

International Education Group, LLC

**GRAHAM WEBB
INTERNATIONAL
ACADEMY OF HAIR**

CAMPUS
1621 North Kent Street, Suite 1617 LL
Arlington, VA 22209
703-243-9322

**CONSUMER GUIDE
2016**

www.grahamwebbacademy.edu

January 19, 2016

The Graham Webb International Academy of Hair is certified to operate by the State Council of Higher Education for Virginia (SCHEV).

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Licensing/ Accreditation/ Certified

The Academy is licensed by:

Department of Professional and Occupational Regulation (DPOR)
9960 Mayland Drive, Suite 400
Richmond, VA 23233-1485
<http://www.dpor.virginia.gov/Boards/BarberCosmo/>

National Accrediting Commission of Career Arts & Sciences (NACCAS)
4401 Ford Avenue
Suite 1300
Alexandria, Virginia 22302-1432
www.naccas.org

The Graham Webb International Academy of Hair is certified to operate by the State Council of Higher Education for Virginia (SCHEV)
www.schev.edu

Graham Webb International Academy of Hair does not have a scholarship program at this time.

Make-up Work

Students are required to re-take missed or failed tests. If a student must make up a test, he or she must sign up for each test at least one week prior with the Academic Advisor. Students are not allowed to retrieve their own tests.

Students must have taken and passed all tests prior to graduation.

We at Graham Webb International Academy of Hair want all students to have a happy and enjoyable educational experience. All rules and regulations are established for the good of the team as a whole, as well as to promote organization and structure. Our priority is to provide the best education we can and for you to be the very best you can be.

We have additional policies and guidelines available for your review. Should you desire to review these, simply ask.

Non-Discrimination Policy

The Graham Webb International Academy of Hair is dedicated to maintaining honest, ethical, and fair relationships with staff, students, clients, state boards, and other schools. Graham Webb International Academy of Hair admits students without regard to financial status, military status, or national origin, and therefore does not discriminate against any student regardless of race, color, creed, religion, sex, ethnic origin, or age.

Absences

We monitor attendance closely to ensure students maintain Satisfactory Progress. The policy states that the student must maintain minimum of 80% attendance overall. Students who miss time from the Academy need to see the Academic Advisor regarding make-up work and hours missed. Students who need to complete more than the normal 30 hours per week, must submit a proposal outlining the projected date that they will be back on track and in-line with their contracted graduation date. Excessive absences will result in contract overages. See "Contract Overage Policy" below.

Contract Overage Policy

Cosmetology Program

If a student must attend the Academy longer than his or her contracted end date (and 1500 elapsed hours as of that contract end date) to complete the course, for any reason, he or she must pay an additional \$13.00 per hour for each hour beyond the stated contract length, up to 125% of the normal course length. Contract overages not completed after thirty(30) days of the completion date may increase from \$13.00 to \$15.00 per hour. There will be a \$10.00 fee for copies of transcripts requested by students after leaving the Academy.

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Aesthetics Programs

If a student must attend the Academy for longer than the contract time (and 600 hours as of that contract end date) to complete the course, for any reason, he or she must pay an additional \$ 15.00 per hour for each hour beyond the state contract length, up to 125% of the normal course length. Contract overages not completed after thirty (30) days of the completion date may increase from \$15.00 to \$16.00 per hour. There will be a \$10.00 fee for copies of transcripts requested by students after leaving the Academy. Overages will be due at the end of the each month after your contract end date.

Satisfactory Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

MAXIMUM TIME FRAME – Cosmetology Program

The cosmetology program is 1500 hours in length. Because we require a minimum of 80% in attendance as well as academic performance, the maximum time frame for you to finish your course is 1.25 times the course length. An approved leave of absence will extend the student’s contract period and maximum time frame by the same number of days in the leave of absence.

Status	On Time(Weeks*) [From Contract]	Maximum Time Frame (Weeks*)
Full Time (30 hours per week)	52 (1500 hours elapsed)	65 (1875 hours elapsed)
Full Time Flex (24 hours per week)	65 (1500 hours elapsed)	81(1875 hours elapsed)
Evening (18 hours per week)	86 (1500 hours elapsed)	108 (1875 hours elapsed)

(*These weeks are based on the scheduled hours per week for each status, therefore scheduled holidays off may extend the actual time frame depending on when the dates fall on the calendar.)

MAXIMUM TIME FRAME –Aesthetician Programs

The Aesthetics programs are 600 hours in length. Because we require a minimum of 80% in attendance as well as academic performance, the maximum time frame for you to finish your course is 1.25 times the course length. A leave of absence will extend the student’s contract period and maximum time frame by the same number of days in the leave of absence.

Status	On Time(Weeks*) [From Contract]	Maximum Time Frame (Weeks*)
Full Time (30 hours per week)	21 (600 hours elapsed)	26 (750 hours elapsed)
Full Time Flex (24 hours per week)	26 (600 hours elapsed)	33 (750 hours elapsed)
Part Time (18 hours per week)	35 (600 hours elapsed)	44 (750 hours elapsed)

(*These weeks are based on the scheduled hours per week for each status, therefore scheduled holidays off may extend the actual time frame depending on when the dates fall on the calendar.)

DETERMINATION OF STATUS

Graham Webb International Academy of Hair students who maintain satisfactory progress are eligible to receive Title IV assistance. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation. Students will review Satisfactory Academic Progress evaluation results at each scheduled evaluation period. The school’s administrative staff will explain and discuss progress evaluations with each student.

GRADING SCALE

Our grading scale appears below.

GRADE

PERCENTAGE

QUALIFICATION

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A 94-100% Theory: Test results
Practical: A - Qualified by instructor's ongoing evaluation.

Meaning: Excellent mastery and ability to apply course content ideas. The work displays initiative, independence, and application. In some courses, originality may be required.

Diploma: We award Gold Graham Webb International Academy of Hair diplomas to Grade A students supported by a 94-100% overall average.

GRADE **PERCENTAGE** **QUALIFICATION**

B 87-93% Theory: Test Results
Practical: B - Qualified by instructor's ongoing evaluation

Meaning: Good mastery of course contents and ability to apply course content ideas. Work shows a good grasp of the significance, interrelated and uses of the material covered.

Diploma: We award Silver Graham Webb International Academy of Hair diplomas to Grade B students supported by an 87-93% overall average.

GRADE **PERCENTAGE** **QUALIFICATION**

C 80-86% Theory: Test results
Practical: C - Qualified by instructor's ongoing evaluation

Meaning: Satisfactory understanding of course content.

Diploma: We award Bronze Graham Webb International Academy of Hair diplomas to Grade C Students.

GRADE **PERCENTAGE** **QUALIFICATION**

D 70-79% Theory: Test results
Practical: D - Qualified by instructor's ongoing evaluation

Meaning: Minimal understanding and knowledge of course concepts. Student must retake failed tests until they receive a minimum of 80%.

GRADE **PERCENTAGE** **QUALIFICATION**

F 60% and below Theory: Test results
Practical: F - Qualified by instructor's ongoing evaluation

Meaning: Unsatisfactory understanding of basic facts and principles, which constitute the course content. Student must retake tests until at least an 80% academic average of all grades is achieved.

GRADE **PERCENTAGE** **QUALIFICATION**

Incomplete Incomplete Theory: Test incomplete

Meaning: An Incomplete will be assigned when illness, emergency or unusual circumstances beyond the student's control prevents the student from completing the assigned course work and/or examination(s) by the end of the session. The student must arrange for counseling with their advisor for the removal of an incomplete. A zero will be given as a grade F if prior arrangements have not been made. It is advisable that you call to make an appointment and insure that the proper documentation is in your file.

WARNING

Students who fall below 80% in attendance, test grades, or service assignment completions are placed in warning status until the next formal Satisfactory Academic Progress evaluation. Extenuating circumstances would dictate longer (appeal.) Students who are on a warning are still considered making satisfactory progress.

We conduct formal Satisfactory Academic Progress evaluations at the student's scheduled 450, 900, and 1200 scheduled hours for Cosmetology and at the student's scheduled 200, 300, and 400 scheduled hour points for our Aesthetics and Master Aesthetician courses.

Students have access to the Satisfactory Academic Progress report results, and these results are documented and signed by the student and Academic Advisor and placed in the student's Enrollment File. Determination of status occurs during these evaluations.

Graham Webb International Academy of Hair's policy is to perform informal monitoring of attendance and academics for students on warning for 30 days at a time for a maximum of 4 informal monitoring periods during the warning status. Students on warning are considered to be making satisfactory progress until the next scheduled formal evaluation period. Students must meet both attendance and academic progress requirements of at least one formal Satisfactory Academic Progress evaluation by midpoint of the course to be considered making satisfactory progress as of the midpoint of the course.

Students are advised to make a written plan with their advisor that will bring them back in line with the 80% requirement and not exceed the maximum time frame. Students on warning are monitored closely and will be re-evaluated at the end of the warning period. At the end of the warning period, the students not meeting Satisfactory Academic Progress requirements are candidates for termination and are no longer eligible for Title IV aid. Students deemed ineligible for aid will be notified as part of regular progress evaluations. Consideration is given to students with extenuating circumstances (appeal process.)

If a student takes a leave of absence or terminates, they are re-entered at the same status as when they left. Students who terminate or withdraw will have Title IV reinstated after 30 days of meeting Satisfactory Progress.

APPEAL PROCEDURE

Students must make all appeals in writing to the Academic Advisor, who shall respond within 15 days. The decision of the Academic Advisor is final. The Academy may consider an appeal for mitigating circumstances that may include but are not limited to a documented illness or family circumstances. In the appeal the Student must include why the student failed to make Satisfactory Progress and what changes will be made to achieve Satisfactory Progress at the end of the approved probationary period.

RE-ESTABLISHING ELIGIBILITY

If a student's appeal is granted, he or she will return on a probationary status. Students on probation must actually meet the Attendance and Academic requirements for Satisfactory Academic Progress before any financial aid will be disbursed. Also, the student will not be paid any additional financial aid until he/she has completed the hours previously paid for. In addition, the student must not only be at Satisfactory Progress they must be able to complete the program within the maximum time frame. Student appeal results are documented in the student enrollment files on the Appeal Tracking Form.

COURSE INCOMPLETES, REPETITION AND NON-CREDIT REMEDIAL COURSES

Courses repetitions or remedial courses are not available and therefore have no impact on Academic Progress.

TRANSFER STUDENTS

Accepted transfer hours will be considered when determining the maximum time frame for the completion of the program.

STUDENTS WHO WITHDRAW

If the student withdraws from the program the student's maximum time frame is not normally affected but the student's status at the time of withdrawing COULD affect their financial aid eligibility.

References: 34 CFR 668.34

Leave of Absence Policy

A student may be granted a leave of absence for circumstances beyond his or her control. The leave of absence must be requested and approved in writing prior to a leave occurring. Emergency leave, without prior written request, may be granted provided the student completes the Leave of Absence request form and returns it to the school via mail or in person, email, or appropriate third party documentation.

As of April 1, 2011, a leave of absence must be a minimum of 14 days and may not exceed 30 days. A leave of absence may only be granted in the case of documented medical requests, maternity requests, or military assignment. Only one leave of absence is allowed in a twelve-month period. Exceptions may be allowed in cases of documented extreme hardship at the discretion of the Academy. Students must continue to make promissory note payments while on an approved leave of absence.

Grading Procedures

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
A	94-100%	Theory: Test results Practical: A – Qualified by instructor's ongoing evaluation.
Meaning:	Excellent mastery and ability to apply course content ideas. The work displays initiative, independence, and application. In some courses, originality may be required.	
Diploma:	We award Gold Graham Webb International Academy of Hair diplomas to Grade A students supported by a 94-100% overall average.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
B	87-93%	Theory: Test Results Practical: B – Qualified by instructor's ongoing evaluation
Meaning:	Good mastery of course contents and ability to apply course content ideas. Work shows a good grasp of the significance, interrelated and uses of the material covered.	
Diploma:	We award Silver Graham Webb International Academy of Hair diplomas to Grade B students supported by an 87-93% overall average.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
C	80-86%	Theory: Test results Practical: C – Qualified by instructor’s ongoing evaluation

Meaning: Satisfactory understanding of course content.

Diploma: We award Bronze Graham Webb International Academy of Hair diplomas to Grade C Students.

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
D	70-79%	Theory: Test results Practical: D – Qualified by instructor’s ongoing evaluation

Meaning: Minimal understanding and knowledge of course concepts. Student must retake failed tests until they receive a minimum of 80%.

Diploma: Graham Webb International Academy of Hair diplomas not awarded to Grade D Students.

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
F	60% and below	Theory: Test results Practical: F – Qualified by instructor’s ongoing evaluation

Meaning: Unsatisfactory understanding of basic facts and principles that constitute course content. Student must retake tests until at least an 80% academic average of all grades is achieved.

Diploma: Graham Webb International Academy of Hair diplomas not awarded to Grade F Students.

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
Incomplete	Incomplete	Theory: Test incomplete

Meaning: An Incomplete will be assigned when illness, emergency or unusual circumstances beyond the student’s control prevents the student from completing the assigned course work and/or examination(s) by the end of the session. The student must arrange for counseling with their advisor for the removal of an incomplete. A zero will be given as a grade F if prior arrangements have not been made. It is advisable that you call to make an appointment and insure that the proper documentation is in your file.

REFUND POLICY

Cancellation is determined by postmark on date of notification. Policy applies regardless of whether or not the student actually started training.

If the student or student’s parent or guardian (if the student is a minor) cancels:

The cancellation must be submitted, in writing within three (3) business days of the execution of the agreement, and all monies paid shall be refunded regardless of whether training has begun.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted by the school and is entitled to a refund of all monies except a non- refundable application fee.

Student Signature

- A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except a non-refundable application fee.
- A student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an application fee, if applicable, and registration fee of (state the amount for each course of study).
- A student notifies the institution of his/her withdrawal.
- A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school.
- for official cancellations or withdrawals by the student, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

After three (3) business days, but prior to entering classes, all monies will be refunded less the registration fee (\$100.00)

Students must cancel in writing.

In the event the student does not complete the course, the following refund policy applies.

RETURN OF TITLE IV FUNDS

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school or the date of dismissal for a student who is dismissed by the institution. This is the student's scheduled hours based upon their specific schedule.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received. Title IV aid the student has received and the amount, if any, which needs to be returned at the time of withdrawal. Under current federal regulations, the amount of aid earned is calculated on a pro rata basis through 60% of the payment period. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. The School may adjust the Student's account based on any repayments of Title IV funds that the School was required to make.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Direct Loans
 - a. Unsubsidized Federal Stafford loans.
 - b. Subsidized Federal Stafford loans.
 - c. Federal Parent PLUS loans received on behalf of the student.
2. Federal Pell Grants.

In other cases, the following policy will apply:

INSTITUTIONAL REFUND POLICY

As required by 8VAC40-31-160(N) (9), the minimum refund policy for a school that financially obligates the student for the entire amount of tuition and fees for the entirety of a program or course shall be as follows:

- a. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
- b. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
- c. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.

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d. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

Proportion of Total Program taught by withdrawal date	Tuition Refund
Up to 25%	75% of program cost
26-50%	50% of program cost
51-75%	25% of program cost
76% or more	No refund

Any monies due the student shall be refunded within thirty (30) days of a determination that the student has withdrawn, whether officially or unofficially. Should a student’s account become delinquent and require referral to an attorney for collection, the student/parent will be responsible for the remaining balance and attorney fees or collection agency fees of 35% and any associated court costs with collection of said outstanding balance.

Enrollment time is defined as the number of hours scheduled in the program as of the last date of physical attendance in school. The refund is calculated based on the student’s last date of attendance. Formal termination by the Academy shall occur no more than fourteen (14) days from the last date of physical attendance, or in the case of leave of absence, the documented date of return.

Books, student kit, and supply fees are refundable only in the following cases:

- If cancellation of contract occurs before three (3) business days have passed from the signing of the contract and before student starts class.
- If cancellation of the contract occurs at any time prior to the student’s beginning training
- Once the student starts class and has received the kit, kits are non-refundable.

Registration fee is non-refundable after three (3) business days.

School Closure

If the school closes and is no longer offering instruction after the student has enrolled, the student is entitled to:

- a pro-rata refund of tuition
- Seek to complete instruction at a school that is approved by DPOR and accredited by NACCAS
- Adhere to the SCHEV Requirements for School Closure, as listed below;
 - o A. A school shall notify the Council of its intention to close at least 30 days prior to the closure. The notice shall be accompanied by a comprehensive plan for closure and a teachout plan that makes provision for presently enrolled students to complete the program of instruction for which they have enrolled, either at the school or at another school certified by the Council or authorized to operate in the Commonwealth. The school shall obtain the Council’s approval of the teachout plan prior to implementation.
 - o B. The school shall notify the Council, in writing, if there is no comparable program for the purposes of developing a teachout plan within 50 miles of the closing school or if the closing school is unable to enter a teachout agreement with another school. This information shall be provided at the time the school notifies the Council of its intention to close.
 - o C. Owners or senior administrators of a postsecondary school that closes without providing (i) an adequate teachout plan or refunds of unearned tuition and (ii) appropriate preservation of records shall be denied certification to operate another postsecondary school in the Commonwealth.

If the student is not accepted by the Academy, all monies received by the Academy shall be refunded.

Occupational Hazards

The following is a list of occupational hazards associated with being a stylist. This list is provided as required by the Department of Education.

- Carpal Tunnel Syndrome (locking of the hands/wrist joints)
- Varicose Veins
- Arthritis of the hands and feet

Student Signature

- Lower back pain
- Chemical burns
- Cuts from sharp instruments
- Stress
- Fatigue
- Possible transference of blood
- Swelling of hands/feet
- Dermatitis
- Susceptibility to bacterial/viral infections

Sanitation and Safety

1. Wash basins, sinks, and workstations shall be clean.
2. Floors shall be kept free of hair, nail product, and other waste materials.
3. Combs, brushes, towels, razors, clippers, scissors, nippers, and other instruments shall be cleaned and sanitized after every use and stored from contamination.
4. Soiled towels, robes, and smocks shall be stored in an enclosure container.
5. When a haircloth is used, a clean towel or neck strip shall be placed around the neck of the client to prevent the haircloth from touching the skin.
6. Brushes and combs shall be washed in soap and water and sanitized after each use.
7. Permanent wave rods shall be rinsed after each use and end papers shall not be reused.
8. Scissors, razors, clippers, nippers, and all sharp-edged cutting instruments shall be sanitized after each use with a disinfectant in accordance with the manufacturer's instructions.
9. A supply of 70% isopropyl alcohol is to be present at all times to be used in the event a client's skin is accidentally broken during any service. In that event, all implements must be immersed in said alcohol for ten minutes.
10. Do not apply any chemical if abrasions are present.
11. Protect the client's clothing with plastic shampoo capes, towels, and smocks.
12. Wear gloves and protective eye gear when working with disinfectants and chemicals.
13. Wash hands with an antiseptic soap before and after serving a client.
14. Make sure bottles and containers are tightly capped and labeled when not in use.
15. Do not store product near heat or open flame.
16. Handle sharp-pointed implements carefully to avoid dropping them.
17. Handle heating equipment with care not to burn yourself or the client.
18. When handling thermal irons, do not place handles too close to heater, to prevent burning hands.
19. Make sure thermal irons are properly balanced in the heater, to prevent from falling off and burning surrounding items or people.
20. Do not use metal combs when working with heated equipment; they can become hot and burn the scalp.
21. Do not use combs with broken teeth; they can hurt the scalp.
22. Do not work on a nail when the surrounding skin is inflamed or infected.
23. An artificial nail shall only be applied to a healthy natural nail.
24. Keep finger nails smooth; they can scratch a client's skin.

OUTCOME RATES

Cosmetology Program

Rates for January 1, 2014---December 31, 2014

Completion Rate	51/79	64.56%
Placement Rate	40/51	78.43%
State Licensure Rate	35/35	100%

Aesthetics Program

Rates for January 1, 2014—December 31, 2014

Completion Rate	34/38	89.47%
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Placement Rate	22/25	88.00%
State Licensure Rate	25/25	100.00%

Institutional Rates

Rates for January 1, 2014—December 31, 2014

Completion rate:	85/117	72.65%
Placement rate:	62/76	81.58%
Licensure rate:	60/60	100.00%

**Rates calculated by the National Accrediting of Career Arts and Sciences (NACCAS) based on figures submitted for the school's most recent annual report.*

Career Opportunities

Cosmetology

The median salary for a **cosmetologist** with less than one year of experience was \$10.95 an hour as of May 2012. The lowest 10 percent earned less than \$8.11, and the highest 10 percent earned more than \$20.39.

While earnings for entry-level workers usually are low, earning can be considerable higher for those with experience. A number of factors determine the total income of cosmetologist/ aestheticians, such as the size and location of the salon or spa. They may receive commission based on the price of the service and products they sell, or a salary based on the hours worked. In addition, some salons reward employees who bring in new business by paying bonuses. A growing number of cosmetologists rent stations from salons on a weekly or monthly basis and are considered self-employed. For many cosmetologist/aestheticians, the ability to attract and hold regular clients is a key factor in determining earnings. Aestheticians/Cosmetologists typically work full time; it is common for them to work evenings and weekends. Some Hair dressers/Barbers work part time, but long hours are more common, particularly for self-employed workers.

For further information about a desired career, please visit www.onetonline.org.

OCCUPATIONS AVAILABLE FOR COSMETOLOGY GRADUATES

There are many opportunities available to licensed cosmetologists all over the country and around the world; these opportunities come with a variety of compensation packages.

In-Salon Jobs

Hair Designer
 Perm Specialist
 Color Specialist
 Make-up Artist
 Skin Care Specialist
 Manicurist
 Receptionist/Salon Coordinator
 Artistic Director
 Salon Manager
 Salon Owner
 Salon Inventory Control Manager

In-Education Jobs

In cosmetology schools:
 Education consultant
 Owner
 Recruiter

Outside Cosmetology Schools

Student Signature

Adult Education Instructor
Guest Artist/Educator
State Board Examiner

In-Beauty Industry Jobs

Advertising Designer
Buyer
Manufacturer's Sales Representative
Retailer

Science-Related Jobs

Educational Representative for Distributor
Technical Consultant
Product Development

Many of these positions are available to the newly licensed cosmetologist or even a newly licensed aesthetician. Some require additional education or experience, depending on the company or person hiring. Most jobs within the beauty industry require long periods of standing, which can be physically demanding.

Visit the website <http://onetonline.org/find/quick?s=39-5012> to learn more about the exciting field of cosmetology according to the U.S. Department of Labor!

OCCUPATIONS AVAILABLE FOR AESTHETICIAN GRADUATES

There are many opportunities available to licensed aestheticians all over the country and around the world; these opportunities come with a variety of compensation packages.

- Aesthetician
- Medical Aesthetician
- Working with a cosmetic surgeon
- Working with a dermatologist
- Working in a hospital or clinic
- Working in a laser center
- Makeup Artist
- Manufacturer's Representative
- Salesperson/Sales Manager
- Cosmetic Buyer
- Aesthetic Writer or Editor
- Educator

The median salary for an **aesthetician** with less than one year of experience was \$13.77 an hour as of May 2012. The lowest 10 percent earned less than \$8.39, and the highest 10 percent earned more than \$24.95.

While earnings for entry-level workers usually are low, earnings can be considerable higher for those with experience. A number of factors determine the total income of cosmetologist/ aestheticians, such as the size and location of the salon or spa. They may receive commission based on the price of the service and products they sell, or a salary based on the hours worked. In addition, some salons reward employees who bring in new business by paying bonuses. A growing number of cosmetologists rent stations from salons on a weekly or monthly basis and are considered self-employed. For many cosmetologist/aestheticians, the ability to attract and hold regular clients is a key factor in determining earnings. Aestheticians/Cosmetologists typically work full time; it is common for them to work evenings and weekends. Some Hair dressers/Barbers work part time, but long hours are more common, particularly for self-employed workers.

Visit the website www.onetonline.org to learn more about the exciting field of aesthetics according to the U.S. Department of Labor!

Student Signature

Why Graham Webb International Academy of Hair?

- British creativity and American technology combine to offer the latest in international styles.
- Commitment to quality.
- First-class facility in a salon environment.
- Convenient location. Metro accessible.

Campus Security Report

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours. School facilities are secured during times the school is not open.

Personal Safety

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to Front Desk immediately
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Carry your keys with you at all times and don't lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.

As the school becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus at the Academic Advisor's office.

Reporting a Crime

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the President's Office. Other emergencies should also be reported to the President's Office. If the crime has been committed when the school is closed, it should be reported to the President's Office as soon as possible after school is open. In addition to reporting the crime to the President's Office, the crime should be reported to local law enforcement authorities. The local Police Department may be reached at (703) 558-2222. In an emergency, the local Police Department may be contacted by dialing 911.

The school does not have a campus police or security department. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters. The school does not have a written agreement with state or local law enforcement agencies to investigate alleged criminal offenses.

The school will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the Front Desk are included in the annual campus crime statistics. In addition, the school requests from the local Police Department crime information not reported to the school President's Office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

The school does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school-sponsored events. This includes acts of violence against women.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The school President's Office should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

- both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and
- both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situations.

Emergency Response and Evacuation Procedures

If an on-going threat is posed related to a reported crime, a campus safety alert will be issued in a timely manner to the school community via the school emergency notification system. Campus safety alerts can be distributed in various ways, as deemed appropriate for the situation. Most commonly, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, an announcement will be sent to the school community with information and instructions.

The school has developed emergency procedures to address various emergency situations, including but not limited to medical emergencies, violent crime in progress, evacuations, fire, and weather emergencies. The school may also test emergency response and evacuation procedures periodically through drills or exercises. Please contact the President's Office for more information.

Sexual Assault and Related Crimes

In the event of a sexual assault or domestic violence, please be aware of the following:

- It is important to preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- go to a place where it is safe from further attack and notify the police
- obtain immediate medical attention
- seek professional counseling

The school strongly advocates that a victim of sexual assault report the incident in a timely manner. Victims may report a sexual assault to the President’s Office or Academic Advisor. Victims of sexual assault also have the option of notifying local law enforcement. If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the school President’s Office or Academic Advising office will provide information on off-campus agencies that provide services to victims of a sex offense. The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school by contacting the President or Academic Advisor.

Registered Sex Offenders

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders’ enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: www.nsopr.gov. Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

Disciplinary Proceedings

The school has disciplinary procedures in place to address allegations of sexual assault and other sexual offenses, which are detailed in the catalog. Under these procedures, the alleged victim and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

The school will also disclose to both the alleged victim of a crime of violence or a non-forcible sex offense and to the accused, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested. The school may impose sanctions, up to and including expulsion from the institution, following a final determination of a disciplinary proceeding involving alleged sexual assault or other sexual offense. Alleged victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available

Campus Crime Statistics

The following criminal offenses occurred during the calendar years listed.

CRIMINAL OFFENSES	ON CAMPUS			NONCAMPUS			PUBLIC PROPERTY			STUDENT HOUSING FACILITIES		
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012
Murder/Non-negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Sex Offenses: Forcible	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Sex Offenses: Non Forcible	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A

Robbery	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Burglary	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Arson	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A

VIOLATIONS	ON CAMPUS			NONCAMPUS			PUBLIC PROPERTY			STUDENT HOUSING FACILITIES			Referred for campus disciplinary action (Y or N)
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012	
Liquor law violations	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A	N
Drug law violations	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A	N
Illegal weapons possession violation	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A	N

Hate Crimes

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. There are six types of bias categories: race, gender, religion, sexual orientation, ethnicity/national origin and disability.

The school reports all hate crime statistics separately for the categories of criminal offenses listed in the chart above. Additionally, hate crimes statistics are also reported separately for the following offenses: larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

There were no reported hate crimes for the years 2014, 2013, or 2012.

Student Housing Facilities:

Our school does not maintain school-operated student housing facilities.

Fire Safety Reporting:

Our school does not maintain school-operated student housing facilities, and is not required to maintain a log of all fire related incidents.

Missing Persons:

Our school does not maintain school-operated student housing facilities, and is not required to publish a missing student notification policy. However, students are encouraged to contact the local police if they have information about a missing person.

Reporting Procedures

Should you need to report criminal actions or other emergencies occurring on campus, please report directly to the Academic Advisor or the President of the Academy. If neither is available, please report to the instructor in charge. These officials will notify the local law enforcement agency or an emergency medical technician, depending on the seriousness of the incident. Graham Webb International Academy of Hair does not recognize any off campus student organizations that would be covered by this act.

The purpose and authority of the Graham Webb International Academy of Hair staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred to and investigated by the Arlington County Police Department. To ensure accurate and prompt reporting of all crimes, Graham Webb International Academy of Hair will take full written statements from parties involved and witnesses to all criminal or emergency incidents. The written statements are included as part of the written report and such statements may be used by the Graham Webb International Academy of Hair staff and local/state law enforcement officials for the purpose of apprehension and/or crime prevention.

The Graham Webb International Academy of Hair strictly prohibits the possession, use, and sale of illegal drugs and will seek prosecution for a drug offense, under Federal and State laws. The Academy has drug abuse information available, as required under Section 1213 of the HEA. For additional information on the Academy's drug program, please see the President.

Please refer to the *Drug Free Schools and Communities Act Policy* for more information.

School Access

The only people allowed in the school are Graham Webb International Academy of Hair staff, students, and patrons. Graham Webb International Academy of Hair reserves the right to ask any visitor, student, staff member, or patron to leave following any disruptive behavior.

The Academy opens its doors at 8:30 am daily. The doors are locked at 10 pm Tuesday, Wednesday, and Thursday and 5:00 on Friday, Saturday, and Monday. Students and staff are advised to leave the building in a group and to be aware of the surroundings.

Once a year, Graham Webb International Academy of Hair has a member of the Arlington County Police Department visit the Academy and talk to the students about crime prevention; how to prevent sex offenses, and the procedure to follow if sex offenses should occur, along with other safety issues.

New students and staff receive this campus report at orientation and are advised at this point that they must be responsible for their own security and the security of others (the latter applies to staff).

Sexual Offenses

Students are to follow the following procedures in the occurrence of a sex offense:

1. Notify the Academic Advisor at Graham Webb International Academy of Hair and the proper law enforcement agencies. If requested, the Academy will notify the police department for the student. It is very important at this point that a written statement is taken and any evidence is preserved.
2. At your request, we can assist you in finding other living accommodations and/or change your academic schedule.
3. The Academy does not have on-campus crisis counseling. We have, however, a listing of crisis centers that you may wish to contact. The list appears below.

Please be advised that the Academy does not have any formal proceedings in the case of an alleged sex offense by a student. If the accused is convicted, the Academy will take appropriate measures. These could include all or some of the following: suspension, mandatory counseling at the convicted student's expense and termination of the convicted student's expense and termination of the convicted student's contact.

Social Service Organizations

**Arlington County Social Services
Department of Human Services**
2100 Washington Blvd.
Arlington, VA 22204
(703) 222-1300

Alcoholics Anonymous Virginia Area
380 Maple Ave., Suite 301
Vienna, VA 22180

Mental Health Services
3340 Woodburn Rd.
Annandale, VA 20003
Out-Patient Entry Office (703) 383-8522
Risk Assessment (703) 573-5679

Alcoholics Anonymous – DC/MD Area – No.
4530 Connecticut Ave., NW Suite 111
Washington, DC 20008

(703) 281-7501

(202) 966-9115

National Clearinghouse for Drug Abuse Info.
11426 Rockville Pike, Suite 200
Rockville, MD 20852
(301) 468-2600 (800) 729-6686

National Domestic Violence Hotline
PO Box 161810
Austin, TX 78716
(800) 799-SAFE

Northern VA Inter-Group (Alcoholism Counseling HOTLINE)
10400 Eaton Place, Suite 106
Fairfax, VA 22030
(703) 876-6166

Alexandria Sexual and Domestic Violence Advocacy Program
421 Kind Street, Suite 400
Alexandria, VA 22314
(703) 746-4911 (Domestic Violence: 24 HR. Hotline)
(703) 683-7273 (Sexual Violence: 24 HR. Hotline)
www.alexandriava.gov

Arlington County Violence Intervention Program
2100 Washington Boulevard, 2nd Floor
Arlington, VA 22204
(703) 228-4848 (24 HR. Hotline)
www.arlingtonva.us

Drug-Free Schools and Communities Act

OVERVIEW: This policy provides information on the Academy's compliance with the regulations set forth by the Drug Free Schools and Communities Act concerning alcohol and drug prevention services, program and policies and publication of the Biennial Review.

Drug-Free Schools and Communities Act Amendments of 1989, as mandated by section 22 of Public Law 101-226, The Graham Webb International Academy of Hair provides the Following information to all students and employees biennially:

1. Standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol and the disciplinary sanctions of the Academy will impose for violations of laws and standards of conduct are contained in the Employee Handbook Policy 4.3 and Student Consumer Guide pages 20-22.
2. The health risks associated with the use of illicit drugs and alcohol abuse are found on the following NIH websites for drugs and alcohol;
www.nida.nih.gov/nidahome.html
<http://www.niaaa.nih.gov/>
3. The legal sanctions imposed by local, state and federal laws for the illegal possession and/or distribution of illicit drugs or alcohol can be found below;

Graham Webb International Academy of Hair recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportion in our society and that it interferes with the goals and objectives of any educational institution. Accordingly, Graham Webb International Academy of Hair does not encourage the use of alcoholic beverages and strongly discourages illegal or otherwise irresponsible use of alcohol. Members of the Academy are accountable for their decisions regarding use of alcohol and the behavior that occurs because of these decisions. The Academy is reminded of the following information:

State Statutes

The Commonwealth of Virginia and the Virginia State Alcoholic Beverage Control Board have enacted a variety of laws and regulations that govern alcoholic beverages. They are summarized as follows:

1. Persons under the age of 21 are prohibited from possessing or consuming beer, wine, liquor, or other alcoholic beverages. Persons found in violation of this statute may be fined up to \$2500 and imprisoned for a period of not more than 12 months. In addition, such person's Virginia driver's license may be suspended for a period of not more than 1 year.

Student Signature

Graham Webb International Academy of Hair: Consumer Guide

2. Persons may be fined up to \$100 for drinking in public.
3. Persons found in possession of a false driver's license may be fined up to \$1000 and imprisoned for a period not to exceed 12 months. Driving privileges may be revoked for 30 to 365 days.
4. It is illegal for intoxicated persons, regardless of age, to purchase or to possess alcoholic beverages. Persons in violation of this statute may be fined up to \$1000 and imprisoned for a period not to exceed 12 months.
5. It is illegal to serve or sell alcoholic beverages to persons who are intoxicated or suspected of being under the legal drinking age. It is also illegal to purchase alcoholic beverages for such persons. Individuals believed to be intoxicated are prohibited from remaining in an area where alcoholic beverages are served. Persons found in violation of these statutes may be fined up to \$1000 and imprisoned for a period not to exceed 12 months.
6. It is illegal to drive while under the influence of alcohol. Individuals are considered impaired if their blood alcohol content (BAC) exceeds .08. Persons under the age of 21 who drive with a BAC of at least .02 but less than .08 may be fined up to \$500 and have their driver's license suspended for up to six months. Persons with a BAC of .08 or higher or persons refusing a breath test will have their driver's license automatically revoked.
7. It is illegal to purchase alcoholic beverages from any person not licensed to sell them, to sell alcoholic beverages without the appropriate license, and to consume alcoholic beverages in any unlicensed public area.

Controlled Substances - CSA Schedule

In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Communities and Schools Act Amendments of 1989, and the Commonwealth of Virginia's Policy on Alcohol and Other Drugs of 1991, the following summary is provided for your information. Controlled substances are classified under the Controlled Substances Act into "schedules" that indicate their relative medicinal use and probability of abuse and dependence (addiction). Graham Webb International Academy of Hair's policy addresses these controlled substances.

Controlled Substances Schedules

Schedule I: The drug or other substance has a high potential for abuse. The drug or other substance has no currently accepted medical use in treatment in the United States. There is a lack of accepted safety for use of the drug or other substance under medical supervision. Some Schedule I substances are heroin, LSD, marijuana, GHB, MDMA (Ecstasy), and methaqualone.

Schedule II: The drug or other substance has a high potential for abuse. The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions. Abuse of the drug or other substance may lead to severe psychological or physical dependence. Schedule II substances include morphine, PCP, cocaine, methadone, Ritalin, and methamphetamine.

Schedule III: The drug or other substance has a potential for abuse less than the drugs or other substances in Schedules I and II. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence. Anabolic steroids, codeine and hydrocodone with aspirin or Tylenol, Ketamine, and some barbiturates are Schedule III substances.

Schedule IV: The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III.

Included in Schedule IV are Darvon, Talwin, Equanil, Valium, Rohypnol, and Xanax.

Schedule V: The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substances may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV. Over-the-counter cough medicines with codeine are classified in Schedule V.

Penalties:

The law prescribes ranges of permissible penalties upon conviction. As required by the Federal Safe and Drug-Free Communities and Schools Act of 1994, the pertinent state laws, including sanctions for their violation, are summarized below:

1. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.

3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and fine up to \$1,000, either or both.
4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
5. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to \$500,000. Upon conviction, the violator must be imprisoned for not less than five years, but may suffer life imprisonment, and a fine up to \$500,000.
6. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act or an imitation controlled substance which imitates a controlled substance classified in Schedule III, IV, or V, except for an anabolic steroid classified in Schedule III constituting a violation of Virginia Code §18.2-248.5, with the intent to sell or otherwise distribute, upon conviction exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
7. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and fine up to \$2,500, either or both.
8. Possession of less than one-half ounce of marijuana with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or court trying the case without jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.
9. Notwithstanding the previously mentioned provisions, Rohypnol shall be deemed to be listed on Schedule I for the purposes of penalties for violations of the Drug Control Act. Any person knowingly manufacturing, selling, giving, distributing, or possessing Rohypnol shall be punished under the penalties prescribed for other Schedule I controlled substances

4. Information on counseling and treatment programs are available in the Student Consumer guide and the Employee Handbook.
5. The Biennial Review is available in the Office of the President.

PLEASE NOTE: Drug convictions while enrolled as a student at the Academy may affect your eligibility for federal student aid

Part 86, the Drug-Free Schools and Campuses Regulations (Education Department General Administrative Regulations [EDGAR]): As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Student Right to Know/Disclosures

Student Right to Know, 9/01/2014 – 8/31/2015, as reported in the 2015 IPEDS Data Collection Survey:

In accordance with U.S. Department of Education regulations, this is a snapshot look at a cohort of full-time, first-time (no prior college) students who completed their course of study within 150% of the normal time for completion. Please note that the majority of our students are not first time or full time, so the number of students being measured in this rate is small compared to our total enrollment. This includes our Cosmetology and Aesthetics programs.

- Completion Rate 76%
- Retention Rate 71 %
- Transfer- In Rate N/A

Student Signature

Student Body Diversity Disclosure: Breakdown of students who receive Pell Grants. Based on gender and ethnicity of enrolled and full-time students 30% Receiving PELL Grants.

Gender:	Female	89%
	Male	11%
Race:	American Indian.	2%
	African American	35%
	Asian	5%
	Hispanic	4%
	Caucasian	47%
	Ethnicity Unknown	4%
	Native Hawaiian or other Pacific Islander.	1%
	Non-resident alien.	3%

NACCAS Outcomes Assessment for 2014 (most recent year available):

	Cosmetology	Aesthetics
Completion Rate	64.56%	89.47%
Placement Rate	78.43%	88.00%
Licensure Rate	100.00%	100.00%

Student Outcomes: Types of Employment Obtained by Graduates

Only students who obtained employment in the field of cosmetology (ie., salon hairdressers, nail technicians, estheticians, or somatology schools) were counted in the placement rate.

(Revised with most current rates 11/30/15)

Department of Education Gainful Employment Disclosure Requirements

Cip Code	12.0401	12.0409
Soc Code	39-5012	39-5094
Credential Level	1	1
On-Time Completion Rate*	60.70%	76.50%
Placement Rate**	78%	88%

*For the purpose of US Department of Education disclosure, on time completion reflects only those students completing with perfect attendance.

**Disclosed rates are from the National Accrediting Commission of Career Arts and Sciences

Possible Earnings:

The median salary for a **cosmetologist** with less than one year of experience was \$10.95 an hour as of May 2012. The lowest 10 percent earned less than \$8.11, and the highest 10 percent earned more than \$20.39.

The median salary for an **aesthetician** with less than one year of experience was \$13.77 an hour as of May 2012. The lowest 10 percent earned less than \$8.39, and the highest 10 percent earned more than \$24.95.

Student Signature

While earnings for entry-level workers usually are low, earnings can be considerable higher for those with experience. A number of factors determine the total income of cosmetologist/ aestheticians, such as the size and location of the salon or spa. They may receive commission based on the price of the service and products they sell, or a salary based on the hours worked. In addition, some salons reward employees who bring in new business by paying bonuses. A growing number of cosmetologists rent stations from salons on a weekly or monthly basis and are considered self-employed. For many cosmetologist/aestheticians, the ability to attract and hold regular clients is a key factor in determining earnings. Aestheticians/Cosmetologists typically work full time; it is common for them to work evenings and weekends. Some Hair dressers/Barbers work part time, but long hours are more common, particularly for self-employed workers.

For further information about a desired career, please visit www.onetonline.org.

Median Loan Debt/On-Time Completion Rates

Cosmetology Program

CIP Code: 12.0401

SOC Code: 39-5012

Credential Level: 01

Median Total Federal Loan Debt: \$0.00

Median Total Institutional Payment Plan Debt: \$0.00

Median Total Private Loan Debt: \$0.00

On Time Completion Rate: 34/56 = 60.7%

***On-time completion reflects only those students completing with perfect attendance**

****Placement Rate: 40/51 = 78.43%**

****Disclosed placement rates are from the National Accrediting Commission of Career Arts and Sciences (NACCAS)**

Aesthetics Program

CIP Code: 12.0409

SOC Code: 39-5094

Credential Level: 01

Median Total Federal Loan Debt: \$6,267.00

Median Total Institutional Payment Plan Debt: \$0.00

Median Total Private Loan Debt: \$0.00

On Time Completion Rate: 26/34 = 76.5%

Placement Rate: 22/25 = 88.00%

****Disclosed placement rates are from the National Accrediting Commission of Career Arts and Sciences (NACCAS)**

Tuition and Fees

COSMETOLOGY

Registration Fee.....\$100.00 (Nonrefundable)

Student Kit Fee.....\$1200.00 (Nonrefundable if kit materials are received)

Tuition.....\$16,500.00

Total Investment.....\$17,800.00

*A \$100 registration fee due at time of enrollment.

Payment can be made in the form of cash, check, money order, or credit card.

A quarterly interest free payment plan is available. Please direct inquiries to Admissions.

Required Books

(Included in the kit price above)

Milady's Standard Cosmetology Book *paperback* ISBN - 9781285769431 \$112.95

Milady's Theory Workbook ISBN – 9781285769455 \$50.95

Student Signature

Graham Webb International Academy of Hair: Consumer Guide

AESTHETICS AND MASTER AESTHETICS

Basic Aesthetics Program (600 hours)

Registration Fee	\$100 (Nonrefundable)
Student Kit Fee	\$ 800 (Nonrefundable if kit materials are received)
Tuition.....	\$ 8600
Total Investment	\$ 9500

*\$900 due at time of enrollment (\$800 deposit plus \$100 Registration fee).

Master Aesthetics Program (600 hours)

Registration Fee	\$100 (Nonrefundable)
Student Kit Fee	\$ 800 (Nonrefundable if kit materials are received)
Tuition.....	\$ 8600
Total Investment	\$ 9500

*\$900 due at time of enrollment (\$800 deposit plus \$100 Registration fee).

Required Books

(Included in the kit price above)

BASIC AESTHETICS:

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