fully equipped to meet all the demands of modern hair care, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The floor plan includes offices, clinic and practical areas, shampoo area, and classrooms with visual aid centers. The classrooms and clinic areas are air-conditioned with educational equipment and learning tools, which are necessary to effectively teach cosmetology courses.

VCC-Slidell: This school is two stories, no elevator. First floor is waiting area, Service Desk, Salon Training Center, Phase II, Administrative offices, Classroom, Student Café are all wheel chair accessible; 2 handicapped accessible restrooms, Dispensary and Laundry Room; 2 water fountains located at back door; front and rear entrances are wheelchair accessible but no ramp; second floor are Classrooms, 2 restrooms meeting handicapped requirements and administrative offices.

VCC-Baton Rouge: This school is one story and all areas are handicapped accessible with ramps at each entrance and water fountains.

VCC-Metairie: This school is located on the second floor of a three story commercial building and has an elevator; front entrance to the building has a ramp; all areas of the school are handicapped accessible and have water fountains.

ADMINISTRATION/OWNERSHIP

Creative Hair Acquisitions Corporation Incorporated, dba Vanguard College (Slidell Campus), is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

Creative Hair Acquisitions Corporation Incorporated, dba Vanguard College, (Baton Rouge Campus)is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

Creative Hair Acquisitions Corporation Incorporated, dba Vanguard College, (Metairie Campus) is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

COURSE DESCRIPTION *(All courses are taught in English)*

Cosmetology: *Standard Occupational Classification (SOC 39-5012.00)*
Classification of Instructional Program (CIP 12.0401)
The curriculum involves 1500 hours to satisfy Louisiana state requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

**Students are prepared to be entry level cosmetologist.*

Cosmetology Instructor: *SOC 25-1194.00, CIP code 13.1399)*
The curriculum involves 500 hours to satisfy Louisiana state requirements. The Cosmetology Instructor's course is designed to prepare students for the state licensing examination and for profitable employment as a cosmetology instructor.

**Students are prepared to be entry level cosmetology instructor.*

At this time the school does not have any plans to improve or change its educational programs.

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

PARKING AND AMENITIES

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

NONDISCRIMINATION

The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the Regional Director, Erin Tracey, in person or by email to erint@vanguard.paulmitchell.edu, or by mail at 740 Oak Harbor Blvd., Slidell, LA 70458; Baton Rouge by mail at 12158 Coursey Boulevard Baton Rouge, LA 70816; Metairie by mail at 3321 Hessmer Ave.Metairie, LA 70002 immediately so appropriate action can be taken.

ADMISSION REQUIREMENTS

Vanguard College admits as regular students those who are high school graduates or holders of high school graduation equivalency diplomas. Vanguard College does not accept ability to benefit (ATB) students at this time.

ADMISSION PROCEDURE

1. **Complete an Application Form:** Complete and submit the application form to the school prior to registration. All applications are accessible on the Paul Mitchell Louisiana APP, where they are to be filled out and submitted digitally. Through this process, you will also submit payment through our APP which will be processed and made viewable to our Financial Aid Department.
2. **Submit a Non-Refundable Application Fee:** Action will not be taken on admission or any student loan application until a non-refundable application fee of $50.00 is received. You will be prompted to pay the Application Fee upon the completion of your online application. This fee is not included in the cost of tuition. In extraordinary circumstances, the school may waive the application fee for students that transfer from a school that has suddenly closed without notice.
3. **Submit Identification Documents:** Must be at least 17 years of age. Must have a current Driver's License or Birth Certificate. Must have a Social Security card and if you are an eligible non-citizen, you must have an alien registration card.
4. **Submit a Photo:** Applicant will need to submit a recent head & shoulder shot in color to our Admissions Department at: admissions@vanguard.paulmitchell.edu. This photo will be sent to the Louisiana State Board of Cosmetology.
5. **Entrance Essay:** The "My Career Plan" essay can be submitted in written essay form or video essay form. The essay will be an overall summary of the applicant's accomplishments & career goals. (Please see the "My Career Plan" essay requirements & guidelines in your provided tour packet for detailed guidelines.)
6. **Personal Tour and Interview:** Applicant must complete a personal interview with the Admissions Leader and/or Regional Director prior to Registration.
7. **Provide Verification Documents:**
   a. **Identification *(provide only one)*:**
      Copies of a passport, a government-issued identification, a driver's license, or a birth certificate are required.
   b. **Education:** Official high school transcripts, official high school equivalency program transcripts, **or** an official academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree .

Home-schooled students are not considered to have a high school diploma or equivalent, however they are eligible for admission into Vanguard College, if their secondary school education was in a home school that state law treats as a home or private school, the prospective student must provide documentation of this fact. Some states issue a secondary school completion credential to home-schoolers; if this is the case in the state where the student was home-schooled, he/she must obtain this credential in order to be eligible for enrollment.

If a prospective student was home schooled, they must provide documentation to demonstrate compliance with one of the following requirements. 1) You must obtain written documentation from the school district, county, or state that shows that the student's secondary school education was in a home school that state law treats as a home or private school. 2) If the state the home schooled student was educated in issues a secondary school completion credential to homeschoolers the prospective student must provide this credential in order to be eligible for enrollment.

If you have a disability and need an academic adjustment, please notify the Admissions Leader as soon as possible, so the school can review your request. If you are interested in attending our school and you do not have a high school diploma or a high school equivalency diploma, please contact our admissions office for a list of high school equivalency programs located near the school. Vanguard College does not require a student to have immunizations/vaccinations to enroll in our school. A copy of the school's ADA Policy and Request for Accommodations form may be found on the school's website or from the school's Admissions Leader.

****Foreign Diplomas or Transcripts:** The school will accept a foreign diploma or transcript, however the diploma or transcript **MUST** be equivalent to a U.S. high school diploma and must be translated into English and evaluated by a credentialed evaluation service. ***It is the students responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.*** Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the school Financial Aid Leader.

Instructor Training applicants must meet all of the above requirements and:

8. Must hold a current license as a practitioner in cosmetology.
9. Must show proof of at least 18 months of salon experience

Vanguard College does not recruit students who are already enrolled in a similar program at another institution.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution. *Please refer to the school Transfer policy for additional information.*

Vanguard College does allow re-entry students. *Please see the schools re-entry policy for specific requirements.*

APPLICANTS WITH NON-IMMIGRANT VISAS

Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. An applicant with a non-immigrant visa is not eligible for FSA funds unless they have a Form I-94 with one of the endorsements given in the eligible document section. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series. Someone who has only a "Notice of Approval to Apply for Permanent Residence" cannot receive FSA funds.

In addition to the above documents, non-immigrant applicants must provide documentation to show that they are permitted to be enrolled in a post-secondary school in the United States. Please see the Financial Aid Officer to determine if you qualify for any type of Title IV financial aid. Please note that students who are studying under a student visa (I-20) are not eligible to receive financial aid. Those students studying under a student visa at a school approved by SEVIS must attend the full-time schedule and can only attend the program for a period not to exceed 12 months. This school location is not SEVIS approved.

ACCEPTANCE

After a prospect has completed the enrollment application process, the enrollment team & Regional Director reviews each applicant and his or her required admissions materials, included the written or recorded entrance essay and personal interview to determine acceptance. Upon the decision of the enrollment team and Regional Director, the applicant receives written notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in the "Welcome to your Tour" packet") which includes re-entry students (withdrawals) and transfer students.

RE-ENTRY STUDENTS

Students who re-enroll in the program within 180 days of withdrawal date must complete the following:

1. All outstanding tuition, fees, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.
2. Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the course.
3. If a re-enrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new contract addendum.
4. Pay a $50.00 re-entry fee and submit a new application.

Students who re-enroll in the program after 180 days of withdrawal date must complete the following:

1. All outstanding tuition, fees, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.
2. Students will be contracted at the current tuition hourly rate.
3. If a re-enrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new re-enrollment contract.
4. Students are required to purchase a kit if their current kit is not complete. Any missing kit items must be purchased.
5. Pay a $50.00 re-entry fee and submit a new application.

The school does not deny re-admission to any service member of the uniformed services for reasons relating to that service.

Re-admission is reserved to the sole discretion of Vanguard College and may require special conditions.

Re-admission for a student requires a personal interview with school administration. The re-entering student will be placed on a 30-day evaluation. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left.

TRANSFER STUDENTS

Vanguard College's Cosmetology Program will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. Amaximum of 790 can be accepted for Cosmetology students who transfer from another school. all transfer students must attend a minimum of 710 hours, to obtain the Paul Mitchell culture and educational program; 210 hours in will be in CORE and the remaining 250 will be on the Salon Training Center.

The school does not accept transfer hours for the cosmetology instructor program.

The cost for cosmetology transfer students is $11.00 per hour attended at Vanguard College; this does not include the cost of a complete and current Paul Mitchell student kit.

A student will be permitted to transfer from Vanguard College and will be credited with the hours as designated by the State Board of Louisiana once all financial obligations are met. Please refer to the Refund Calculation chart. Students who wish to transfer to Vanguard College must furnish transcripts of credits earned in other cosmetology training schools and must secure a permit card from the State Board of Louisiana to qualify for possible credit of hours earned at another school. Previous certified hours will be approved or denied by the Education Department prior toenrollment.Transfer hours will NOT be accepted after the first day of class.

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

The Education Department will conduct a Technical Assessment to determine how many hours will be accepted for transfers from another Cosmetology School.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

In extraordinary circumstances, the school may allow a student to transfer in more hours from a non-Paul Mitchell School, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Louisiana State Board of Cosmetology to deny licensure. The Louisiana State Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Vanguard College is not responsible for students denied licensure.

ENROLLMENT INFORMATION

1. **Enrollment periods:** Vanguard College usually begins a new Cosmetology class about every 6-9 weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact Vanguard College for exact starting dates.
2. **Holidays and school closures:** Vanguard College allows the following holidays off: New Year's Day, Mardi Gras , Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following two days, Christmas Eve, and Christmas Day and the following day. Additional holidays may be added to the schedule at the discretion of school administration. The school is open for business unless there is a declared State of Emergency. Unexpected closures & snow days will be reported via the school's app and/or Social Media pages.
3. **Enrollment contract:** Vanguard College clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
4. **Payment schedule:** Vanguard College offers a variety of monthly financial payment schedules. See Vanguard College's Financial Aid Leader for details.

EDUCATION GOALS

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

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

LIBRARY

Vanguard College has a multi-media library including reference books, technical magazines, both audio and video media, and CD-Roms. Any instructor can assist with inquiries. Some restrictions apply. The following items listed are subject to availability.

The library consists of these and other aids:

Salon Success Publications	*American Salon* publication
Milady Video Library	Master Series motivational cassettes
Manicure and advanced nail publications	Product knowledge videos
Ethnic hairstyling publications	Paul Mitchell technical videos
Modern Salon publication	

COST OF TUITION AND SUPPLIES

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

TUITION – Cosmetology

Tuition	$16,500.00
Application Fee ***(non-refundable)***	50.00
Enrollment Fee	50.00
Kit, Supplies, Equipment, Textbook ***(non-refundable)***	2,567.00
TOTAL COSTS	**$19,167.00**

TUITION – Cosmetology Instructor

Tuition	$7,200.00
Application Fee ***(non-refundable)***	50.00
Enrollment Fee	50.00
Kit, Supplies, Equipment, Textbook ***(non-refundable)***	950.00
TOTAL COSTS	**$8,250.00**

Please contact the school's Financial Aid Leader for payment options. The school accepts cash, credit card, and personal check payments. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

Financial Aid for those that qualify. In extraordinary circumstances, the school may adjust tuition and kit fees for students that transfer from a school that has suddenly closed without notice.

Payment Terms and Conditions: Payment agreements must be satisfied on or before the commencement of classes. Monthly installments are due and payable on the same day each month until paid in full. Vanguard College may at its option and without notice, prevent a student from attending class until unpaid balances are paid. When extra instructional charges are necessary, the current overtime rate will be applied to the balance of tuition upon completion of the course.

2018 CLASS START DATES

Cosmetology	
5- DAY SCHOOL	January 30, March 13, May 1, June 26, July 31, August 28, September 25, October 30, November 27
3- DAY SCHOOL (Tues., Thurs., & Sat.:	January 30, May 1, July 31, November 27
3- DAY SCHOOL (Wed., Fri,. & Sat.:	March 13, June 26, August 28, September 25, October 30

Cosmetology Instructor	
DAY SCHOOL:	*Please see the Admissions Leader for specific start dates*

HOLIDAYS 2018	
New Year's	January 1
Mardi Gras	February 13
Spring Break	April 3 through April 7
Memorial Day	May 28
Independance Day	July 4
Labor Day	September 3
Thanksgiving	November 22 through November 24
Christmas	December 24 through December 31
2019	January 1

CONSTITUTION DAY

Vanguard College celebrates Constitution Day on or near September 17 of each year. For more information visit **www.constitutionday.com**.

VOTER REGISTRATION

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Louisiana can be found at **www.sbe.Louisiana.gov**.

For information on Voter Registration and Election Dates for Federal Elections visit **www.eac.gov/voter_resources**.

STUDENTS WHO WITHDRAW

Voluntary — Any student wishing to withdraw from school must do so in writing with the Financial Aid office. A withdrawal fee of $150.00 will be added to the final balance due at the drop date. The parent or guardian must submit the notice of withdrawal when the student is not of legal age. Reinstatement to an active status will be considered only when there is sufficient cause.

Involuntary — The withdrawal date is the student's last day of academic attendance, as determined by the school from its attendance records. All withdrawals will be charged a $150.00 withdrawal fee.

Students who withdraw from the program are required to empty their locker and gather all personal items upon their departure. Any items left behind or discarded by the student after withdrawal will become the property of Vanguard College.

Students wishing to transfer to another institution must pay all monies owed to Vanguard College, and all applicable academic requirements must be met in order for the student transcripts to be released.

TERMINATION POLICY

Vanguard College may terminate a student's enrollment for immoral and/or improper conduct, receiving seven (7) coaching sessions, failing to comply with educational requirements, and/ or the terms as agreed upon within the enrollment contract. For more information refer to the school Future Professional Advisory form. The student will be charged a withdrawal fee of $150.00.

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1500 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

1. **Pre-clinical Classroom Instruction:** The first 210 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
2. **Clinic Classroom Learning Experience:** The remaining 1290 hours are spent in the clinic classroom where practical experience is gained, and in the classroom to receive one (1) hour state required Theory class and specialty (hands on) class. Within the 1290 clinic hours you are required to service 150 guests prior to completion of 1500 clocked hours

COSMETOLOGY COURSE OUTLINE

Your time at Vanguard College for the cosmetology program will be divided into six (6)designations:

1. **Core Curriculum:** A 210 hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving, and chemical texture services.
2. **Protégé Learning Experience:** Your experience as a Protege produces a smooth transition from Core student to Adaptive student. You spend 3 weeks as a Protege which will range from 70-85 hours depending on your schedule preparing you for the clinic experience. Protege students are required to complete 10 services (complete the Protege Packets & Evaluations) within the Protege Program. All Future Professionals in the Protege phase are required to attend Theory.
3. **Clinic Classroom Learning Experience:** Your Clinic Classroom time from 240-1500 hours will be guided with Individual attention and group learning experiences using mini-classes and evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education on paying clients in the clinic classroom area. Clinic learning experience begins in the protege phase, where you complete your 10 Protege Evaluations. After completion of the protege program, students move into the Adaptive phase where students will service a minimum of 60 Guests on the Clinic Classroom.
4. **Classroom Learning Experience:** Your classroom time from 273 to 1500 hours is divided into five (5) areas: cutting, coloring, texture, makeup, and nails. Each area has an instructor who conducts the different specialty classes each week. Classroom Learning Experiences may also include retail, motivation, self improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.
5. **Adaptive Curriculum:** From 273 to 800 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building you into a beauty industry professional. Clinic Learning experience at the adaptive phase requires the servicing of 60 guest in preparation to move into the creative phase.
6. **Creative Curriculum:** You will spend your last 700 hours in Vanguard College in "high gear" by dressing, acting, and working like a true professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future beauty industry career. Salon Training Center learning experience at the Creative phase requires the servicing of 80 guests in preparation for completion of the 1500 hour program.

COSMETOLOGY INSTRUCTOR COURSE OVERVIEW

Course Hours: 600 clock hours

The student instructor course is divided into two (2) designations: Psychology and Methodology and Student Teaching.

COSMETOLOGY INSTRUCTOR COURSE OUTLINE

Your time in the Vanguard College student instructor course will be divided into two (2) designations:

❶ **Psychology and Methodology:** These classes focus on the theory of teaching, using *Milady's Master Educator* textbook, including weekly tests.

❷ **Student Teaching:** You will learn to write lesson plans and do actual teaching from your lesson plans. There will be a practical teaching evaluation of your teaching skills.

STATE OF LOUISIANA REQUIREMENTS

Cosmetology

The instructional program of Vanguard College meets or exceeds these requirements:

Subject	Practical Application	Theory Hours
1. Scientific Concepts		
a. Infection Control		35
b. OSHA Requirements		15
c. Human Physiology		50
d. Chemical Principles		35
e. Hair and Scalp		50
f. Nails		25
2. Physical Services		
a. Shampoo	30	25
b. Draping	10	5
c. Rinses and Conditioners	20	5
d. Scalp	20	15
e. Facials	20	10
f. Make Up	20	10
g. Manicuring	20	20
3. Chemical Services		
a. Hair Coloring	125	25
b. Hair Lightening	100	25
c. Chemical Waving	50	25
d. Chemical Relaxing	50	25
4. Hair Designing		
a. Hair Shaping	210	75
b. Hair Cutting	225	100
5. Louisiana Cosmetology Act and Rules and Regulations		25
TOTAL HOURS	**900**	**600**

In addition to the state requirements listed above, Vanguard College provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

Cosmetology Instructor

The instructional program of Vanguard College meets or exceeds these requirements:

Subject	Practical Application	Theory Hours
1. Teaching Methods		
a. Classroom Preparation	30	15
b. Teaching Methods	50	15
c. Speech	25	5
2. Effectiveness of Instruction		
a. Purpose and Types of Tests	40	20
b. Selection of Appropriate Testing Methods	20	10
c. Validity and Reliability of Teaching Methods via Tests	15	10
3. Instructor Qualities		
a. Proper Conduct of Instruction	40	20
b. Classroom Supervision and Control	25	10
4. Learning Environment		
a. Classroom Conditions	15	10
b. Keeping Record	15	10
c. Motivation	10	5
d. Assessing Students' Needs	30	10
e. Utilization of Safety Procedures	30	15
TOTAL HOURS	**345**	**155**

In addition to the state requirements listed above, Vanguard College provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1500 hour course:

❶ **Weekly theory exams:** Students will take a weekly theory exam and received a grade that will be added to the cumulative grade which should be 80% or higher at the time of graduation.

❷ **210 hour orientation practical skills evaluation test:** Students must receive a grade that will result in a 80% cumulative at the time of graduation. If a student fails to pass this evaluation test on their second attempt, they may be asked to withdraw and re-enroll in the next Core class start date.

❸ **Final exam 1 (approximately 750 hour written test):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade that will result in a 80% or higher cumulative at the time of graduation.

❹ **Final exam 2 (approximately 1400 hour written test):** The written exam covers an overview of all theory instruction, Louisiana state law, and other items covered on the state cosmetology exam. Students must receive a grade that will result in a 80% or higher cumulative at the time of graduation.

❺ **Final Exams:** Students must receive an 80% or higher.

❻ **Practical clinic classroom worksheets:** Students must complete all clinic classroom practical worksheets. Practical worksheet completion must reflect student's Salon Training Center performance and guest count.

COSMETOLOGY INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURES

The following testing and grading procedures are incorporated into the cosmetology instructor course:

❶ Students must receive theory exam grades that result in an 80% cumulative at the time of graduation. Theory exams cover a review of *Milady's Master Educator Student Course Book*.

❷ Students must receive theory exam grades that result in an 80% cumulative at the time of graduation. The final exam covers a complete overview of *Milady's Master Educator Student Course Book*.

MEASURABLE PERFORMANCE OBJECTIVES

❶ Complete the required number of clock hours of training.

❷ Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations. Completion of a minimum of 150 guests serviced prior to 1500 clocked hours.

❸ Satisfactorily pass final written and practical exams.

❹ Upon completion, receive a graduation certificate.

❺ Pass state board exam.

Upon completion of the 1500 hour cosmetology curriculum the student should complete the following chapters with a grades that result in an 80% or higher cumulative grade:

1. Apply color for color retouch application
2. Give basic foiling techniques
3. Apply relaxer for relaxer retouch application
4. Give a basic permanent wave wrap
5. Give a basic roller set, blow dry and thermal style
6. Give a basic manicure and pedicure
7. Pass a written Core assessment
8. Give basic haircuts for one-length, graduated, and layered
9. Color application
10. Relaxer application
11. Blow dry styling
12. Curling iron setting
13. Manicure
14. Pedicure
15. Waxing
16. History & Career Opportunities
17. Life Skills
18. Your Professional Image
19. Communicating for Success
20. Infection Control: Principles & Practices
21. General Anatomy and Physiology
22. Skin Structure & Growth
23. Nail Structure & Growth
24. Properties of The Hair & Scalp
25. Basics of Chemistry
26. Basics of Electricity
27. Principles of Hair Design
28. Shampooing, Rinsing, & Conditioning
29. Haircutting
30. Hairstyling
31. Braiding & Braid Extensions
32. Wigs & Hair Enhancements
33. Chemical Texture Services
34. Hair Coloring
35. Skin Diseases & Disorders
36. Hair Removal
37. Facials
38. Facial makeup
39. Nail Diseases & Disorders
40. Manicuring
41. Pedicuring
42. Nail Tips, Wraps, & No-light Gels
43. Acrylic (Methacrylate) Nails
44. UV Gels
45. Seeking Employment
46. On The Job
47. The Salon Business
48. A Final Exam
49. State Board Set
50. State Board Comb Out
51. State Board Wet Work
52. State Board Chemical Work
53. State Board Hair Cut
54. Complete all clinic assignments
55. Prepare resume

SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

By following safety precautions you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each client:

1. All students must wear closed toe shoes.
2. Students are to protect themselves and clients from all chemicals.
3. Dropped tools, spills and hair cuttings shall be cleaned from the floor without delay.
4. Proper sanitation of tools and implements is required to prevent spread of infectious bacteria.
5. A blood spill kit and first aid kit is provided and is in the dispensary.
6. All electrical appliances will be properly grounded when in use and then unplugged at the end of the day.
6. All Louisiana State rules pertinent to safety must be followed. Your instructors will review these rules in depth in orientation.

INDUSTRY REQUIREMENTS

Students interested in pursuing a career in the beauty industry should:

1. Develop finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public.
3. Keep aware of the latest fashions and beauty techniques.
4. Make a strong commitment to your education.
5. Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

STUDENT SERVICES

1. **Housing:** Vanguard College keeps a file of information about housing in the surrounding areas.
2. **Advising:** Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. Vanguard College also gives advice and information to students on these subjects:
   a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
   b. Employment opportunities within their field of study.
   c. Opportunities for continuing education following graduation.

GRADUATION REQUIREMENTS IN COURSES

1. Receive the required number of clock hours of training.
2. Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations. Meet 80% or higher cumulative grade point average. (Cosmetology students must complete practical work performed on 150 service guests throughout the 1500 hour program.)
3. For a student to meet state requirements, all evaluations and classroom worksheets must be completed in their entirety.
4. Satisfactorily pass final written and practical exams.
5. Complete the required theory hours.
6. Tuition has been paid in full.

Once the student has met all these requirements, he/she will receive a CERTIFICATE of COMPLETION.

The School will not release an official transcript until all graduation requirements are met.

A certified transcript will be provided to a student who withdraws which will include hours that the school has been compensated for. For the purposed of transfer or graduation, hours will not be released by the school until all monies owed to the school have been paid and all academic requirements pertaining to those hours have been completed.

GRADUATES COMPLETING A PROGRAM AND REENROLLING IN A NEW PROGRAM

A student that graduates from one program within the school and wishes to enroll in another program within the school, a determination of the state laws will determine the amount of hours that will be transferred into the new program, the student will need to meet the quantitative and qualitative components of SAP for the new program.

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

Although Vanguard College of Cosmetology does not guarantee employment upon graduation, Vanguard College does maintain an aggressive job placement program & will inform students of job openings and opportunities. Vanguard College offers placement opportunity through our Placement Website: www.vanguardcareersite.wixsite.com/placement. We work with local and national salons for Guest Artists to teach & speak. Placement Events are also provided such as Future Professionals in Action, Building your Brand Courses & Beauty Expo. Direct contact with a Placement Leader is available through the Placement Website link provided above.

Cosmetology Opportunities	
Salon	Salon coordinator/manager, colorist, makeup artist, entrepreneur, stylist
Marketing	Buyer, distributor customer service representative, manufactures representative, brand leader, advertising, distributor sales consultant
Communications	Beauty editor, public relations, photo stylist
Scientific	Product development, research technician, research advisor
Cosmetology Instructor Opportunities	
Education	Cosmetology instructor certification, platform artist, fee paid training consultant, advanced cosmetology development, department director, state board inspector and/or member

STUDENT KIT – Cosmetology

Students are responsible to purchase a Paul Mitchell Kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. The following items are contained in the Paul Mitchell cosmetology kit:

The following items are contained in the Paul Mitchell cosmetology kit:

COMBS
1 Paul Mitchell Black Metal Tail, 429
1 Paul Mitchell Black Rat Tail, 814
1 Paul Mitchell Pick Teasing, 109
1 Paul Mitchell Red Cutting Comb, 416
1 Paul Mitchell Teal Carving, 424
1 Paul Mitchell White Comb, 408
1 Paul Mitchell Detangler Comb

BRUSHES
1 Paul Mitchell Paddle Plastic 427
1 Paul Mitchell Scalp Brush
1 Paul Mitchell Sculpting Plastic 413
1 Paul Mitchell Styling Plastic 407
1 Paul Mitchell Express Ion Round -Large
1 Paul Mitchell Express Ion Round - Small

CAPES
1 Paul Mitchell All Purpose Cape
1 Paul Mitchell Cutting Cape

ACCESSORIES
1 Paul Mitchell Metal Clips (pack 10)
1 Paul Mitchell Water Bottle
1 Paul Mitchell Rolling Metal Case

TOOLS
1 Paul Mitchell 3/4" Marcel Curling Iron
1 Andis Clipper & Trimmer (set packed into bag)
1 Paul Mitchell Manicure Set
1 Female Mannequin
1 Male Mannequin
1 Express Ion Smooth +(Plus) North America 120V
1 Paul Mitchell Classic Razor
1 Paul Mitchell Scissor Case
1 Paul Mitchell 6.0" Scissors (R/L)
1 Paul Mitchell 5.5" Scissors (R/L)
1 Paul Mitchell 6.0" Texturizer (R/L)
1 Paul Mitchell Tripod

STUDENT EDUCATION MATERIALS
1 Paul Mitchell Product Guide Workbook
1 Connecting to My Future Book
1 Be Nice (Or Else!) Book
1 Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year)
1 Color paper swatch chart
1 PM Shines paper swatch chart
1 Blonding Brochure 2012
1 The Cutting System App,
1 The Color System App,
1 Makeup Cosmetics Kit with App
Dollar Camp w/ App code
Skill Cards
JPMS Cosmetology Kit
1 Master Audio Club subscription (while enrolled)

Textbooks listed below are included in the Paul Mitchell Kit at a discounted price to the student. For veterans or eligible person, the cost of the "Textbook and Supplies" may not be paid by the VA; the Veteran or eligible person will be responsible for payment.

TEXTBOOKS
1 Milady's Standard Cosmetology 13th Ed. / MindTap; ISBN-13: 9781305632028, $249.95
1 Apple iPad, $540.00

STUDENT KIT – Cosmetology Instructor Program

Students are responsible to purchase a Paul Mitchell Kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. The following items are contained in the Paul Mitchell cosmetology instructor kit:

1 *Milady's Master Educator Student Course Book, 2nd Edition* ISBN-13: 9781133693697, $161.50
1 *Milady's Master Educator Exam Review, 2nd Edition* ISBN-13: 9781133776598, $49.95
1 Be Nice (Or Else!) Book
1 Connecting to My Future Book
1 Paul Mitchell Product Guide Workbook
1 Name Tag

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

The Federal Return of Title IV funds formula (R2T4) 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 formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Financial Aid Leader of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Financial Aid Leader must begin the withdrawal process.

Unofficial Withdrawal Process: For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. The date of determination is 14 days after they cease attendance.

In both cases the last day of attendance will be used in the return to Title IV calculation.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during 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 the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what the school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

Post Withdrawal Disbursement: If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance.

Credit Balance: If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. (unless the school uses less days based on a state, accrediting agency or institutional requirement)

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Overpayment of Title IV, HEA Funds — Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

❶ Repays the overpayment in full to the school;

❷ Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or

❸ Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintain his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school, or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time the student fails to meet the terms of the repayment agreement with the school:

❶ The student chooses to enter into a repayment agreement with the Department.

❷ The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK-HOUR PROGRAM

Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program

Student's Name: John Doe **Social Security #:** 123-45-6789

Date of school's determination that student withdrew: 1/6/11

Period used for calculation (check one): [1st] Payment Period [ ] Period of Enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny)
When calculating percentages, round to three decimal places. (for example, .4486 = .449 = 44.9%)

STEP 1: Students Title IV Aid Information

Title IV Grant Programs:	Amount Disbursed	Amount that Could Have Been Disbursed
1. Pell Grant	2,775.00	
2. Academic Competitiveness Grant		
3. National SMART Grant		
4. FSEOG		
5. TEACH Grant		
	A. 2,775.00 (sub-total)	C. 0.00 (sub-total)

Title IV Loan Programs:	Net Amount Disbursed	Net Amount that Could Have Been Disbursed
6. Unsubsidized FDLP / FFELP	2,985.00	
7. Subsidized FDLP / FFELP	1,742.00	
8. Perkins Loan		
9. PLUS FDLP / FFELP (Grad Student)		
10. PLUS FDLP / FFELP (Parent)	2,000.00	
	B. 6,727.00 (sub-total)	D. 0.00 (sub-total)

E. Total Title IV Aid Disbursed for the Period

A.	2,775.00
+ B.	6,727.00
= E.	9,502.00

F. Total Title IV grant aid disbursed and that could have been disbursed for the period

A.	2,775.00
+ C.	0.00
= F.	2,775.00

G. Total Title IV aid disbursed and aid that could have been disbursed for the period

A.	2,775.00
B.	6,727.00
C.	0.00
+ D.	0.00
= G.	9,502.00

STEP 2: Percentage of Title IV Aid Earned

Last Day Attended: 12/30/11

H. Determine the percentage of the period completed:
Divide the clock hours scheduled to have been completed as of the last day of attendance in the period by the total clock hours in the period.

271.00 (Hours scheduled to complete) / 450.00 (Total hour in period) = 60.2%

- If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- If this percentage is less than or equal to 60%, enter that percentage in Box H and proceed to Step 3. H. 100.0%

STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

100.0% (Box H) x 9,502.00 (Box G) = 9,502.00 **Box I**

STEP 4: Title IV Aid to be Disbursed or Returned

- *If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).*
- *If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).*
- *If the amounts in Box I and Box E are equal,* ***STOP****. No further action is necessary.*

J. Post-withdrawal disbursement
From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

9,502.00 (Box I) - 9,502.00 (Box E) = 0.00 **Box J**

K. Title IV aid to be returned
From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

9,502.00 (Box E) - 9,502.00 (Box I) = 0.00 **Box K**

SAMPLE

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Instutional Charges for the Period.

Tuition	4,500.00	
Room		
Board		
Other		
Other		
Other		

Total Instutitonal Charges (Add all the charges together) **L.** 4,500.00

M. Percentage of unearned Title IV aid

100.0%	-	100.0%	=	0.0%
		Box H		**Box M**

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

4,500.00	x	0.0%	=	0.00
Box L		Box M		**Box N**

O. Amount ofor school to return

Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

O. 0.00

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed for each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FDLP / FFELP	0.00
2. Subsidized FDLP / FFELP	0.00
3. Perkins Loan	0.00
4. PLUS FDLP / FFELP (Grad Student)	0.00
5. PLUS FDLP / FFELP (Parent)	0.00
Total loans the school must return = **P.**	0.00
6. Pell Grant	0.00
7. Academic Competitiveness Grant	0.00
8. National SMART Grant	0.00
9. FSEOG	0.00
10. TEACH Grant	0.00

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

0.00	-	0.00	=	0.00
Box K		Box O		**Box Q**

► If Box Q is < or = zero, **STOP.** If > zero, go to Step 8.

STEP 8: Repayment of the Student's loans

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds that student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.

6,727.00	-	0.00	=	6,727.00
Box B		Box P		**Box R**

► *If Box Q is less than or equal to Box R,* ***STOP.***
The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

► *If Box Q is greater than Box R, Proceed to Step 9.*

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

0.00	-	6,727.00	=	0.00
Box Q		Box R		**Box S**

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

2,775.00	-	50.00%	=	0.00
Box F				**Box T**

U. Title IV grant

From the initial amount of unearned Title IV aid due from the student (Box S) subtract the amount of loans to be repaid by the student (Box T).

0.00	-	0.00	=	0.00
Box S		Box T		**Box U**

► *If Box U is less than or equal to zero,* ***STOP***.
If not, go to step 10.

STEP 10: Return of Grants Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he/she is responsible (Box U). The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds that school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes $50.00 or less.

Title IV Grant Programs:	Amount to Return
1. Pell Grant	0.00
2. Academic Competitiveness Grant	
3. National SMART Grant	
4. FSEOG	
5. TEACH Grant	

SAMPLE

INSTITUTIONAL REFUND/DROP POLICY

❶ Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of $50.00.
b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) days of signing the enrollment contract. In this case all monies collected by the school shall be refunded except a non-refundable application fee of $50.00. This policy applies regardless of whether or not the student has actually started training.
c. A student who cancels his/her contract after three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less a non-refundable application fee of $50.00.
d. A student notifies the institution of his/her official withdrawal in writing.
e. A student is expelled by the institution.
f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
g. Monies paid for student kit is non-refundable unless the student cancels within 3 (three) business days of signing the enrollment contract or the student cancels prior to entering class.

❷ Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

❸ When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.

❹ All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.

❺ If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

❻ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

❼ For students who terminate prior to completion, a withdrawal fee in the amount of $150.00 will be assessed.

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

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

❿ A student' on a leave of absence date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning.

INSTITUTIONAL REFUND CHART

The following refund table distribution is used for all students due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours:

Percentage Length Scheduled to Complete to Total Length of Course and/or Program	Amount of Total Tuition Owed to the School
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

SCHOOL CLOSURE POLICY

1. If Vanguard College permanently closes and ceases to offer instruction after students have enrolled, arrangements will be made to offer the student a reasonable opportunity to promptly resume and complete the canceled courses of study at an institution, which offers similar educational programs.
2. The arrangements will be performed by an institution in the same geographic area as Vanguard College.
3. The school at which students will continue their education shall not charge the students a greater amount than that which Vanguard College would have been entitled under its contract with the student and which the student has not yet paid.
4. Vanguard College shall notify affected students individually of the availability of the arrangement, and diligently advertise such availability. The schools' where arrangements are made may provide notices to the students of Vanguard College.
5. Vanguard College will submit to all governing authorities, at the time of closure, a complete list of all students enrolled at closing, and will indicate on it the arrangements made for each student to complete their education.
6. Students shall receive a pro-rata refund of tuition; in the case of Title IV students a Return to Title IV will be issued as required by the US Department of Education.
7. Vanguard College shall dispose of school records in accordance with state and federal laws.

SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES

In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

❶ ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and

❷ disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES

Our school does not have a list of preferred lenders and we do not offer private education loans.

STUDENT FINANCIAL AID RELEASE

The undersigned agrees that Vanguard College does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.

Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

POLICY FOR VERIFICATION OF TITLE IV FUNDING

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. FAME handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

CREDIT BALANCE POLICY

If Title IV disbursements result in a credit balance on the student's account, the Financial Aid office will notify the student. The student has the option to have the school hold the credit balance and can complete an authorization for the school to hold the funds by obtaining an authorization form from the Financial Aid Department. If the student does not want the school to hold their funds, all credit balance disbursements and refunds due to funding source will be processed within 14 days of the credit balance appearing on the student account. Regardless of the chosen option the school will clear all credit balances on a student account by the end of the award year.

MAKEUP WORK

Students must complete all required assignments and tests. In event of an excused absence, illness, death, with proper documentation the school will accommodate students, makeup test days and worksheet periods are scheduled. Students must complete makeup work at the scheduled time. A Future Professional has one week from the day of absence to submit proper documentation. Makeup tests will be provided during the regular testing period.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students enrolled in programs approved by NACCAS must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress Policy is provided to all students prior to enrollment. The policy is consistently applied to all applicable students. *Evaluations are maintained in the student file.* The school will develop an academic and/or attendance plan to address the specific needs of those students who fail to meet the academic and/or attendance requirements at specific SAP evaluation points. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

QUANTITATIVE AND QUALITATIVE FACTORS

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

1. A minimum cumulative theory grade level of 80%.
2. A minimum cumulative academic level of 80% on Clinic Classroom Evaluation completion. *
3. To determine whether a student meets the academic requirements for Satisfactory Academic Progress, theory and practical grades are averaged together to give a minimum cumulative academic grade of 80%.
4. A minimum cumulative attendance level of 80% of scheduled hours**

**To meet the state practical requirements for Graduation, students must eventually complete all Clinic Classroom Evaluations and Classroom Worksheets. In order to Graduate from the program students need to be at a minimum cumulative academic level of 80% in the following: Theory, Clinic Classroom Evaluations, Practical Worksheets, Classroom Participation & Finals.*

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

A student who has not achieved the minimum cumulative GPA of 80% and/or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that resulted in a status of Financial Aid Probation.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Full time 5 day students attend 27.5 hours per week, five hours and thirty minutes per day, Tuesday through Saturday, from 9:00 a.m. to 3:00 p.m. and 3 day full time students attend 24 hours per week, eight hours per day, Tues/Thurs/Sat or Wed/Fri/Sat from 9:00 a.m. to 5:30 p.m. Information regarding other course schedules is available upon inquiry.

The state of Louisiana requires 1500 clock hours for the cosmetology course. Students are expected to complete the course in no more than 125% of the program length. If a cosmetology student is NEVER absent, he/she should complete the course within 55 weeks (27.5 hours per week) and 63 weeks for a 3 day full time student.

The state of Louisiana requires 600 clock hours for the Cosmetology Instructor course. Students are expected to complete the course in no more than 125% of the program length. If a cosmetology instructor student is NEVER absent, he/she should complete the course within 18 weeks for a 5 day full time student.

MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 80% of the scheduled hours.

COURSE	WEEKS	MAXIMUM TIME FRAME
Cosmetology (5 day, Full Time, 27.5 hours per week)	55 Weeks	68 Weeks
Cosmetology (3 day, Full Time)	63 Weeks	78 Weeks
Cosmetology Instructor – Full Time	18 Weeks	27 Weeks

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis. Whether a student pays out of pocket or receives Title IV Financial aid all hours attempted and completes are considered part of the Satisfactory Academic Progress calculation. For students with a disability that appeal, the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, he/she must take a leave of absence or withdraw and reenroll when ready to return. If a student needs more than 14 consecutive calendar days of time off due to pregnancy/new mother, and/or military duty then the student should take a leave of absence. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

MAJORS, DEGREES, SECOND DEGREE, OR SUMMER TERMS

Majors, degrees, second degrees, or summer terms does not apply to Vanguard College.

LEAVE OF ABSENCE

Written request for a Leave of Absence will be considered on an individual basis for documented medical reasons only. Active duty military personnel may take as many Leaves of Absence needed to fulfill military obligations. Prior to approval, student's academics and attendance must be meeting the minimum requirement of 80%. All Leaves of Absence must be approved by the Director.

Documentation will be required to support request. Students are allowed no more than one leave of absence in an enrollment period. All leaves of absence require a 14 day minimum and will not exceed 60 days of total leave time. A Leave of Absence involves no additional tuition charge, but will require an addendum of the student's enrollment agreement. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave.

EXCUSED ABSENCE POLICY

All absences must be submitted through the Book Out Website at: www.vanguardcareersite.wixsite.com/vccbookouts. Absences are excused in the event of illness of the student or of the student's immediate family or death in the immediate family with written, signed and dated documentation, submitted within seven days of absence. Upon failure to complete the course within 125% of the program length, an extended contract will be required. The overtime rate as stated in the original contract will be applied for the extended time required to complete the course. In the event of mitigating circumstances a waiver can be granted. Fourteen (14) days of consecutive absences for current students and incomplete graduates, without a documented leave of absence will result in withdrawal from school.

NONCREDIT, REMEDIAL COURSE, AND REPETITIONS

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

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when cosmetology students reach 450, 900, and 1200 *actual hours*. Formal Satisfactory Progress Evaluations in both attendance and academics will occur when cosmetology instructor students reach 250 *actual hours*. The first evaluation will occur no later than the midpoint of the academic year. The SAP evaluations are printed within 7 days of the student reaching the evaluation points.

The following grading system is used to evaluate a student's academic ability:

1. Examinations are given in all subjects.
2. Grades and attendance (Satisfactory Academic Progress) records are reviewed and signed by the student and maintained in the student's financial file. The Satisfactory Academic Progress will reflect if the student evaluation will impact the students eligibility for Financial Aid. The student may request to review their financial aid files from the Financial Aid Leader or Director.

The following grading scale is used for theory progress:

A = 94 – 100% B = 87 – 93% C = 80 – 86% Failing = Below 80%

Practical and Clinic work is graded by a signature on the Student's Clinic Classroom Evaluations and Classroom Worksheets." A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor.

**The school uses a 900-hour academic year for Title IV purposes.*

TRANSFER HOURS

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution. For transfer students attending less than a full academic year, an evaluation will be done at the midpoint of the actual hours.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

WARNING

Students failing to meet minimum requirements for attendance and/or academic progress will be placed on Financial Aid Warning and considered to be making satisfactory academic progress during the warning period which is until the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the warning period, the student has still not met both academic and/or attendance requirements, he/she may be placed on probation and, if applicable, the student may be deemed ineligible to receive Title IV funds.

PROBATION

Students failing to meet minimum requirements will be notified in writing. If the student fails their 450 hour evaluation they will be terminated. A student who is terminated at the 450-hour evaluation may appeal the decision. Students failing to meet minimum requirements for any other evaluation periods will be notified in writing and placed on Financial Aid Warning for the next evaluation period. If a student is placed on a Financial Aid Warning they will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If, at the end of the Financial Aid Warning period, the student still has not met both the attendance and academic progress requirements, he/she will be ineligible for Title IV assistance. A student may appeal the Financial Aid ineligible decision or termination action if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination or the decision to terminate a student at the 450-hour evaluation to appeal the unsatisfactory progress determination. If the student appeals the decision, and prevails on appeal, they will be placed on Financial Aid Probation.

The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances, must be documented. The student may obtain an Appeal Form from the Future Professional Advisor, once the Appeal Form has been completed by the student it must be returned to the Future Professional Advisor. Please see the Appeal Procedures. If the school grants the appeal, it may impose conditions for the student's continued eligibility to receive Title IV, such as changing schedules. For students who are not meeting academic requirements the Future Professional Advisor will develop an academic plan that will assist the student in meeting the school's academic requirements by the next evaluation period. If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation period the student has not met both academic and attendance requirements all federal aid will be suspended. Students may reestablish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period. If the student has not met academic and attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated. This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with DOE requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS *for those who qualify*

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

APPEAL PROCEDURE

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. The student must submit a written appeal to the school's Dean of Student on the designated schools Appeal Form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point.

The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, a student's disability, or any other allowable special or mitigating circumstances.

The Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid may be reinstated, if applicable.

If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If the student has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, for example 450 to 900 actual hours evaluations; and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.

This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with USDE requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

TERMINATION APPEAL PROCEDURE

If a student is terminated due to receiving the maximum amount of coaching sessions, or due to the reasons outlined under termination on the Student Advisory Form, the student may appeal the termination decision. A student has five (5) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to the school's Dean of Student on the schools Termination Appeal Form describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to continue through the program without incident.

The appeal will be reviewed by the appeal committeee and a determination will be made within fourteen(14) calendar days of receipt of the written appeal. The determination of the appeal will be communicated to the student in writing. The decision will be final.

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

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

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

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

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 30 days from the date of the request. Copies of all records can be requested at $0.20 per page.

General Release of Information

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

1. State the purpose of the disclosure,
2. Specify the records that may be disclosed,
3. Identify the party or class of parties to whom the disclosure may be made, and
4. Be signed and dated.

FERPA Disclosures to Parents

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

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

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student, without needing the student's consent.

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

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

Release of Information to Regulatory Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student's information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

Vanguard College provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

Disclosures in Response to Subpoenas or Court Orders

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

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

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

Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

Directory Information

Vanguard College does not publish "directory information" on any student.

Record Maintenance

All requests for releases of information are maintained in the student's file as long as the educational records themselves are kept. Student records are maintained for a minimum of six (6) years for withdrawal students; transcripts of graduates are kept indefinitely.

Amendment to Student Records

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

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202

PERFORMANCE STATISTICS/JOB OUTLOOK -SLIDELL CAMPUS

Vanguard College is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each main campus and all additional campuses as a whole. In this case, Vanguard College -Slidell Campus is a Main campus, the outcome rates provided are for all schools under this structure. The U.S. Department of Education, requires outcome rates be provided based upon the individual location. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

NACCAS – Vanguard College combined campus performance statistics for the calendar year 2016:

Graduation	Placement	Licensure
52.33%	**70.30%**	**89.16%**

NACCAS – Vanguard College – Slidell campus performance statistics for the calendar year 2016:

Graduation	Placement	Licensure
42.17%	**74.29%**	**86.21%**

NACCAS' 2016 Annual Report is derived from a single cohort of students – those scheduled to graduate in 2016. NACCAS' graduation, placement and licensure definitions are described below:

Graduation: Based on all students scheduled to graduate from the program in 2016. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

Licensure: Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2017. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2017.

Placement: Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2017. Students may be excluded from the calculation if they fall into one of the categories listed. In 2016, the school excluded the following number of students* based on each of the following categories:

1. The graduate is deceased 0
2. The graduate is permanently disabled 0
3. The graduate is deployed for military service/duty 0
4. The graduate studied under a student visa and is ineligible for employment in the U.S. 0
5. The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership) 0

Total Excluded 0

*If fewer than ten students were excluded for any one category, the disclosure will only include the total of all excluded students if that total is at least ten. If the calculation excluded fewer than a total of ten students the institution will state that it excluded students on the basis of each condition, and note that the number of total exclusions were fewer than 10 and therefore cannot be disclosed.

PERFORMANCE STATISTICS/JOB OUTLOOK - BATON ROUGE CAMPUS

Vanguard College (Baton Rouge) is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each main campus and all additional campuses as a whole. In this case, Vanguard College (Baton Rouge) is an additional campus of Vanguard College (Slidell), the outcome rates provided are for all schools under this structure. The U.S. Department of Education, requires outcome rates be provided based upon the individual location. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

NACCAS – Vanguard College combined campus performance statistics for the calendar year 2016:

Graduation	Placement	Licensure
52.33%	**70.30%**	**89.16%**

NACCAS – Vanguard College (Baton Rouge) campus performance statistics for the calendar year 2016:

Graduation	Placement	Licensure
51.47%	**74.29%**	**85.71%**

NACCAS' 2016 Annual Report is derived from a single cohort of students – those scheduled to graduate in 2016. NACCAS' graduation, placement and licensure definitions are described below:

Graduation: Based on all students scheduled to graduate from the program in 2016. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

Licensure: Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2017. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2017.

Placement: Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2017. Students may be excluded from the calculation if they fall into one of the categories listed. In 2016, the school excluded the following number of students* based on each of the following categories:

❶ The graduate is deceased 0

❷ The graduate is permanently disabled 0

❸ The graduate is deployed for military service/duty 0

❹ The graduate studied under a student visa and is ineligible for employment in the U.S. 0

❺ The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership) 0

Total Excluded 0

*If fewer than ten students were excluded for any one category, the disclosure will only include the total of all excluded students if that total is at least ten. If the calculation excluded fewer than a total of ten students the institution will state that it excluded students on the basis of each condition, and note that the number of total exclusions were fewer than 10 and therefore cannot be disclosed.

PERFORMANCE STATISTICS/JOB OUTLOOK -METAIRIE CAMPUS

Vanguard College (Metairie) is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each main campus and all additional campuses as a whole. In this case, Vanguard College (Metairie) is an additional campus of Vanguard College (Slidell), the outcome rates provided are for all schools under this structure. The U.S. Department of Education, requires outcome rates be provided based upon the individual location. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

NACCAS – Vanguard College combined campus performance statistics for the calendar year 2016:

Graduation	Placement	Licensure
52.33%	**70.30%**	**89.16%**

NACCAS – Vanguard College (Metairie) campus performance statistics for the calendar year 2016:

Graduation	Placement	Licensure
73.81%	**61.29%**	**96.15%**

NACCAS' 2016 Annual Report is derived from a single cohort of students – those scheduled to graduate in 2016. NACCAS' graduation, placement and licensure definitions are described below:

Graduation: Based on all students scheduled to graduate from the program in 2016. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

Licensure: Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2017. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2017.

Placement: Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2017. Students may be excluded from the calculation if they fall into one of the categories listed. In 2016, the school excluded the following number of students* based on each of the following categories:

❶ The graduate is deceased 0

❷ The graduate is permanently disabled 0

❸ The graduate is deployed for military service/duty 0

❹ The graduate studied under a student visa and is ineligible for employment in the U.S. 0

❺ The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership) 0

Total Excluded 0

*If fewer than ten students were excluded for any one category, the disclosure will only include the total of all excluded students if that total is at least ten. If the calculation excluded fewer than a total of ten students the institution will state that it excluded students on the basis of each condition, and note that the number of total exclusions were fewer than 10 and therefore cannot be disclosed.

PROGRAM INTEGRITY

Vanguard College is accredited by NACCAS and uses its calculation for student placement based on each program offered.

For the most recent gainful employment annual reporting period, the Slidell campus shows the following data for the 5 day **cosmetology program:**

Placement rate	On-time graduation rate	Median Loan Debt
72%	**28%**	***2013-2014 $21,006.00*** ***2014-2015 $16,251.50*** ***2015–2016 N/A***

For the most recent gainful employment annual reporting period, the Slidell campus shows the following data for the 3 day **cosmetology program:**

Placement rate	On-time graduation rate	Median Loan Debt
72%	**28%**	***2013-2014 N/A*** ***2014-2015 N/A*** ***2015–2016 N/A***

For the most recent gainful employment annual reporting period, the Slidell campus shows the following data for the **cosmetology Instructor program:**

Placement rate	On-time graduation rate	Median Loan Debt
100%	**N/A**	***2013-2014*** N/A ***2014–2015*** **N/A** ***2015–2016*** **N/A**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at: **slidell.paulmitchell.edu/programs.**

Vanguard College is accredited by NACCAS and uses its calculation for student placement based on each program offered.

For the most recent gainful employment annual reporting period, the Baton Rouge campus shows the following data for the 5 day **cosmetology program:**

Placement rate	On-time graduation rate	Median Loan Debt
77%	**11%**	***2013-2014*** N/A ***2014–2015*** **N/A** ***2015–2016*** **N/A**

For the most recent gainful employment annual reporting period, the Baton Rouge campus shows the following data for the 3 day **cosmetology program:**

Placement rate	On-time graduation rate	Median Loan Debt
77%	**11%**	***2013-2014*** N/A ***2014–2015*** **N/A** ***2015–2016*** **N/A**

For the most recent gainful employment annual reporting period, the Baton Rouge campus shows the following data for the **cosmetology Instructor program:**

Placement rate	On-time graduation rate	Median Loan Debt
60%	**N/A**	***2013-2014*** N/A ***2014–2015*** **N/A** ***2015–2016*** **N/A**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at:
batonrouge .paulmitchell.edu/program.

Vanguard College is accredited by NACCAS and uses its calculation for student placement based on each program offered.

For the most recent gainful employment annual reporting period, the Metairie campus shows the following data for the 5 day **cosmetology program:**

Placement rate	On-time graduation rate	Median Loan Debt
61%	**30%**	***2013-2014*** N/A ***2014–2015*** **N/A** ***2015–2016*** **N/A**

For the most recent gainful employment annual reporting period, the Metairie campus shows the following data for the 3 day **cosmetology program:**

Placement rate	On-time graduation rate	Median Loan Debt
61%	**30%**	***2013-2014*** N/A ***2014–2015 $20,604.00*** ***2015–2016*** **N/A**

For the most recent gainful employment annual reporting period, the Metairie campus shows the following data for the **cosmetology Instructor program:**

Placement rate	On-time graduation rate	Median Loan Debt
67%	**N/A**	***2013-2014*** N/A ***2014–2015*** **N/A** ***2015–2016*** **N/A**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at:
metairie.paulmitchell.edu/programs.

STUDENTS RIGHT-TO-KNOW - COMBINED DEPARTMENT OF EDUCATION RATES (IPEDS) SLIDELL

Graduation
63%

STUDENTS RIGHT-TO-KNOW - COMBINED DEPARTMENT OF EDUCATION RATES (IPEDS) BATON ROUGE

Graduation
63%

STUDENTS RIGHT-TO-KNOW - COMBINED DEPARTMENT OF EDUCATION RATES (IPEDS) METAIRIE

Graduation
77%

Vanguard College must prepare the completion and graduation rate of its certificate- or degree-seeking, first-time, full-time undergraduate students each year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. These rates are generated from the school student record management system.

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

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

Attendance and Documentation of Time

1. The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does not round hours. To ensure proper credit for clock hours, full time students are required to clock in/out four (4) times a day: when they arrive at school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. If a student ever fails to clock in or out for their schedule on the Student Time Clock a Missed Punch Form must be filled out, signed off & submitted properly or the student will not receive any hours. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary.
2. The school is open from Tuesday through Saturday from 9:00 a.m. to 5:30 p.m.
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week. Schedules cannot be adjusted after contract is completed unless extreme mitigating circumstances are present .When mitigating circumstances can be documented the Director may authorize the need for the schedule change.
5. All students are required to attend on Saturdays.
6. Late Arrivals must submit their Late Notification through the school's book out website BEFORE the start of their scheduled day. www.vanguardcareersite.wixsite.com/vccbookouts. The F.P. has 15 minutes to arrive. Any arrival after 15 minutes beyond the start of the school day will not be permitted to enter without a documentable excuse. The arrival must ultimately be no later than 10:30am (with documentation). If a Future Professional is later more that three times in a calendar month - the Future Professional will receive an advisory.
7. During the contracted enrollment period, applicant student must maintain a 90% attendance average each month in order to complete the program by the contracted end date. The student is allowed to miss 10% of his or her scheduled hours before having to pay extra instructional charges. The student may use the 10% excused absences for vacation, doctor appointments, illness, etc.; however, the student may not be out of school 14 consecutive calendar days or he or she may be terminated. If the student must attend additional program hours beyond his or her contracted end date due to not meeting a 90% attendance average or to complete academic graduation requirements, the student will be charged an additional $11.00 for each hour scheduled to complete after the contracted end date is reached. **A Future Professional is expected to maintain 90 attendance month to month.**
   Refer to the school enrollment contract for the Enrollment Contract Period definition.
   Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.
8. Students must maintain no less than 90% attendance during the core phase. Students who fall below the 90% during the core phase may be terminated from the program. Allowable absences are not to exceed 21 hours in the core phase. Students exceeding 21 absent hours will be withdrawn from the program.
9. Students are required to be in attendance a minimum of:
   – 8 hours per day, 24 hours per week for the 3 day full time schedule or
   5.5 hours per day, 27.5 hours per week for the 5 day full time schedule
   – Time off for holidays will be set to the calendar each year.

⓾ Lunches and breaks are scheduled for all students. Students will take 30 minutes for lunch between 12:00 p.m. and 1:30 p.m. Students should communicate with their instructor if they have not had lunch by 1:30 p.m. Students must clock out for lunch for 30 minutes a day.

⓫ Students who leave school premises early but document their time by clocking out on the time clock when leaving the campus must do the following:

a. Submit their book out request via the school's book out website at www.vanguardcareersite.wixsite.com/vccbookouts NO later than 10:30am.
b. Must have a 90% attendance (reflected in your student APP)
c. Must have a Service Desk Team Member Remove you from the books."
d. Please be advised that ALL Book Outs submitted will be reviewed by a member of the Team and are subject to coaching, approval &/or Advisories if not approved or at the minimum attendance percentage of 90%.
e. Any Book Out resulting in an Advisory can be removed at a later date given written, signed, and supporting documentation is turned in within 7 days of the Book Out.
f. Any Future Professional that is making up missed time is required to follow standard Book Out policies as stated above whether it is their scheduled day to attend or not.

⓬ Students may not clock in or out for another student.

⓭ Students may clock in 15 minutes prior to class. The 30 minutes prior to class and the last 15 minutes of the day are used for class preparation and sanitation. Time may be earned after scheduled hours only under extenuating circumstances, with the Director's approval only.

⓮ Students not clocking in and signing in will not receive credit for hours that day.

⓯ Hours will be reflected on your Student App daily. Please allow 24-48 hours for any hour adjustments that have been approved.

⓰ Any students with questions concerning hours or documentation of time should schedule an appointment with the Financial Aid Assistant or Operations Leader.

⓱ A "Missed Punch Time Form" must be submitted completely and correctly within 24 hours of the missed punch to receive credit for the time missed. The forms are submitted to the Future Professional Advisor for adjustment.

a. Miss-use of the time clock resulting in the necessary submission of a "Missed Punch Time Form" more than three times in a calendar month will cause the student to be placed in the Future Professional Advisory (Forms submitted due to "Verification Failure" at the time-clock or to a skipped lunch while providing a guest service will not count towards a Future Professional Advisory).

b. Non-submission of a "Missed Punch Time Form" for ANY reason when punches are missed will cause the student to receive no clocked hours for the day.

⓲ Future Professionals are allowed a maximum of 5 book outs per calendar month. AAt their 6th book out in a calendar month, they will report directly to the Dean of Students. Following that, they are no longer eligible for approvals on any book outs for the remainder of that month and will receive an Advisory if they choose to leave after being coached.

a. Future Professionals are responsible for booking out through our Book Out Website at www.vanguardcareersite.wixsite.com/vccbookouts. Book Out Requests must be submitted via website no later than 10:30am

Professional Image: A professional image is a requirement for successful participation in school. Students must maintain the following professional dress code:

1. Clothing must be professional looking and fitting, clean, pressed, stain-free and in good repair. All pants, skirts and blouses must cover the stomach and lower back region while standing and sitting. Shirts must have sleeves that cover the entire underarm. Tank tops and sleeveless shirts are not permitted.
2. Core and Phase I students must wear all black.
3. Phase Two students must wear black and white in any combination.
4. All students must wear closed-toed, majority black shoes.
5. The following wardrobe choices are unacceptable:
   a. Tennis shoes, gym shoes, foot thongs, beach sandals or Crocs
   b. Jeans or clothing made of jean material.
   c. Tank or sleeveless tops.
   d. Hooded Tops & Jackets (Any jackets worn must be solid black & can not contain a hood.)
   e. Clothing that does not cover the underarms or stomach.
   f. Tight fitting leggings of any fashion are not to be worn, unless under a dress, skirt or shorts; refer to #6 below.
   g. All printed logo t-shirts unless with the Paul Mitchell logo
   h. Shorts are not permitted to be worn while enrolled at Vanguard College
   i. Skirts may be worn and should be finger-tip length
   j. Hats of any kind are not permitted to be worn while enrolled at Vanguard College
6. Recommendations:
   a. Fashionable, rubber-soled shoes.
   b. Paul Mitchell School logo shirts.
   c. Skirts must be fingertip length
   d. A splash of color, which may include a scarf, tie, belt, hair accessory and jewelry.
   e. A minimal print of clothing is acceptable.
7. Hair must be clean and styled prior to arriving to school. Visible ponytail holders and clips are not acceptable. Makeup should be applied to the full face including: eyes, foundation, cheeks and lips prior to attending school. Makeup techniques used should be trend appropriate and visible.
8. Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

Sanitation and Personal Services

1. Future professionals must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
2. Future professionals must clean their stations, including the floor, after each service.
3. Hair must be swept up immediately after a service is completed, before blow-drying.
4. Clinic stations must be cleaned at the end of the day, prior to clocking out for the day.
5. If a Future Professional is a 3 Day future professional, they may receive a service on their nonscheduled day of attendance with a 50% off discount the first two weeks of each month. If a Future Professionals is 5 Day Future professional, they may receive a service after clocking out at 3:00pm with a 50% off discount the first two weeks of each month.

Communication Guidelines and Professional Conduct

1. Visitors are allowed in the service reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic classroom area.
2. Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
3. Cell phones are permitted in assigned areas of the school.
4. Future Professionals may not visit with another Future Professional who is servicing a service guest.
5. Future Professionals may not gather around the service desk, service reception area, or offices.
6. Food, drinks, and water bottles are allowed only in the lunchroom.
7. Smoking is allowed in designated outside areas only. The Slidell and Baton Rouge campuses are smoke free locations.
8. Stealing or taking school property or another's personal property is unacceptable and grounds for termination.
9. School administration has the right to access and inspect a Future Professionals locker at any time, refer to the locker policy.

Learning Participation Guidelines

1. Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable and is grounds for termination.
2. Future Professionals will be expected to maintain an average of 80% on all theory tests and assignments.
3. Future Professionals may not be released from required theory class to take a client.
4. Only Service Desk Coordinators and/or Call Center may schedule or change Guest Service Appointments.
5. All services must be checked and the service ticket initialed by a Learning Leader.
6. Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.
7. Future professionals must be prepared for each of their attended classroom and Salon Training Center schedules with their entire Student Kit each day of attendance. This includes all items listed in the Student Kit located in the catalog.
8. Future professionals will receive clock hours during the times they fully participate in their learning experience.
9. When future professionals are not scheduled with service appointments they must attend theory or specialty.
10. Future Professionals must comply with school personnel and Learning Leader's assignments and requests as required by the curriculum and Future Professional guidelines and rules.
11. Future Professionals may not perform hair, skin, barber or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, barber or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
12. Future Professionals are responsible for their own kit and equipment and may use a clinic station drawer only while working at that clinic station. All kit, equipment, tools, and personal items must be secured in the Future Professionals assigned locker. The school is not responsible for any lost or stolen articles. Kits must be kept in the area you are working in, against the outer walls and remain locked. Kits are not to be left in the stairways at anytime. Kit checks will be made randomly and with out notice. No personal items are to be left on the campus overnight for any reason. It is the sole responsibility of the future professional to maintain their kit in good working condition at all times. Only one Paul Mitchell approved kit and school issued bags will be allowed on the campus per future professional at any time.
13. Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
14. Worksheet deadlines are set by the Worksheet Specialist in accordance with the program schedule. All worksheets are due at the designated time regardless of completion.
15. If a future professional fails to complete their monthly Clinic Classroom Evaluation and Practical Assignments under 100%, the future professional will be placed on the Back on Track list and will remain on the list until the following month.
16. Future professionals must receive an 80% or higher on all final exams.

⓱ **Theory Class Guidelines —** Theory classes are held Tuesday through Friday. At the beginning of class, the door will be closed. Disruptions and distractions during class will be held to a minimum. The following steps will help to create a positive learning environment:
   a. Late arrivals are not permitted to enter the classroom.
   b. Non-enrolled attendees are prohibited from attending class.
   c. Attending Future professionals are not allowed to leave class on their scheduled class day.
   d. Attending Future professionals must come prepared to learn with iPad and assigned learning materials, tools and writing implements.

⓲ **Theory Make-Up Test Procedure —** Learning Leaders are authorized to administer tests only when proper documentation of an absence or missed test occurred. Theory Make-Up Test will not be authorized for a grade below 80%. A Future Professional has one week from the day of absence to submit proper documentation. Makeup tests will be provided during the regular testing period

Search Policy

Lockers and stations furnished for student use belong to the school and are subject to search by the school or police officials at any time for any reason. By entering onto the premises of the school, students agree that they and any items, including handbags, briefcases, purses, and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

Late Payments

If a student fails to make a scheduled tuition payment, the student may receive a coaching session on the Future Professional Advisory Form. If a student consistently fails to make scheduled payments they will be removed from the time clock and/or terminated from the program.

LOCKER POLICY

Purpose — Vanguard College makes lockers available to students to facilitate the daily storage of their learning materials and items related to their studies. Vanguard College manages lockers to ensure responsible use of property and for the health and safety of individuals.

Agreement — Vanguard College establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers. By utilizing Vanguard College's lockers, students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by Vanguard College from time to time, at its discretion.

Guidelines

❶ Lockers will be issued to all students during Core. A locker number will be provided during Core. Assigned lockers may not be traded or changed unless approved by the school's administration.

❷ Locker assignments are valid from the beginning of enrollment until the day of graduation or withdrawal. At that time, all locker contents must be removed. After that time, any lockers that have not yet been vacated will be emptied, and the contents stored for 60 days, at which time they become the property of the school.

❸ Lockers are for individual use only and are not to be shared. Locker content is the sole responsibility of the registered occupant of the locker. To reduce the risk of theft, students are encouraged to keep their lockers locked. Students should not store money, wallets, jewelry, credit or debit cards, or any other personal item of high value.

❹ Vanguard College is not in any way responsible for a locker's contents or liable for the loss of or damage to items stored in lockers. Students are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition. Marking, defacing or graffiti on lockers is not acceptable.

❺ No person shall store in a locker: weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances or other items deemed by Vanguard College to be harmful, offensive or inappropriate.

❻ Vanguard College may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when Vanguard College will exercise its discretion without notice:

a. Locker abandonment.
b. Suspected contents that may be illegal, illicit or deemed by the school to be harmful, offensive or inappropriate.
c. At the request of or generally in cooperation with law enforcement authorities.
d. Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities.
e. Risk to the general good of the school.
f. Risk to the general good of the student or student population.
g. Unregistered locker.
h. Physical damage to or defacing of the locker.
i. Odors (spoiled/rancid food, garbage or smelly contents).
j. Locker maintenance.

❼ Vanguard College works with the local law enforcement authorities and maintains the right in the school's sole discretion to allow law enforcement to carry out specific and random searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to or in the presence of the locker's occupant. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, brief cases, containers, jackets and winter coats.

COACHING AND CORRECTIVE ACTION

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

The following actions may be inspected for noncompliance:

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

❷ **Professional Image Standards:** Professional image standards were created to provide guidance and direction to Future Professionals as they develop their professional image and persona. Future Professionals may be coached and receive an advisory when they do not meet professional image standards.

❸ **Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Future Professionals may be coached and receive an advisory when they do not follow sanitation and personal service procedures.

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

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

❻ **Classroom Participation Guidelines:** Students must be prepared for each of their attended classroom and clinic classroom schedules with their entire student kit each day of attendance. This includes all items listed in the student kit located in the catalog. Failure to bring all kit items necessary to participate in classroom activities or assignments will result in coaching and/or being asked to leave for the day. *In the event that a Future Professional has to replace a lost, broken, or stolen kit item - they will receive a 30 day period to do so - failure to replace kit items within the provided time will result in a coaching session &/or and Advisory for each day attended without required kit materials thereafter.

Corrective Action Steps

Once a future professional has received five (5) coaching sessions, the future professional may be suspended from school for five (5) days. Suspended future professionals will be required to pay the administrative re-entry fee of $100.00. If a future professional receives two (2) more coaching sessions after re-admission from a five (5) day suspension, the future professional's enrollment may be permanently terminated. A future professional may be terminated without prior coaching sessions for improper and/or immoral conduct. Refer to the school Future Professional Advisory form.

When monitoring future professionals for unofficial withdrawals, the school is required to count any days that a future professional was out of school on suspension as a part of the 14 consecutive days of non-attendance used to determine whether the future professional will be returning to school.

POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

❶ **Accommodation Procedures for Students with Disabilities**
❷ **Grievance Procedures for Students who have Complaints on the Basis of Disability**

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❶ Accommodation Procedures for Students with Disabilities

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

Definition of an Individual with a Disability — An *individual with a disability* is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these Federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

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

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

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

The School's Responsibilities to Students with Disabilities

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

The person responsible for implementing these responsibilities at Vanguard College (Slidell Campus) is the Enrollment Team: admissions@vanguard.paulmitchell.edu or your Dean of Students. Courtney Phillips; Dean of Students; 740 Oak Harbor Blvd., Slidell, LA 70458; (985) 643-2614; **courtneyp@vanguard.paulmitchell.edu.**

The person responsible for implementing these responsibilities at Vanguard College (Baton Rouge campus) is the Enrollment Team: admissions@vanguard.paulmitchell.edu or your Dean of Students. Courtney Phillips; Dean of Students; 12158 Coursey Blvd, Baton Rouge, LA 70816; (225) 769-5053; **courtneyp@vanguard.paulmitchell.edu.**

The person responsible for implementing these responsibilities at Vanguard College (Metarie campus) is the Enrollment Team: admissions@vanguard.paulmitchell.edu or your Dean of Students. Courtney Phillips; Dean of Students;3321 Hessmer Ave., Metairie, LA 70002; (504) 212-3321; **courtneyp@vanguard.paulmitchell.edu.**

When a student informs a School staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the Student to The School's ADA Compliance Coordinator.

Procedures for Students and The School

Documentation of disability by students — Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the ADA Compliance Coordinator named above for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker. The documentation submitted must be within the last 12 months, if older than 12 months the student must provide current documentation from the appropriate professional.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

The documentation of disability is kept at all times in a locked, private file at The School. To protect privacy, direct access to this documentation is by written consent only. The ADA Compliance Coordinator will determine what information needs to be shared with Vanguard College staff and Learning Leaders, on an "as needed basis," in order to facilitate academic accommodations or other services.

Student requests for accommodations and interactive discussion with ADA Compliance Coordinator — Students who plan to request accommodations should contact the ADA Compliance Coordinator promptly, so there is time for the Coordinator to review the student's documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Coordinator, the Coordinator will keep a record of the dates and contacts with the student, including a record of the accommodations requested by the student. Students who have questions about the type of documentation they need to provide should contact the Coordinator to discuss this.

The student and the ADA Compliance Coordinator will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in The School's program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from The School. The Coordinator and the student should discuss accommodations needed during all phases of the program (Core, Adaptive and Creative), and for classroom instruction, skills based instruction and skills practice.

The documentation (or observation) must show the nature of the student's disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the Coordinator and the student must discuss and determine what the student's limitations are, and how they can be accommodated.

Here are some examples:

- A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need particular kinds of chairs.
- A student with a learning disability or attention deficit disorder may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other students. These students may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.
- A student with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.
- A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence, or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.
- A student with a hearing impairment may need instructors to use voice amplification systems, or may need the School to provide a sign language interpreter.
- A student with diabetes may need periodic breaks to check his or her blood sugar level.

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

The Coordinator will make a decision no later than two weeks after the student states the request for an accommodation. If the student does not submit documentation of a disability at the time the student requests an accommodation, the Coordinator will make a decision no later than two weeks after the student provides the documentation.

The Coordinator will list the approved accommodations in writing and provide this to the student. The Coordinator will inform the appropriate Learning Leaders and school staff of the accommodations they are responsible for providing to the student, how to provide the accommodations, and when to provide the accommodations. The Coordinator will keep a written record of these contacts about the student's accommodations. The Coordinator will verify that the accommodations are being implemented for the student through direct observation, report by the student, and/or documentation from The School staff. If the student informs the Coordinator that an accommodation is not being fully implemented, the Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided to the student.

After accommodations have been approved for a student, the Coordinator will make an appointment with the student for a time when the student's program is expected to change. The purpose of the appointment is to determine whether the student's accommodations should be changed when the student's program phase changes, or the type of instruction changes.

Additional factors — The School is not obligated to provide accommodations that would result in a fundamental alteration of The School's program. In this case, the Coordinator will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Coordinator will offer the alternate accommodation to the student.

The School is not obligated to provide accommodations that would result in an undue financial or administrative burden on The School. If the Coordinator decides that a requested accommodation might impose such a burden, the Coordinator will discuss the issue with The School owner, who will take into account the overall financial resources of The School. The School owner will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If The School owner determines that the requested accommodation would be an undue burden, the Coordinator will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

Appeals by Students

A student may appeal any accommodation decision made by the ADA Compliance Coordinator if the student disagrees with the decision. Here are some examples: A student may appeal the Coordinator's decision to deny a requested accommodation. A student may appeal a decision by the Coordinator to provide an alternate accommodation rather than the specific accommodation requested by a student. A student may appeal a decision by the Coordinator that the student has not presented sufficient documentation to support the requested accommodation. A student may also file an appeal when a school staff member fails to provide an approved accommodation, and the Coordinator has not effectively addressed the situation.

When a student wishes to file an appeal, the student must notify Erin Tracey; Slidell Director; 740 Oak Harbor Blvd., Slidell, LA 70458; (985) 643-2614; **erint@vanguard.paulmitchell.edu.** The student must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation.

When a student wishes to file an appeal, the student must notify Erin Tracey; Baton Rouge Director; 12158 Coursey Blvd. Baton Rouge, LA 70816; (225) 769-5053; **erint@vanguard.paulmitchell.edu.** The student must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation.

When a student wishes to file an appeal, the student must notify Erin Tracey; Metairie Director; 3321 Hessmer Ave., Metairie, LA 70002; (504) 212-3321; **erint@vanguard.paulmitchell.edu.** The student must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation.

Within five calendar days of receiving a student's appeal the Director will meet with the student and the Coordinator to discuss the issues presented by the student's appeal. If appropriate, the Director will also discuss the issues with other School staff members.

When a student appeals a decision made by the Coordinator, the Director will determine whether the Coordinator's decision should be revised or remain the same. If the decision is revised, the Director will ensure that the revised decision is implemented.

When a student files an appeal on the basis that an approved accommodation is not being implemented, the Director will determine whether the accommodation is being fully implemented, and if it is not, ensure that the accommodation is implemented. The Director will inform the student of the decision in writing no later than fourteen days after receiving the student's appeal.

Training and Mediation Responsibilities of the ADA Compliance Coordinator

The ADA Compliance Coordinator at each campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to The School. The Coordinator will address: The School's responsibility to provide accommodations to students with disabilities; how to appropriately interact with students with particular kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved for students; how to support students with disabilities in The School's programs; that students with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

The Coordinator may also provide trainings for students who wish to learn about The School's process for providing accommodations, or about The School's grievance procedures.

To help ensure that future campus staff members and students are aware of The School's policies, the Coordinator will make sure that the Accommodations Procedures and the Grievance Procedures are continually posted at the campus.

The Coordinator will assist students with disabilities who have concerns about implementation of their accommodations or their treatment by The School staff members or other students. At the request of a student, the Coordinator will informally mediate or attempt to resolve issues related to the student's disability. If this informal process does not resolve the student's concerns, the student may file a grievance as described in Section II below.

❷ Grievance Procedures for Students who have Complaints on the Basis of Disability

Vanguard College is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of disability. The grievance procedure provides students the opportunity to file a complaint. The School then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If The School determines that discrimination occurred, The School must take appropriate steps to correct the discrimination and prevent it from reoccurring.

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

- An instructor or other students refer to the student in a derogatory way related to the student's disability.
- An instructor generally refers to students with particular types of disability in a derogatory way.
- Other students refuse to work with the student because the student is disabled.
- A School staff member refuses to provide a service to the student that the staff member provides to other students.
- A school staff member takes a negative action toward the student after the student asked for accommodations for a disability.
- A guest presenter at The School makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
- A student's request for accommodation was denied by The School, or an instructor did not implement an accommodation for the student that was approved by The School.

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

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

The complaint must be sent to Erin Tracey; Slidell Director; 740 Oak Harbor Blvd., Slidell, LA 70458; (985) 643-2614; **erint@vanguard.paulmitchell.edu**

The complaint must be sent to Erin Tracey; Baton Rouge Director; 12158 Coursey Blvd. Baton Rouge, LA 70816; (225) 769-5053; **erint@vanguard.paulmitchell.edu**

The complaint must be sent to Erin Tracey; Metairie Director; 3321 Hessmer Ave., Metairie, LA 70002; (504) 212-3321; **erint@vanguard.paulmitchell.edu**

Investigation of the Complaint — When the Director receives a written complaint, the Director will immediately begin an objective investigation. The School has the right to contract with an independent investigator to conduct any investigation. Within seven days, the Director will discuss the allegations in the complaint with the student, and obtain any needed additional information from the student. The Director will obtain from the student the names of any persons the student believes will have relevant information. The Director will gather all information necessary to determine what took place. To do so, the Director will interview any School staff members or students who engaged in the actions or may have witnessed the actions that the student is complaining about. The Director will interview persons that the student stated may have relevant information. The Director will gather any relevant documents such as emails, student work or instructor's records. During the investigation, the Director will disclose the complaint, and confidential information about the student, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that The School should have provided to the student.

Written Decision — The Director will provide the student with a written decision no later than sixty days after the date the student filed the complaint. The decision will state the determination reached by the Director at the conclusion of the investigation, and the reasons the Director reached that determination. If the Director concludes that the student was discriminated against on the basis of disability, the decision will state the types of remedial action that The School has taken or will take to correct the discrimination. The decision will also state how The School will prevent the discriminatory acts from occurring again.

Appeals by Students — If the student who filed the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specified, the student may appeal the decision to The School Owner.

The complaint must be sent to Erin Tracey; Slidell Director; 740 Oak Harbor Blvd., Slidell, LA 70458; (985) 643-2614; **erint@vanguard.paulmitchell.edu**

The complaint must be sent to Erin Tracey; Baton Rouge Director; 12158 Coursey Blvd. Baton Rouge, LA 70816; (225) 769-5053; **erint@vanguard.paulmitchell.edu**

The complaint must be sent to Erin Tracey; Metairie Director; 3321 Hessmer Ave., Metairie, LA 70002; (504) 212-3321; **erint@vanguard.paulmitchell.edu**

The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Director.

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

STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY

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

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

As part of Vanguard College's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to Vanguard College community through publications, Vanguard College website, new employee orientations, student orientations, and other appropriate channels of communication. Vanguard College will provide training to key staff members to enable Vanguard College to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. Vanguard College will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sex Discrimination is defined as treating individuals differently on the basis of sex with regard to any aspect of services, benefits, or opportunities Vanguard College provides such as:

1. Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service;
2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
3. Deny any person an aid, benefit, or service
4. Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service
5. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
6. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

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

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

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

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

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

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

Prohibited Conduct

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

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

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

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

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

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Learning Leader, supervisor, Vanguard College Owner, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with Vanguard College is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to Vanguard College Owner if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 180 days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the school receives notice, the school will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the student, and on others, if appropriate. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the student's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

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

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

Title IX Coordinator: ***(Baton Rouge)***	**School Director:** ***(for complaints involving employees)***
Alayna D'Alton 12158 Coursey Blvd. Baton Rouge, LA 70816 Alaynad@vanguard.paulmitchell.edu 225-769-5053	Erin Tracey 12158 Coursey Blvd. Baton Rouge, LA 70816 Erint@vanguard.paulmitchell.edu 225-769-5053

Title IX Coordinator: ***(Slidell)***	**School Director:** ***(for complaints involving employees)***
Debra Tardy 740 Oak Harbor Blvd. Slidell, LA 70458 Debbiet@vanguard.paulmitchell.edu 985-643-2614	Erin Tracey 740 Oak Harbor Blvd. Slidell, LA 70458 Erint@vanguard.paulmitchell.edu 985-643-2614

Title IX Coordinator: ***(Metairie)***	**School Director:** ***(for complaints involving employees)***
Courtney Phillips 3321 Hessmer Ave. Metairie, LA 70002 Courtneyp@vanguard.paulmitchell.edu 504-212-3321	Erin Tracey 3321 Hessmer Ave. Metairie, LA 70002 Erint@vanguard.paulmitchell.edu 504-212-3321

Vanguard College ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Vanguard College's grievance procedures operate. Because complaints can also be filed with the School Owner, these employees also receive training on Vanguard College's grievance procedures.

Investigation of Complaints

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

The preponderance of the evidence standard will apply to investigations, meaning Vanguard College will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint within 60 days of receipt of complaint. Written notice will include:

❶ Whether Vanguard College found that the alleged conduct occurred, and whether it constituted discrimination.
❷ Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant. The respondent's version will not include individual remedies offered or provided to the complainant unless the remedy directly involves the respondent.
❸ Any other steps Vanguard College took to eliminate the hostile environment, if Vanguard College found one to exist, and prevent recurrence.

During the investigation, Vanguard College will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved. Examples of temporary and permanent measures to protect the complainant as necessary are:

❶ No contact order
❷ Change academic situations as appropriate with minimum burden on the complainant
❸ Counseling
❹ Health and mental services
❺ Escort services
❻ Academic support
❼ Retake a program or withdraw without penalty

If Vanguard College determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Vanguard College will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by Vanguard College to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

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

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

Vanguard College should make appropriate referrals to law enforcement. Vanguard College will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously.

Vanguard College will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

Retaliation Prohibited

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

Reporting Requirements

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

Additional Information

Vanguard College does not allow conflicts of interest (real or perceived) by those handling the procedures. The school does maintain all documentation of any proceeding. The school will inform the students at regular intervals of the status of the investigation. The school will disallow evidence of past relationships.

Employees should contact Vanguard College Director for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of discrimination, including harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/.

STUDENT CONSUMER INFORMATION

Provisions of the Higher Education Amendment of 1976 require that effective July 1, 1977, each post-secondary institution which receives Federal Financial Aid funds must make certain student consumer information available to any enrolled or prospective student who request such information.

This section compiled by the Financial Aid office staff attempts to meet the requirements.

The school is approved for and participates in Federal PELL Grants, Subsidized Direct loans, Unsubsidized Direct Loans, and Parent PLUS loans. Such programs help to defray the costs of attending school for those students eligible for financial aid consideration.

Financial aid is any mechanism that reduces out of pocket costs that the students and/or parents must pay to obtain a specific post-secondary education. Put differently, financial aid is monies made available to help students meet the cost of the program. Financial aid includes grants and need and non-need loans.

Need-based financial aid is available to families that demonstrate a financial need for additional resources. The formula below is used to determine how much financial need a student has:

Cost of Attendance – Expected Family Contribution (EFC) = Financial Need

Non-Need is the difference between the cost of education and Financial Need.

Based on these calculations Federal Aid may not cover all the cost of attendance.

All financial aid is awarded to students who qualify based on the following:

❶ Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1-151, 1-551, and 1-94.

❷ Criteria making a student INELIGIBLE includes codes F-1, F-2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who meet Selective Service registration criteria, but are not registered.

ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY

The School is concerned about the use of alcohol and drugs in the educational facility. This concern is based upon the effect that those substances have on a person's judgment, performance, safety, and health.

The School prohibits the possession, use, or being under the influence of alcohol or an illegal substance on School premises or at a School activity.

This prohibition includes drugs which (a) are not legally obtainable or (b) are legally obtainable but have not been legally obtained. The prohibition also includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes.

In order to enforce this policy, the School reserves the right to search all School premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. The School also reserves the right to search all employee and student property on School premises or at School activities, including but not limited to backpacks, purses, handbags, lockers, and vehicles parked on School property. The School also reserves the right to implement other measures necessary to deter abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including expulsion from the School or termination for employees.

The School also will not object to law enforcement seeking to search School premises or employees and students, and employee and student property on School property or at School activities.

SEXUAL HARASSMENT POLICY

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

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

1. Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;
2. Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse of a sexual nature
2. Subtle pressure for sexual activity
3. Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
4. Intentional brushing against a student's or an employee's body
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
7. Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
8. Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
9. Leering of a sexual nature
10. Spreading of sexual rumors

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

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

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

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

HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY

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

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

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the Paul Mitchell School. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

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

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

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies please go to: **www.stopbullying.gov**.

COPYRIGHT MATERIAL POLICY

All material in this program is, unless otherwise stated, the property of Vanguard College. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

At Vanguard College we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the school director for further investigation. If you are found responsible after meeting with the school director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

The Internet is an essential tool in everyone's lives for both academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

The consequences of copyright infringement also extend outside of the school. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending schools pre-litigation settlement letters to be forwarded to individuals offering them "the opportunity to resolve copyright infringement claims against them at a discounted rate." Published reports indicate that the minimum settlement is $3,000.00 per case.

Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on your system; thus, the integrity of your computer and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft.

To facilitate student access to legal sources of music and video online, we have listed a couple of sites below:

❶ **iTunes:** This Apple store works with both Windows and Mac operating systems. Currently, over 99% of their song catalog is "unlocked," meaning you can transfer the songs to any device or computer you own.

❷ **eMusic.com:** This site features mostly independent and jazz/blues music. They offer low prices for signing up (up to 45 songs for free), and a good portion of their catalog can be purchased for about $0.50 to $0.89/song.

❸ **Netflix.com:** For about $7.99/month, you can set up an online list of over 20,000 movies that can be streamed directly to your computer.

INTERNET POLICY

With the rapidly expanding use of the Internet and other publicly available electronic means of communication, Vanguard College is adopting this policy to protect its employees, clients, students, partners and vendors from being subjected to unauthorized and unacceptable publicly accessible commentary and discussions. The following policy applies to all employees and contractors of Vanguard College, and covers all publicly accessible communications relating to the School, its partners—including but not limited to John Paul Mitchell Systems, employees, students, vendors and clients. This includes, but is not limited to written and verbal communications (including podcasts). Additionally, it also includes all forms of electronic communication, such as blog postings and/or social networking sites (such as MySpace, Friendster, etc) and discussion forums, newsgroups, and email distribution lists.

The school expects that all employees will treat each other, and school partners, clients and vendors with fairness and respect, consistent with all school policies. Employees engaging in publicly available communications must keep this in mind. All employees of the school are required to respect and maintain the confidentiality of all proprietary or confidential information to which the employee has access both during and after employment. Unless otherwise authorized or necessary to perform a job function, employees are prohibited from disclosing confidential or proprietary information. The posting or publication of proprietary or confidential information, or that of its partners, students, vendors and clients, on personal blogs or social networking Internet sites is strictly prohibited. Employees are strictly prohibited from disparaging the school, its partners, vendors, employees, students and clients on publicly available websites, blogs or other publicly available internet, electronic or other media. If you have concerns about your workplace, co-worker, or student issues, please seek to resolve those concerns through discussion with appropriate school personnel, and/or with the individuals directly and appropriately.

Questions to ask yourself before communicating publicly: *Would this public expression, if discovered, impair my ability to work with my colleagues or students on a friendly basis? Would it cause others outside the school to unfavorably view the school? Would it upset, insult, or otherwise make our partners, vendors or clients unhappy?* If the answer to any of these questions is yes, or if you have any doubt whatsoever, then you should refrain from this communication.

1. Your public communications concerning the school, its partners, vendors, clients, employees and students must not violate any other guidelines set forth in this or any other of the school's policies, whether or not you specifically mention your relationship to the school.
2. When posting on the Internet from the school's systems or property to a site, person or location not directly related to your job responsibilities, you may not identify yourself as a employee, or as being affiliated in any way with the school, without prior written permission from Vanguard College.
3. You may not use the school trademarks or logo or any copyrighted graphics of the school's partners, vendors or clients without specific written permission from Vanguard College .
4. You may not communicate any material that violates the privacy or publicity rights of another school employee, client, student, partner, vendor, or of the school itself.
5. When engaging in any publicly accessible communication, you may not make disparaging comments regarding fellow employees, clients, partners, students or vendors, or about the School, its actions, policies, and/or management.
6. You may not disclose any proprietary or confidential information (including financial or other sensitive information) about the school. This includes revenues, profits, forecasts, and other financial information, any information related to specific authors, brands, products, product lines, customers, etc. You may not disclose any information about any specific client or employee that was gained through your mutual association with the school. You must at all times comply with school policies regarding the confidentiality of information.

❼ You may not post any material that is obscene, defamatory, profane, libelous, threatening, insulting, demeaning or harassing to others. This includes, but is not limited to, comments regarding the school, its employees, partners, students, clients and competitors.

Failure to follow these policies may result in disciplinary action, up to and including discharge.

Issues To Consider Before Communicating

Here are some guidelines you may wish to follow for your own protection when engaging in publicly accessible communications on the internet or elsewhere.

❶ Remember that you are not anonymous. Even if you write anonymously or under a pseudonym, your identity can still be revealed. You should communicate as if you are doing so under your own name. Indeed, it is recommended that you do communicate using your real name.

❷ You will probably be read or heard by people who know you. Post as if everyone you know reads or hears every word.

❸ You are personally legally responsible for any content you publish. Be aware of applicable laws regarding publishing your content or regarding the content itself before you post. This includes adhering to applicable copyright laws.

SOCIAL NETWORKING POLICY

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

Vanguard Collegedoes not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a Paul Mitchell Future Professional and misrepresent Paul Mitchell culture. Vanguard College reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

VETERANS — STANDARD OF PROGRESS AND ATTENDANCE POLICIES FOR VETERANS EDUCATION STUDENTS

Academic Probation and Suspension

A student who fails to maintain satisfactory academic progress during any term will be placed on academic probation at the end of that term. The student will remain on academic probation during the following enrollment period. If the student is unable to maintain satisfactory progress (2.0 GPA) during this enrollment period, the student is then suspended for the upcoming term. During this suspension term, the student cannot enroll in any other program at the college. The student may submit an application for re-admission and be placed on the waiting list, provided all entrance requirements for the requested program are met. Students reentering school after academic suspension will reenter on academic probation. Students not maintaining satisfactory progress after one academic suspension will not be allowed to enroll in any program for one calendar year from the date of the second suspension.

Note: Satisfactory progress and re-admission guidelines for the health occupations program may differ due to the policies of the department's governing boards. Guidelines of the governing board will supersede those of the school.

Attendance

There are no excused absences for VA students. Success in education and employment is dependent upon preparation and regular attendance. Recommendations to employers for job placement will depend on technical and academic preparation as well as regular attendance.

Students are expected to attend all classes. Full-time VA students are subject to suspension for non-attendance if they are absent in excess of thirty (30) hours in a quarter. Students enrolled less than full-time are subject to suspension when absences have exceeded hours proportional to their enrollment status.

Students will be subject to suspension from class when they have accumulated five absences for classes meeting less than 25 hours per term; suspension will be determined on a pro-rated basis. Instructors will notify students of that exact number of the first day of class. Once a student is dismissed for academic reasons or attendance, the VA will be notified within 30 days of the last date of attendance.

Leave of Absence

There are no leaves of absences for VA students. A VA student who wishes to take a leave must be terminated. His/her last date of attendance is his/her last day of class.

A 22-1999b must be completed.

REGULATORY AND ACCREDITATION AGENCIES

The following institutions license and regulate our institution:

Louisiana State Board of Cosmetology
11622 Sunbelt Court, Baton Rouge, LA, 70809
(225) 756-3404

National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

Nationally accredited by National Accrediting Commissions of Career Arts & Sciences, Inc (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy.

If you are interested in reviewing or receiving a copy of the school's state license/approval or a copy of the school's letter of accreditation, please contact the school director. The Campus Crime Report is provided to the each student prior to enrollment. The Campus Crime Statistics are updated annually (October).If you are interested in reviewing or receiving a copy of the school's Campus Crime Report, please see the school director and/or the Financial Aid Office, or a copy may be reviewed on the school website.

GRIEVANCE POLICY

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the director, the school owners, sales leader, and Future Professional Advisor. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The school will maintain records of the complaint and response in accordance with the published record retention policy. Students will not be subject to adverse actions by any school official as a result of initiating a complaint.

Students should follow the above process; however, the student may, at any time, file a complaint with the school's accrediting agency, or the U.S. Department of Education.

Students will not be subject to retribution upon filing a complaint.

COMPLAINT PROCEDURE

1. A student, employee or other interested party may file a complaint against the school. All complaints must be in writing and the complainant must sign the complaint. No anonymous complaints will be considered. All complaints must be directed to the school's Director. Complaints should be in clear language and in detail, and all allegations should be outlined.
2. The Director will meet with the complainant within twenty one (21) days of receiving the written complaint. The school will document the meeting in writing. If the complaint cannot be resolved the complaint will then go to the school's complaint committee. The school's Director and Owners serve as the complaint committee.
3. If more information is needed from the complainant the committee will request it in writing. If no further information is needed the committee will act on the allegations and the complainant will be notified of actions to be taken in response to the complaint. Or, the complainant will be notified if no action can or will be taken, or the committee has decided that the complaint is not based on fact and will not be acted upon.
4. If the complainant is not satisfied with the results of the complaint committee's decision the complainant can contact, in writing, The Louisiana State Board of Cosmetology, 11622 Sunbelt Court, Baton Rouge, Louisiana, 70809, Phone 225-756-3404 or The National Accrediting Commission Of Career Arts And Sciences at 4401 Ford Ave. Suite 1300 Alexandria, VA 22302, Phone 703-600-7600 to request a complaint form. These agencies require complainants to follow the school's procedures on complaints to try to resolve the problem before they are contacted.

GENERAL INFORMATION

1. Students are responsible for their personal property and complete kit. Students will be provided with a locker to secure personal property. No personal property is to be left in the common areas. Vanguard College is not liable for the loss or damage of student's personal property. No personal items are to left on campus overnight. Combination locks only are to be used and a copy of the combination for your file is to be given to the Financial Aid Leader.
2. Student and staff interaction must remain on a professional level at all times.
3. Personal telephone calls will interrupt the educational process; therefore only emergency phone calls should be accepted and made. Emergency phone calls may be referred to the front desk phone (985-643-2614 extension 6100 Slidell)(225-769-5053 extension 6141 Baton Rouge) (504-212-3321 extension 6121 Metairie)
4. Students may only respond to calls during breaks or in the case of an emergency calls should be directed to the Front Desk to locate the student immediately.
5. Students are strictly prohibited from using the business phone at the front desk for reasons other than emergencies.
6. Smoking is prohibited in the building. Smoking is allowed outside in designated areas only at the Metairie Campus. The Slidell and Baton Rouge Campuses are a smoke free locations.
7. CHANGES IN POLICY, CURRENT EVENTS, SCHEDULING OF CLASSES AND ANY NEW INFORMATION WILL BE CONVEYED TO STUDENTS IN THE PAUL MITCHELL LOUISIANA STUDENT APP. IT IS THE RESPONSIBILITY OF THE STUDENTS TO KEEP THEMSELVES ABREAST OF THIS INFORMATION. FAILING TO DO SO MAY RESULT IN NONCOMPLIANCE OF NEW POLICIES AND MISSED OPPORTUNITIES.

ZERO TOLERANCE POLICY

A violation of any laws of the State of Louisiana will result in the notification of the proper authorities. Vanguard College will conduct random inspections of student kits and/or personal bags, back packs, or anything brought onto the Vanguard College campus with concealed storage capability. This practice is done deliberately and consistently as a deterrent of theft. In the event theft is discovered, the student will be immediately expelled with the most severe consequences allowable by regulating agencies. Vanguard College reserves the right to pursue criminal and/or civil action to the fullest extent under the law. In accordance with La. revised statute 40:981.3 and 14:95.2, this school is a DRUG FREE, WEAPON FREE zone. Violation of this standard will result in immediate expulsion and notification of the police.

Any damage to Vanguard College, Future Professional or employee property will not be tolerated. Anyone caught will be responsible for bills to repair the damage and face possible expulsion and or legal action.

Note: **Students must be familiar with and comply with, the information in the school catalog as well as the standards, policies and procedures. Students will be held accountable for following these polices.**

SCHOOL ADMINISTRATION AS OF MAY 2018

Owners: Mark and Lisa Palermo
C.E.O.: Lisa Palermo
President: Mark Palermo
Controller and Compliance Officer: Cindy Palermo
Administrative Assistant: Catherine Martineau
Regional Guest Service Leader: Stefanie Dyer
Regional Education Leader: Marlo Gavin-Carter
Regional Education Coach: Randy Thibodeaux
Regional Marketing Leader: Taylor Foster
Regional Director: Erin Tracey
Compliance/Hours Coordinator: Grace Brown
Dean of Students: Courtney Phillips
Stateboard Specialists: Carol Gai & Christy Smith

SLIDELL SCHOOL STAFF AS OF MAY 2018

Regional Director: Erin Tracey
Dean of Students: Courtney Phillips
Call Center Leader: Rachel White
Call Center Team Members: Paige Barraco & Robert Troyer
Marketing Coordinator: Jonathan Urb
Operations Leader: Debbie Tardy & Alayna D'Alton
Admissions Leader: Kayla Lewko
Service Desk Leader: Paris Thomas
Financial Aid Leader: Alex Andrade
Learning Leaders: Ashley Burd, Meredith Enxing, Brittany Bond, Melissa Ducote, Jade Booker

BATON ROUGE SCHOOL STAFF AS OF MAY 2018

Regional Director: Erin Tracey
Dean of Students: Courtney Phillips
Marketing Coordinator: Jonathan Urbin
Service Desk Leader: Elbony Williams
Operations Leader: Debbie Tardy & Alayna D'Alton
Admissions Leader: Kayla Lewko
Financial Aid Leader: Erin Ellis
Learning Leaders: Kylie Dufrene, Shawna Ford, Amanda Cavalier, Indya Pierre

METAIRIE SCHOOL STAFF AS OF MAY 2018

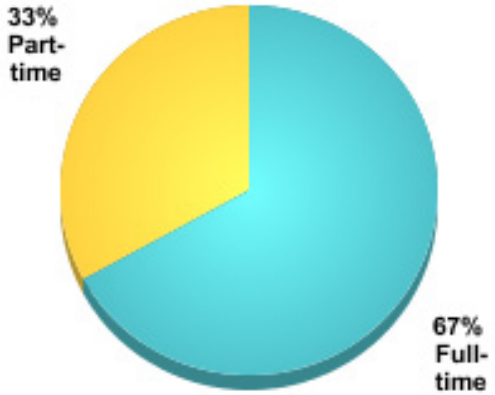
Regional Director: Erin Tracey
Dean of Students: Courtney Phillips
Marketing Coordinator: Jonathan Urbina
Operations Leader: Debbie Tardy & Alayna D'Alton
Admissions Leader: Kayla Lewko
Service Desk Leader: Kelsey Edwards, Ebony Holmes
Financial Aid Leader: Alex Andrade
Learning Leaders: Erin Burgett, Lilian Lofton, Krystal Blatcher, Monique Duffy

STUDENT BODY DIVERSITY - BATON ROUGE

The below information can be found at http:/nces.ed.gov/collegenavigator and is specific to Vanguard College (Baton Rouge) student diversity concerning gender, ethnicity, full or part-time students, retention rates and those students that received Federal Pell Grants.

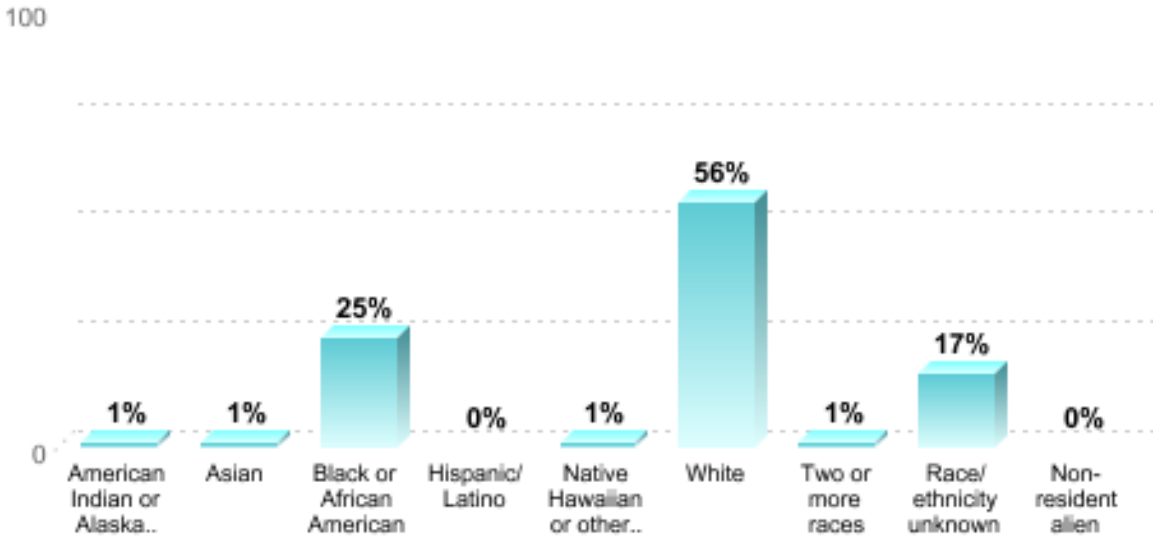
FALL 2016

ATTENDANCE STATUS



STUDENT GENDER

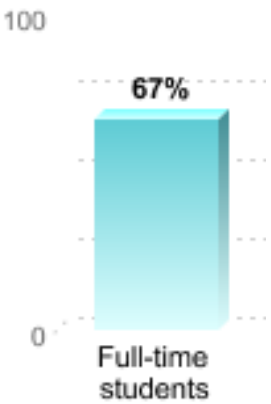
STUDENT RACE/ETHNICITY



FIRST-TO-SECOND YEAR RETENTION RATES

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

RETENTION RATES FOR FIRST-TIME STUDENTS



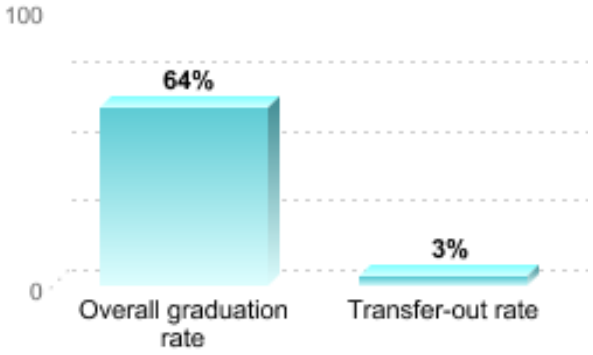
Percentage of Students Who Began Their Studies in Fall 2015 and Returned in Fall 2016

OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.
Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2013-14



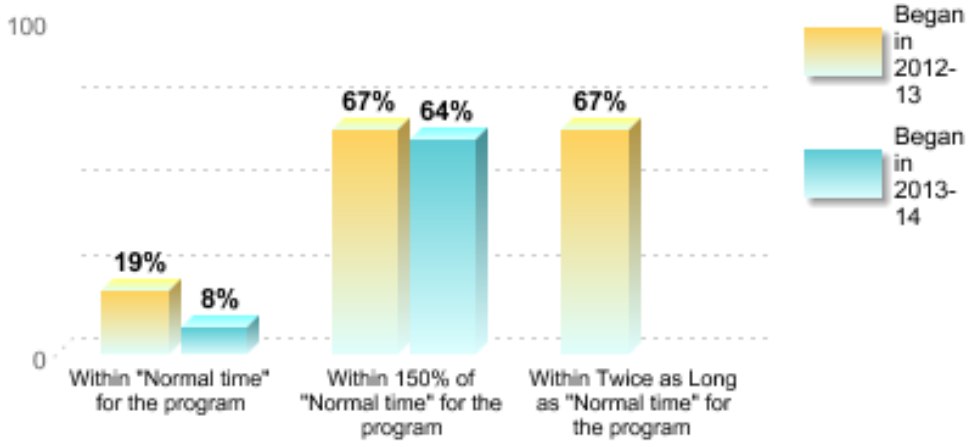
Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

(*) Not all institutions report transfer-out rates.

GRADUATION RATES BY TIME TO COMPLETION

Graduation rates can be measured over different lengths of time. "Normal time" is the typical amount of time it takes full-time students to complete their program. For example, the "normal" amount of time for many associate's degree programs is 2 years. Not all students complete within the normal time, so graduation rates are measured by other lengths of time as well, including "150% of normal time" (e.g., 3 years for a 2 year program) and "200% of normal time," or twice as long as the normal time (e.g., 4 years for a 2 year program).

GRADUATION RATES FOR STUDENTS WHO BEGAN THEIR PROGRAM IN 2012-13 OR 2013-14, BY TIME TO COMPLETION



Percentage of Full-time, First-time Students Who Graduated in the Specified Amount of Time

FINANCIAL AID

Undergraduate Student Financial Aid, 2015-2016

Full-time Beginning Undergraduate Students

- Beginning students are those who are entering postsecondary education for the first time.

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Any student financial aid1	30	97%	——	——
Grant or scholarship aid	23	74%	$101,602	$4,417
Federal grants	21	68%	$96,115	$4,577
Pell grants	21	68%	$96,115	$4,577
Other federal grants	0	0%	$0	—
State/local government grant or scholarships	3	10%	$5,487	$1,829
Institutional grants or scholarships	0	0%	$0	—
Student loan aid	28	90%	$198,000	$7,071
Federal student loans	28	90%	$198,000	$7,071
Other student loans	0	0%	$0	—

- 1 Includes students receiving Federal work study aid and aid from other sources not listed above.

All Undergraduate Students

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Grant or scholarship aid1	109	58%	$538,957	$4,945
Pell grants	102	55%	$467,767	$4,586
Federal student loans	115	61%	$863,848	$7,512

- 1 Grant or scholarship aid includes aid received, from the federal government, state or local government, the institution, and other sources known by the institution.
- For more information on Student Financial Assistance Programs or to apply for financial aid via the web, visit Federal Student Aid

STUDENT BODY DIVERSITY - METAIRIE

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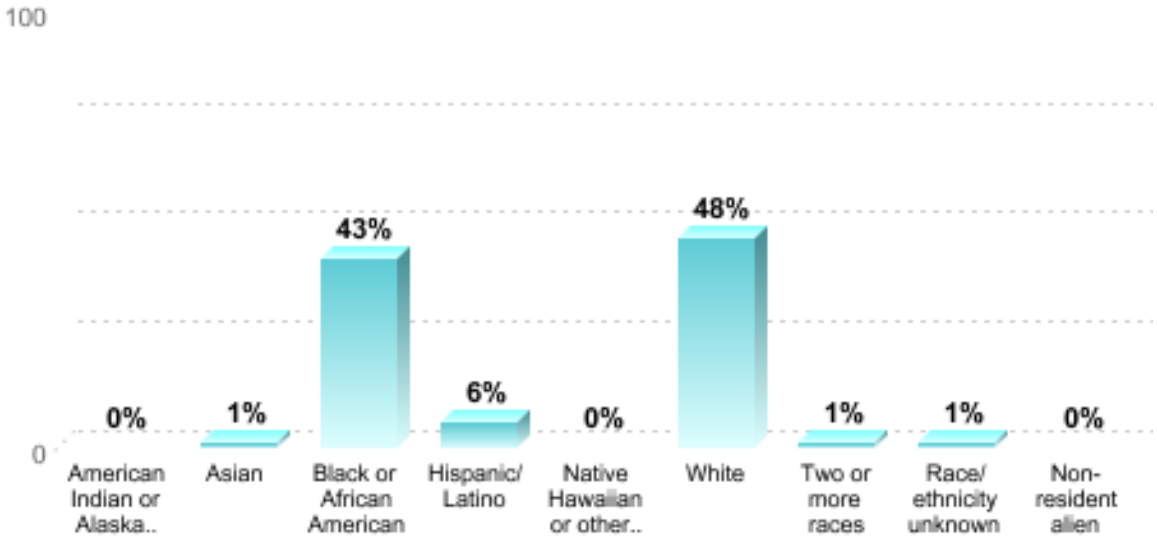

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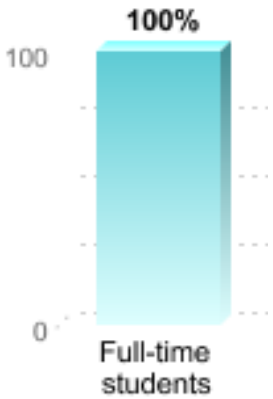


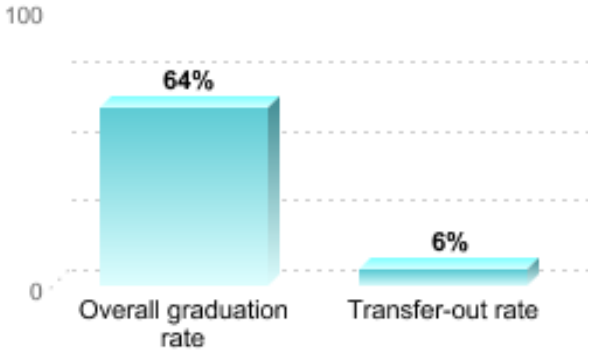
Percentage of Students Who Began Their Studies in Fall 2015 and Returned in Fall 2016

OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.
Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2013-14



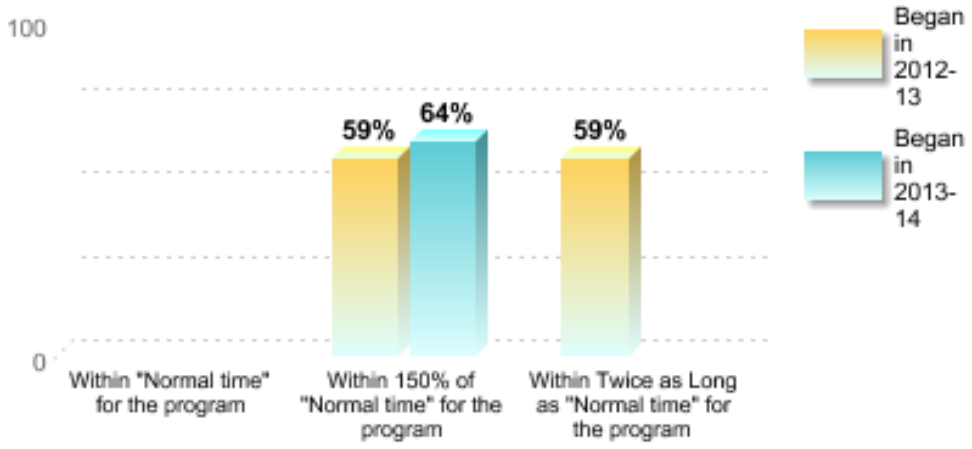
Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

(*) Not all institutions report transfer-out rates.

GRADUATION RATES BY TIME TO COMPLETION

Graduation rates can be measured over different lengths of time. "Normal time" is the typical amount of time it takes full-time students to complete their program. For example, the "normal" amount of time for many associate's degree programs is 2 years. Not all students complete within the normal time, so graduation rates are measured by other lengths of time as well, including "150% of normal time" (e.g., 3 years for a 2 year program) and "200% of normal time," or twice as long as the normal time (e.g., 4 years for a 2 year program).

GRADUATION RATES FOR STUDENTS WHO BEGAN THEIR PROGRAM IN 2012-13 OR 2013-14, BY TIME TO COMPLETION



Percentage of Full-time, First-time Students Who Graduated in the Specified Amount of Time

FINANCIAL AID

Undergraduate Student Financial Aid, 2015-2016

Full-time Beginning Undergraduate Students

- Beginning students are those who are entering postsecondary education for the first time.

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Any student financial aid1	31	94%	——	——
Grant or scholarship aid	27	82%	$119,271	$4,417
Federal grants	25	76%	$98,968	$3,959
Pell grants	25	76%	$98,968	$3,959
Other federal grants	0	0%	$0	—
State/local government grant or scholarships	5	15%	$20,303	$4,061
Institutional grants or scholarships	0	0%	$0	—
Student loan aid	30	91%	$233,548	$7,785
Federal student loans	30	91%	$233,548	$7,785
Other student loans	0	0%	$0	—

- 1 Includes students receiving Federal work study aid and aid from other sources not listed above.

All Undergraduate Students

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Grant or scholarship aid1	157	70%	$698,732	$4,451
Pell grants	153	68%	$602,434	$3,937
Federal student loans	153	68%	$1,159,952	$7,581

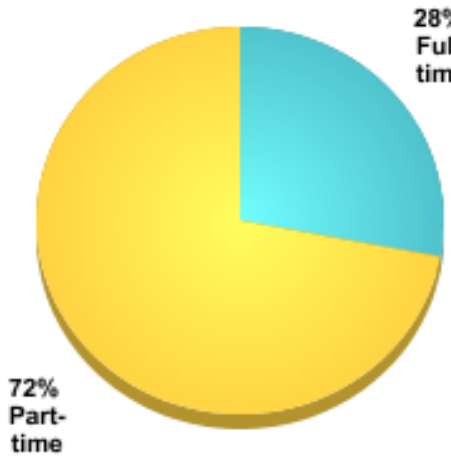
- 1 Grant or scholarship aid includes aid received, from the federal government, state or local government, the institution, and other sources known by the institution.
- For more information on Student Financial Assistance Programs or to apply for financial aid via the web, visit Federal Student Aid

STUDENT BODY DIVERSITY - SLIDELL

The below information can be found at http:/nces.ed.gov/collegenavigator and is specific to Vanguard College (Slidell) student diversity concerning gender, ethnicity, full or part-time students, retention rates and those students that received Federal Pell Grants.

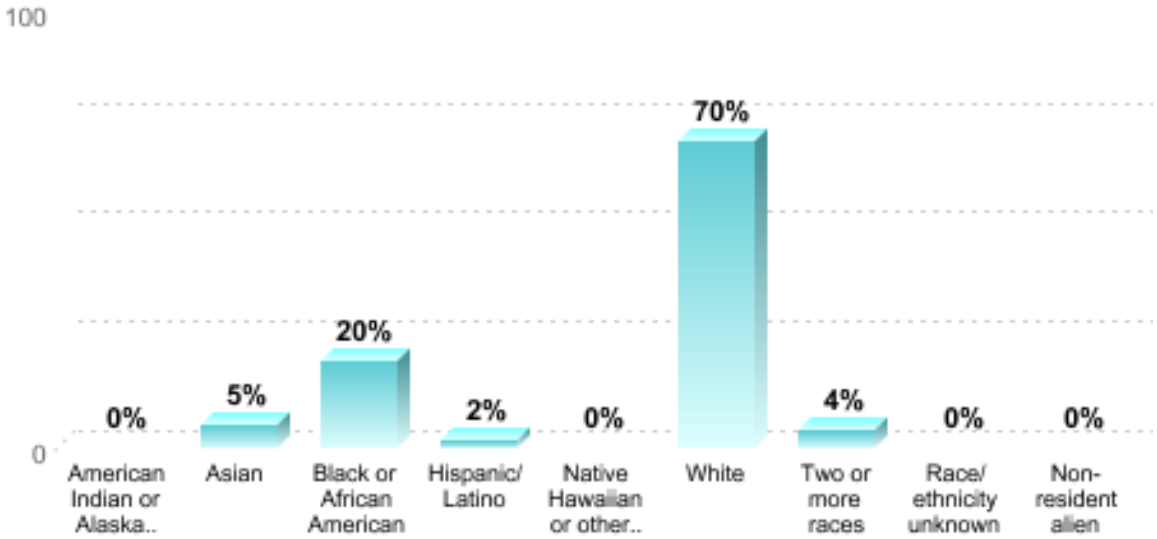
FALL 2016

ATTENDANCE STATUS



STUDENT GENDER

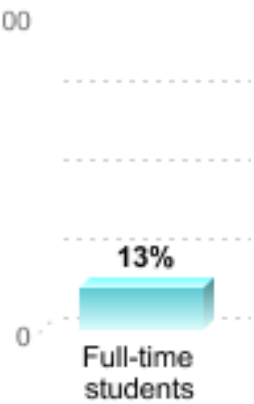
STUDENT RACE/ETHNICITY



FIRST-TO-SECOND YEAR RETENTION RATES

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

RETENTION RATES FOR FIRST-TIME STUDENTS



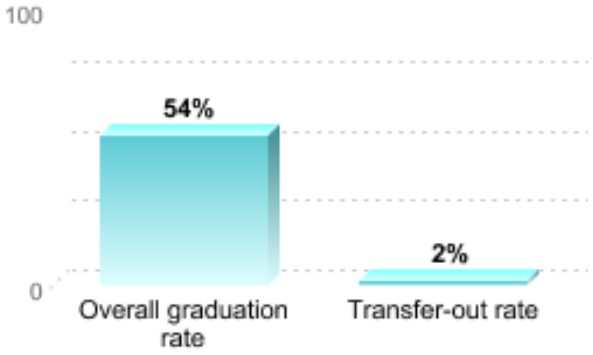
Percentage of Students Who Began Their Studies in Fall 2015 and Returned in Fall 2016

OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.
Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2013-14



Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

(*) Not all institutions report transfer-out rates.

GRADUATION RATES BY TIME TO COMPLETION

Graduation rates can be measured over different lengths of time. "Normal time" is the typical amount of time it takes full-time students to complete their program. For example, the "normal" amount of time for many associate's degree programs is 2 years. Not all students complete within the normal time, so graduation rates are measured by other lengths of time as well, including "150% of normal time" (e.g., 3 years for a 2 year program) and "200% of normal time," or twice as long as the normal time (e.g., 4 years for a 2 year program).

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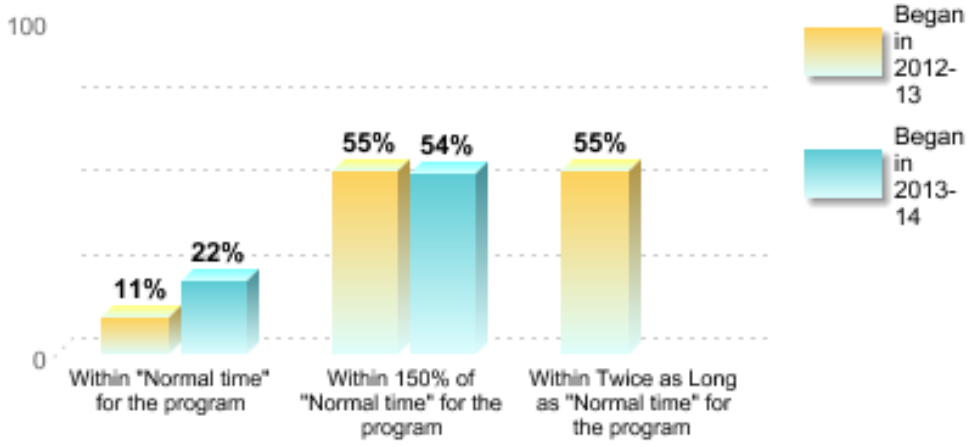

Percentage of Full-time, First-time Students Who Graduated in the Specified Amount of Time

FINANCIAL AID

Undergraduate Student Financial Aid, 2015-2016

Full-time Beginning Undergraduate Students

- Beginning students are those who are entering postsecondary education for the first time.

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Any student financial aid1	16	84%	——	——
Grant or scholarship aid	14	74%	$77,239	$5,517
Federal grants	14	74%	$75,076	$5,363
Pell grants	14	74%	$75,076	$5,363
Other federal grants	0	0%	$0	—
State/local government grant or scholarships	(*)	5%	(*)	(*)
Institutional grants or scholarships	0	0%	$0	—
Student loan aid	15	79%	$118,500	$7,900
Federal student loans	15	79%	$118,500	$7,900
Other student loans	0	0%	$0	—

- 1 Includes students receiving Federal work study aid and aid from other sources not listed above.
- (*) Number receiving aid and total and average amounts of aid received are withheld to preserve the privacy of individuals.

All Undergraduate Students

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Grant or scholarship aid1	128	67%	$638,410	$4,988
Pell grants	124	65%	$579,283	$4,672
Federal student loans	118	62%	$909,316	$7,706

- 1 Grant or scholarship aid includes aid received, from the federal government, state or local government, the institution, and other sources known by the institution.
- For more information on Student Financial Assistance Programs or to apply for financial aid via the web, visit Federal Student Aid