

International Education Group, LLC

GRAHAM WEBB  
INTERNATIONAL  
ACADEMY OF HAIR

CONDUCT POLICY  
2017

*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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We designed these Codes of Conduct to promote an efficient, effective, and pleasant educational atmosphere by making you aware of what we expect from you and what you can expect from us. We hope to eliminate any misunderstanding that would make your tenure with us any less than the greatest experience we know it can be. Please note that Graham Webb International Academy of Hair reserves the right to change any of the following rules / regulations and / or guidelines at any time.

### **Alcohol / Illegal Drugs**

No alcohol or illegal drugs are tolerated anywhere on the premises. Possession and/or use of either while on the premises will result in immediate dismissal and termination of your contract. Possession and/or use of illegal drugs while on the premises will also result in prosecution, in accordance with Federal and state laws. It may also result in the loss of Federal financial aid (Title IV funding).

### **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 – 21.
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.nida.nih.gov/nidahome.html)  
[www.niaaa.nih.gov](http://www.niaaa.nih.gov)

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.
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
3. Information on counseling and treatment programs are available in the Student Consumer guide and the Employee Handbook.
  4. The Biennial Review is available by request from the administration.

**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.

**Dress Code**

Clothing

Cosmetology Students – may only wear black, white and/or black and white patterned slacks, skirts, sweaters, jackets, accessories, shoes and shirts.

Aesthetics Students – may wear only black, white, and/or black and white patterned slacks, skirts, sweaters, jackets, accessories, shoes and shirts. Aesthetics students must also wear lab coats.

Permitted: patterns (stripes, dots, squares, animal prints, etc.)

Not Permitted: graphic designs, words/letters, pictures, and any logos other than the Graham Webb International Academy of Hair logo.

Students may never wear hats, denim/jeans, midriff tops (or any combination or shirt/pant/skirt that leave any area of exposed flesh), cycle pants, sweat pants, shorts, skorts, see through items, strapless garments or skirts shorter than 5 inches above the knee.

Due to Virginia State Board Requirements, garments with cap sleeves, spaghetti straps or cut off sleeves that leave the underarm exposed and any open toe shoes are not acceptable attire.

Jewelry

The Academy is not responsible for lost jewelry and discourages students from wearing valuable jewelry during school hours.

### MP3Players or Other Devices

During class, cell phones and MP3 devices must remain off and stored out of sight. MP3 Players, etc., may be used during break time, either in your classroom or off school premises.

### Audio/Visual Recording

Audio/Visual recording on any Graham Webb International Academy of Hair premises is prohibited without written permission.

## **ANY INFRACTIONS OF THE DRESS CODE WILL RESULT IN IMMEDIATE DISMISSAL FOR THE DAY – NO EXCEPTIONS!**

### **Being Prompt**

If you are a day student, you are to be here by 9:00 each morning. The time clock is turned on at 8:30 am. You must be engaged in a learning activity while on the clock. Full-time and full-time flex students must be in class prepared at 9:00 am. If you are on the clinic floor, you should be ready to receive your client by the time he/she arrives. Part-time students must be in class and prepared at 6:00 pm.

### **Food, Beverages, and Chewing Gum while in Class**

Chewing gum is not allowed on the premises. If you are chewing gum, you will be sent home. More violations will result in suspension. **Food and beverages are not to be consumed in or during class unless the student presents a written medical excuse.** There is a microwave and refrigerator available for student use. Students are responsible for the cleaning of the student area.

Students are assigned to a specific classroom and are not permitted to leave without first informing their instructor.

**Students who are not in their assigned location will be clocked out and sent home.**

### **Unauthorized Persons**

Visitors wishing to attend classes must have an appointment with, or approval from, the administrative staff. No one will be allowed beyond the front desk without an authorized escort.

### **Elevator**

The elevator may be used to travel from the parking garage to the lobby level. Students are not allowed above the lobby level for security purposes.

### **Professionalism**

**The only conversations allowed inside the Academy must pertain to your education.** The use of profane or abusive language is not acceptable, and a student may be reprimanded and sent home, suspended, or terminated for such behavior.

### **Service Assignments**

All students are required to perform client services. Refusal to do so will result in the student being sent home. Client assignments are not transferable. Any conflict with a client should be discussed with an instructor either before or after that particular client's appointment. If this is not possible, the student may request to speak to an instructor away from the client. If the instructor finds that the student is not capable of performing that particular client's service, the student may be placed back into the classroom until knowledge of that subject is demonstrated. Students are also responsible for taking proper measures to ensure that their clients' clothing is not damaged. Negligence may result in a student being liable for all charges resulting from damage to a client's clothing. Repeated sloppiness, carelessness, or complaints about students from clients will result in the student being required to work on client communication. Students will not be allowed to accept clients until the instructor feels that they understand the importance of good client communication.

### **Mutual Respect**

We have the utmost respect for you, our student. In return, we expect our students to treat each staff member, instructor, client, and fellow student with respect. **Students who are abusive or disrespectful or cause class disruption will be sent home, suspended, or terminated (see professionalism).**

### Work Habits / Smoking

In the spirit of good teamwork, we expect you to clean up after yourselves. This includes your clinic station, your classroom area, and the areas immediately outside the school grounds. There is no smoking permitted inside the school. There is a \$25.00 fine and suspension for violations of this rule. Students who choose to smoke outside the building are asked to please discard their cigarettes in the ashtray located next to the door and not on the sidewalk or road surrounding the property. Students are not allowed to smoke in the stairway areas of the outside courtyard. Also, please do not place trash in the ashtray, as it will cause fire. Dispose of all trash in a proper receptacle inside the building.

### Lockers

The Director of Admissions assigns lockers. Your name will be placed on the appropriate locker. Students are responsible for providing their own locks. Unregistered lockers without names or locks will be emptied and their contents discarded. Graham Webb International Academy of Hair is not responsible for items stored in lockers, and we strongly recommend that you keep your locker secure at all times and not give out key/combination. If you withdrawal or graduate from the Academy, you must immediately remove your belongings. **The Academy will not be responsible for those items!**

### Student Services

Unless the service is an assignment or a demonstration assigned to the student by the instructor, students will be charged a special student price for their service. Parents, friends, and relatives must pay for services performed at the Academy. Student services are a privilege! If students become unruly on the clinic during student services, the Academy reserves the right to abolish this privilege.

### Parking

Students are not allowed to clock in and then park their car. Parking is available for a fee from various lots in the area. Parking is strictly monitored in Virginia, and failure to keep your meter current will result in ticketing.

### Telephone Use

Cell phones must be kept on "silent mode" during class. **Graham Webb International Academy of Hair will not take any student calls and does not guarantee delivery of messages left for you at the front desk.**

### Marketing and Recruiting

During your tenure, you will have the opportunity to build a client base. Flyers and special promotions can be used for recruiting clients when you graduate to the clinic floor. We also recommend asking family members and friends to refer clientele to you.

### Clinic Floor / Reception Area

When students reach "senior" status, they may be promoted to the clinic floor. Cosmetology students are usually promoted when they reach 700 - 1000 clock hours and when they have taken and passed all theory exams. Aesthetics students are usually promoted when they reach 350 – 450 clock hours and upon successful completion of their senior assessment. This is done on an individual basis. When a student reaches the clinic floor, he or she must follow the rules of the clinic. **There will be no food or beverages allowed on the clinic floor or in the reception area.** Students may eat their lunch in the designated classroom. All food must be cleared away and disposed of before classes resume. Because there are clients present, students must be on their best behavior (see professionalism). No student should be in the reception area unless he or she is greeting a client. Only the salon manager and trainee are allowed behind the reception desk.

### Time Clock Policy

Day school opens and students may clock in at 8:30 am. The time clock is attached to the computer in the Registrar's office and is used to monitor student attendance. There is never any time deducted as a penalty.

Day students will not be allowed to clock in after 9:00 am, and night students on Tuesday, Wednesday and Thursday will not be allowed to clock in after 6:00 pm. Any exceptions must be approved by the Registrar.

**NOTE: WHEN ON THE CLOCK, STUDENTS MUST BE WORKING. FAILURE TO DO SO WILL RESULT IN BEING CLOCKED OUT.**

A half-hour (30 min.) will be deducted for lunch for every student on the clock for at least six (6) hours. Students clocked in for more than ten (10) hours will be clocked out automatically. No student is to be on the clock for more than ten (10) hours per day.

**Students wishing to make up hours in classes not assigned to them without prior approval from the Di will not be allowed to stay! NO EXCEPTIONS!**

Your hours cannot be recorded until you clock in. If you forget to clock in, you must ask your instructors permission to leave class to do so. Your time will begin when you clock in; you cannot sign in.

Each student must keep a student diary of his or her hours each day. This information is verified against the time clock report and instructors' roll books to guarantee the accuracy of your time. Each student will also have an appointment with the Registrar each month to verify that all clock hours are correct.

No student is allowed to be late to school during his or her tenure here. No student is permitted be in the building if he or she has not clocked in. You will have until the 10<sup>th</sup> of each month to dispute any information contained in the time clock report. After that date, it will be assumed that your report is correct and that the information will become part of your attendance record.

There are limited exceptions for being allowed to clock in late:

1. You have a medical excuse from your doctor.
2. Federal Government has a weather-related delay (day classes)
3. Arlington County has a weather-related delay (evening and weekend classes)
4. You have prior written permission on file due to employment circumstances.
5. You have documentation of car repairs, appointments, staff meetings, etc. Under these circumstances, students may clock in late.
6. Extenuating circumstances will be at the discretion of the instructor.

Each student is responsible for clocking him/herself in and out. In the event that a student is caught clocking another student in or out, both students will be suspended.

**THERE ARE NO EXCEPTIONS!**

### **Test Policy**

Test day is at the discretion of the instructor. All students must keep track of their dates and scores for each test. The student is not required to retake the test if the following requirements have been met:

1. The student has at least a grade of 80% or more on any given test.
2. The student must present the test grade sheet to the instructor in order to decline taking a test. If the student fails to show his or her test record, the student will have to take the test.
3. (NOTE: Any student not present for a test will receive a zero score and must arrange to retake the exam.)

**\*Failure to qualify for or failure to pass the freshman final after three attempts may result in termination from the Academy.\***

### **Make-up Test Policy**

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 a least one (1) week prior with his or her instructor. Students are not allowed to retrieve their own tests.

Students must have taken and passed all tests prior to graduation. **NO EXCEPTIONS!**

### **Graduation / Final Exams**

For ALL students to graduate, they must have taken all exams, completed all hours, and performed all service assignments. When Cosmetology students reach their senior level, they have a written final exam. Half of the Cosmetology final exam is a practical exam; students must schedule three (3) practical models to perform a final haircut, highlight, and perm. All these



Cosmetology finals may be performed when the student reaches 1200 clock hours. When Aesthetics students reach their 500 hours, they can schedule their senior final. Aesthetics students must sign up for their Senior Final with the Spa Director. To prevent contract overages, students must maintain a 96% attendance rate. Hours will not be released until the contract is paid in full.

**Absence Policy**

We monitor attendance closely to ensure that students maintain satisfactory progress. The policy states that a student must maintain a minimum of 80% overall attendance. Students who miss time from the Academy must see the Advisor regarding make-up work and hours missed. Students who need to complete more than the normal scheduled hours per week must submit a proposal outlining the projected date they will be back on track and in line with their contracted graduation date.

**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.

**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 may 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 –Aesthetics 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 may 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 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.

<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.	

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<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.	

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<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.	

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<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
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**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 for four 30-day warning periods 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 hours for Cosmetology and at the student’s scheduled 200, 300, and 400 scheduled hour points for our Aesthetics and Master Aesthetics courses.

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

Graham Webb’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 warning periods. 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 periods, the students not meeting Satisfactory Academic Progress requirements are candidates for termination and are no longer eligible for Title IV aid. Consideration is given to students with extenuating circumstances (appeal process.)

If a student takes a leave of absence or terminates, they are 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 Registrar, who, along with the school administration, shall respond within 15 days. The decision of the administration 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.

### **LEAVE OF ABSENCE**

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 leaves, 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, email, facsimile, or in person, email, or appropriate third party documentation.

As of April 2, 2011, Graham Webb International Academy of Hair students may request one leave of absence for a minimum of 14 days, but no more than, 30 consecutive days. Only one leave of absence is allowed in a 12-month period. Exceptions may be allowed in cases of extreme hardship at the discretion of the Academy. A leave of absence will be granted for the following circumstances: Military Duty and Medical or Maternity with documentation. Students must make promissory note payments while on an approved leave of absence.

### **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's appeal results are documented in the student's enrollment file on the Appeal Tracking Form.

### **COURSE INCOMPLETES, REPETITION AND NON-CREDIT REMEDIAL COURSES**

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

### **TRANSFER STUDENTS**

Graham Webb International Academy of Hair does not accept transfer students.

### **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 his or her financial aid eligibility.

*References: 34 CFR 668.34*

### **Complaint/Grievance Procedure**

A student, teacher, or interested party may file a complaint against the school; however, the complaint has to be in writing addressed to the school administration and has to outline the allegation or nature of the complaint. A school representative will meet with the complainant within ten (10) days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The school will document the meeting between the school representative and complaint in writing and a copy of this written record will be provided to the complainant. The school will set up a committee within the institution to review all allegations received. The committee will comprise at least three individuals, which can include the School Director, the Registrar, instructors, Financial Aid Administrator, a member of the public interest, or a student.

The Institution's complaint committee will meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter will be written outlining the additional information needed.

If no further information is needed, the complaint committee will act on all the allegations and a letter will be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or further information to show that the allegations were not warranted or based of fact.

Students will not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

If the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency. The complainant is required to try to resolve the problems through the school's complaint process prior to filing a complaint with the school's accrediting agency.

NACCAS will not intervene on behalf of individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees, and similar points of issues unless the context suggests unethical or unprofessional actions which seriously impair or disrupt the educational services of a candidate or an accredited institution.

**National Accrediting Commission of Career Arts & Sciences**

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

(703) 600-7600

<http://www.naccas.org>

If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia (SCHEV). The student should submit an online complaint at: <http://www.schev.edu>. SCHEV is the agency of last resort in the grievance process.

**State Council of Higher Education for Virginia  
Private and Out - of- State Post Secondary Education**

101 N. 14th Street, 9th Floor

James Monroe Building

Richmond, VA 23219

Tel: (804) 225-2600 Fax: (804) 225-2604

Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

**Book and Supplies**

Books and supplies are issued to students at Orientation. They are your responsibility. You are expected to maintain all books and supplies by replacing lost or broken items. It is important that you have the necessary equipment on hand and in good working order to complete your assignments for class and when receiving clients. Transferring students must have the equipment comparable in quality.

**GRAHAM WEBB INTERNATIONAL ACADEMY OF HAIR IS NOT RESPONSIBLE FOR LOST, BROKEN, OR STOLEN PROPERTY. YOU MAY WANT TO CONSIDER ADDING YOUR KIT TO YOUR EXISTING HOMEOWNER'S OR RENTER'S INSURANCE OR PURCHASING INSURANCE TO COVER THE COST OF REPLACEMENT. WE ALSO STRONGLY ADVISE CLEARLY MARKING YOUR EQUIPMENT WITH YOUR NAME AND STORING IT IN YOUR LOCKER OR OTHER SECURE PLACE.**

**Release of Information Policy**

Parents and/or legal guardian (if student is listed as a dependent) and eligible students have the right to inspect and review student education records. We are not required to provide copies of education records unless for reasons such as great distance, it is impossible for eligible parties to inspect the records on premises. We may charge a fee for postage copies.

Eligible parties have the right to request that we correct records they believe to be incorrect or misleading.

We must have permission from the dependent student's parents and/or legal guardian or the student before releasing any information from a student's record. **(See Attached)** The school may, however, disclose records without consent, to the following:

1. School employees who have the need to know.
2. Other schools to which the student is transferring.
3. Parents and/or legal guardian when a student over 18 is still dependent.

4. Government officials in order to carry out lawful functions.
5. Parties in connection with financial aid to the student.
6. Academy accrediting organization studies.
7. Individuals holding court orders or subpoena.
8. State and local agencies when disclosure is required by law.
9. Veteran's Affairs if the student is a veteran.
10. Outside auditors.

*United States Department of Education*  
Washington, D.C. 20202

*Facts*  
Family Educational Rights and Privacy Act of 1974

*(FERPA)*

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

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

- *Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.*
- *Parents and eligible students have the right to request that school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the record.*
- *Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:*
  - *School employees who have a need-to-know;*
  - *Other schools to which a student is transferring;*
  - *Parents when a student is over 18 is still dependent;*
  - *Certain government officials in order to carry out lawful functions;*
  - *Appropriate parties in connection with financial aid to a student;*
  - *Organizations doing certain studies for the school's Accrediting organizations;*
  - *Individuals who have obtained court orders or subpoenas;*
  - *Persons who need to know in cases of health and safety emergencies;*
  - *State and local authorities to whom disclosure is required by state laws before November 19,1974*

**RELEASE OF INFORMATION**  
**AUTHORIZATION FORM (Sample)**

I understand that I have the right to gain access to my records according to the school's Access to Files Policy.

I also understand that I have the right to authorize certain individuals/ organizations to gain access to certain information in my student file.

I, \_\_\_\_\_, hereby authorize **Graham Webb International Academy of Hair** to give information regarding

\_\_\_\_\_

To \_\_\_\_\_.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date

**SAMPLE**

# Acknowledgment

I, \_\_\_\_\_, RECEIVED AND UNDERSTAND THE FOLLOWING:

Student Catalog

Consumer Guide w/Student Right to Know/Disclosures

Enrollment Agreement

Re-Enrollment

Academy Codes of Practice

Academic / Attendance Policy

Appeal Procedures

Complaint / Grievance Procedures

Time Clock Policy

Test / Make-Up Test Policy

Contract Overages Policy

Books and Supplies

Kit List

Release of Information Policy and Sample Form.

Drug Free Schools and Communities Act Policy

Leave of Absence Policy

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name